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

Council Meeting Agenda
September 8, 2025

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6:00 PM
15-Minute Public Comment Period*
All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 or 1303, or by sending an email to cityclerk@milford-de.gov and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

COUNCIL MEETING

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13. EXECUTIVE SESSION

Motion to Recess into Executive Session

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

Return to Open Session

Potential Motion/Resulting from Executive Session Discussion

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.

090125

090225 Items removed and rescheduled for 09-22-25

CITY OF MILFORD

CITY COUNCIL MEETING MINUTES

August 25, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, August 25, 2025.

PRESIDING:	Mayor F. Todd Culotta
IN ATTENDANCE:	Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James, Sr.
ABSENT:	Councilmember Lori Connor
STAFF:	City Manager Christopher Coleman, Chief Cecilia Ashe, and City Clerk Katrina White
COUNSEL:	Solicitor Gregory Morris, Esquire

Public Comment

Solicitor Morris read the rules of public comment.

Julie Morris, 74 Cedar beach Road, Milford, DE 19963, expressed concerns about the potential reappointment of members to the Board of Adjustment and referenced a recent application involving a property on Truitt Avenue as evidence of what she referred to as a "dereliction of duty". She stated that the Board of Adjustment granted 32 separate variances for the Truitt Avenue development, despite the Planning Commission having denied the project. She argued that this action undermines the city's zoning code and shows a pattern of "rubber-stamping" developer requests.

She asserted that the board's actions contradict the city charter, which states that variances should only be granted in cases of "peculiar and unusual circumstances" to prevent hardship.

Ms. Morris also stated that the chairman of the Board of Adjustment gave VIP NASCAR tickets to the mayor, which she reported to the Delaware Office of Public Integrity. Morris noted that an investigation into this matter is still pending. She concluded by saying that reappointing the current members would reward this pattern of behavior, which she believes violates zoning standards and disregards public interest.

Trish Marvel, 6525 Shawnee Road, Milford, DE 19963, expressed concerns about a communication gap between the city council and Milford residents, particularly regarding

changes to development projects. She described a pattern where development projects, such as a planned 12-unit subdivision changing to 39 units and the project involving the new Dollar General store on Rehoboth Blvd that had significant alterations that residents were not adequately informed about.

She felt that the public is often put in a position of making decisions without having enough information, and that this forces citizens to do their own research to understand what is happening. She expressed that the current communication methods, noting that while yellow-staked signs are posted, they are often taken down, and the key details of projects are not effectively shared with the community. She suggested exploring new communication methods, such as an insert in the mail, to keep residents better informed.

She concluded by stating that this communication gap puts the city council in a difficult position to make important decisions and leaves residents feeling left out of the process, ultimately missing an opportunity to bridge the divide with the community.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the meeting to order at 6:39 pm.

Roll Call

Roll Call showed that there were eight members present. Councilmember Connor was not present.

Invocation and Pledge of Allegiance

The invocation was given by Councilmember Wilson followed by the Pledge of Allegiance.

Approval of the Agenda

Councilmember Zychal made the motion to approve the agenda. Councilmember Kalesis seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Approval of Previous Minutes

Councilmember Wilson made the motion to approve February 24, 2025, meeting minutes. Councilmember Zychal seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Councilmember Kalesis made the motion to approve April 28, 2025 Meeting minutes. Councilmember Zychal seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Councilmember Wilson made the motion to approve August 11, 2025 meeting minutes. Councilmember Stewart seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

2025 02 24 - Council & Workshop Minutes

2025 04 28 Council Minutes

2025 08 11 Council Minutes

Recognition

There was no recognition.

Public Hearings/Comments/Final Determination ℗

Solicitor Morris read the rules of Public Hearing.

Ordinance 2025-12 Electric Rules and Regulations ℗

Suzannah Frederick, Cash Operations & Revenue Supervisor, stated that Ordinance 2025-12 was introduced to update the city's electric tariff in response to House Bill 62, which was designed to provide greater protection for consumers against large electric companies. She explained the key changes to Milford’s electric tariff. The city's policy now prevents disconnections when the temperature is forecast to be 35 degrees or below, or when the heat index is 95 degrees or higher. This expands the previous temperature ranges. Another change is that the notice period for service termination has been extended from 9 days to 14 days. The city also uses its RAVE 911 system to make calls to customers after 5 p.m., an existing practice that complies with the new requirements. She also reported that the city will continue to follow the state's code for medical necessity, which allows customers to get a temporary stay on disconnection if a doctor completes an application. Customers are still required to make good-faith payments during this time.

Julie Morris, 74 Cedar Beach Road, Milford, DE 19963 asked about the fee to have electricity turned back on after a disconnection. She pointed out that in the past, a physical visit by a crew was required to reconnect power, justifying the fee. However, with new technology, she believes the process has become a simple button push, and she questioned whether the new regulations would address or change this fee.

Cash Operations & Revenue Supervisor Frederick stated that the administrative fee is a flat $50 charge, and would not change. She clarified that the fee is not for the physical act of turning the power on but for the administrative work involved in the disconnection process, such as sending notices and making calls. She also noted that the city offers payment plans for customers. However, if a customer breaks a payment arrangement, they are not eligible for a new one for 12 months. The city encourages customers to communicate with staff and also provides a list of resources, such as the Delaware State Service Center and Catholic Charities, that can help them with their utility bills.

Councilmember James made the motion to approve the update to Ordinance 2025-12, Electric Rules and Regulations. Councilmember Wilson seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

2025 12 #2 Appendix B Electric Rules & Regulations Amendment 1

Ordinance 2025-14 Carlisle Lane, LLC/Preliminary Major Subdivision ℗

Director Pierce reviewed Ordinance 2025-14 and the Preliminary Major Subdivision application for Carlisle Lane, LLC. He stated for the record that a FEMA letter of map change, a letter of map amendment, will be required prior to final major subdivision approval to correct the location of the 100-year floodplain. There is a grading plan that's provided in the packet that shows that they are proposing to do no disturbance, no filling of land, no removal of land, and they're not constructing any structures within the floodplain. There is a mapping error on the FEMA maps. The letter of map amendment would be a submission to FEMA to correct the floodplain maps that are online and in his office.

Director Pierce reported that the Planning Commission reviewed the application at their August 19, 2025, meeting and recommended denial upon a vote of 4-1. The Planning Commission also took individual votes on each of the waiver requests and the cash-in-lieu option. For the pavement with reduction, the Planning Commission voted to approve that waiver upon a vote of 3-2. For the right-of-way width reduction, the Planning Commission voted 4-1 to deny. For allowing lots to be platted in the 100-year floodplain, the Planning Commission voted 4-1 to deny. For allowing the platted lots to be platted in the 25-foot wetland buffer area, the Planning Commission voted 5-0 to deny. For the spacing of the street trees, the Planning Commission voted 5-0 to approve and for the cash in lieu of open space request, the Planning Commission voted 3-2 to deny.

Ed Ide, Engineer, 5819 Underwoods Corner Road, Smyrna, DE 19977, spoke on behalf of the applicant and explained the project. He stated that due to site challenges, including wetlands, a flood zone, and a steep slope, the project required multiple variances and waivers. The

project team believes these requests are reasonable and do not negatively impact the community.

Mr. Ide explained that the 32 variances granted by the Board of Adjustment and the waivers from the Planning Commission were necessary to make the townhome design viable. He emphasized that these did not increase the project's density, which remains at 8.7 units per acre, well below the code's allowance of 12 units per acre. He further explained that that despite a portion of the property being in a 100-year floodplain, no buildings would be constructed within the flood zone or the wetland setback area.

He denied claims of a parking shortage, noting that the project provides the required 2.5 parking spaces per unit and additional overflow parking. In lieu of a dedicated recreational area, the developer plans to pay a fee of $55,084.75 to the city. He said that the natural wetlands and stormwater management areas would serve as a form of scenic open space and concluded by asking for the city's approval, stating that the project is in line with the comprehensive plan and provides a more desirable outcome for the community than an apartment complex.

There was a lengthy discussion focusing on the number of waivers and variances needed for the project. The applicant states this is the ninth iteration of the plan, with a focus on minimizing waivers. They explain that the variances are minor, primarily related to setbacks and lot coverage, rather than major issues like density or height. The maximum lot coverage in the R3 zone is 60%, but a specific lot (Lot 33) required a variance to be approved at 66%. The applicant explains the design was a result of trying to work with the limitations of the land while providing desirable front and backyards.

The proposed road, Lilac Lane, will be 30 feet wide, which is wider than the existing Truitt Avenue (measured at 22-27 feet). To manage space, parking will be designated on only one side of Lilac Lane. The project's parking plan meets the code requirement of 2.5 spaces per unit, with spaces provided in garages, driveways, and additional overflow and alley spots. A council member raised concerns that homeowners may not use their garages for parking, and a family with teenagers could have more than the allotted spaces, leading to an overflow of vehicles on the street.

Another council member expresses significant concern about the impact on Truitt Avenue, noting the road is already narrow and difficult to navigate. The applicant states that a traffic study was not done but explains they chose the townhouse plan (39 units) over a higher-density apartment option (72 units) specifically to mitigate traffic impact.

The applicant confirms that grading for the project will not occur in the floodplain. While the project received a variance to grade within the wetland buffer, no structures or lots can be platted in that area. A brief legal question was raised and answered regarding whether the sale price of a home is a valid factor for approving a waiver. Solicitor Morris stated it is not a deciding factor for a vote.

The discussion turned to affordable housing. It was clarified that "affordable housing" is not the same as "low-income housing," and is typically defined by a person spending no more than 30% of their income on housing. A council member expresses that the previously mentioned $300,000 sale price for the townhouses may not constitute affordable housing.

Jennifer McSorley, 208 Truitt Avenue, Milford, DE 19963, spoke in favor of the development that borders her backyard. She stated that this was her first council meeting and that she came to learn and express her concerns about the environment, safety, her neighborhood, and the future of Milford.

Ms. McSorley acknowledged that she read a significant portion of the 140-page plan, but that her technical background was limited. She stated her trust in the council, boards, and city experts to make the best decisions for the community's safety and the environment. She voiced her support for the development because she wants Milford to continue to thrive, grow, and create jobs. In closing, she requested that the city employees and developers ensure the project adds to the neighborhood and the city while prioritizing safety, balance, and environmental factors.

Daniel Bond, 105 North Street, Milford, DE 19963, a long-time resident of Milford since 1991, spoke in favor of the project and about his experience in revitalizing the historic downtown area. He and his wife own and operate the Towers Bed and Breakfast and have been for 33 years.

Mr. Bond has a history of renovation and development in the North Milford Historic District. He has purchased and renovated nine buildings, all of which are on the National Register of Historic Places. He also built eight townhouses and one new house, which in total provide 31 new residences and seven commercial spaces within three blocks of downtown.

He is currently working on rehabbing the old Carlisle Firehouse to create 15 handicapped-accessible apartments, noting that this would be one of the few places in the city to offer this type of housing. He is collaborating with Independent Resources Incorporated, an organization that provides services to the handicapped, to populate the building.

The meeting experienced technical difficulties.

Julie Morris, 74 Cedar Beach Road, Milford, DE 19963, spoke in opposition to the project and states that the 32 granted variances weren’t a true hardship but to maximize profits. She expressed that the proposal includes "cash in lieu" instead of providing actual open space,

which goes against the city's comprehensive plan for livable neighborhoods and denies future families playgrounds and recreation areas.

She highlighted a community petition against the development, which has over 400 signatures. She explained that a major concern is the impact on local schools, which are already at "crisis levels." The high school is over capacity, and the new middle school, while a temporary solution, will not be enough to handle the rapid growth. She states that overall enrollment is increasing 3-6% annually, which is an unsustainable rate that the school district cannot keep up with in terms of building schools, hiring teachers, and funding services.

In conclusion, she states that the application is flawed because it violates the city's comprehensive plan, relies on improper variances, and will negatively impact the community by failing to provide open space and further straining an already overwhelmed school system.

Trish Marvel, 6525 Shawnee Road, Milford, DE 19963 spoke in opposition to the project. She stated that she agreed with Ms. Morris. She stated that the project's original plan was for 10-12 "affordable" townhouses. The project has since changed significantly, which she believed is the reason for the numerous variances. She explained that the term "affordable housing" has become meaningless because the advertised price point, around $300,000, is not truly affordable. A mortgage payment for such a property would be over $3,000 a month, which she said is out of reach for many. She applauds the Planning Commission for its recent decision, arguing that the waivers are not a hardship to the developer but will likely become a hardship to the people living near the development, who will be left to deal with problems like flooding after the developer has left.

She expressed a belief that the townhouses are already being looked at by investors and will likely become rentals. This is a concern, as she mentioned that over half of the homes in Milford are already rentals, which means there are fewer homeowners than renters. She concluded by reiterating that the change in the project's scope is the root cause of all the variances, and that the community will left to deal with the consequences.

City Clerk White read a letter from Tom Chilton, 38 Meadow Lark Drive, Milford, DE 19963.

Letter - Tom Chilton

Matthew Feindt, 4330 Big Stone Beach Road, Milford, DE 19963, said he wanted to give clarification to some comments that were made during public comments. He explained that his initial plan, starting 15 years ago, was to build apartments. However, after seeing the issues with rentals through his plumbing business and his own rental properties, he decided to develop townhouses for purchase. He stated that many good renters, including some of his own tenants, want to buy a home they can afford. He challenged Mrs. Marvel’s claim that a $300,000 mortgage would result in a $3,000+ monthly payment. He stated that at a 7%

interest rate, a $300,000 mortgage with no down payment would be less than $2,000 a month. He then contrasted this with the current rental market, pointing out that some three-bedroom apartments rent for $1,900 a month. He argued that his project is an attempt to provide homeownership opportunities to people who are already paying high rents. He also explained that he cannot provide $200,000 housing because the numbers "don't work" due to construction costs.

He went on to explain that the project started as two parcels of land and was expanded to five over the past three and a half years to make better use of "dilapidated ground." He also stated that his engineer could have planned for up to 72 apartments on the property, which would require the same open space and parking considerations as the current proposal. He believes the current plan is a better option for the community.

Mr. Feindt concluded by urging the City Council to vote based on what they believe is best for the entire community, not on what is being said by a few individuals. He acknowledged that the current proposal might not be approved and that he would go "back to the drawing boards."

Councilmember Wilson expressed concerns about affordable housing and has concerns about the traffic on the street.

Councilmember Zychal has similar concerns and suggested that council schedule a workshop to go over the details of the project.

Councilmember Kalesis also expressed concerns about affordable housing and stated that low-income housing is needed. She believes that parking will be an issue. She would like the discussion to be tabled.

Councilmember James stated that he thinks that the density needs to be looked at and thinks tabling the discussion is a good idea.

Councilmember Stewart asked who the townhomes would go to and who would be able to afford them.

Councilmember Perez stated that there are issues and agrees there needs to be a workshop scheduled. He has concerns about parking and emergency vehicles accessing the street.

Councilmember Marabello stated that he didn't want to make the wrong decision and thinks a workshop would be good before making a decision.

Councilmember Zychal would like to include in the discussion the idea of how others can escape the cycle of poverty.

Solicitor Morris stated that the council could one of three things, accept the application, reject the application or table it to give themselves more time to consider what's being presented. He explained that if that's something the Council is considering, and they're going to be

asking for more information from the applicant, they would have to reopen the public hearing before council.

Councilmember Marabello made the motion to table this and come up with a reasonable time to discuss this in more depth. Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Carlisle Lane - Packet

Communications & Correspondence

City Clerk White announced the September SCAT meeting on September 3, 2025.

Councilmember Marabello announced that the next children's play would open on the upcoming Friday and is titled School Villain. There will be a Friday, Saturday, and Sunday Matinee at the Milford Second Street Players.

SCAT Sept 3 2025 - Lewes Invitation

Unfinished Business

New Business

Reappointments:

Planning Commission

Board of Adjustment

Tree Preservation & Advisory Council

Parks & Recreation Advisory Board

City Clerk White stated that Eric Johnsen had resigned from the Tree Preservation and Advisory Board and there was an opening for anyone interested in becoming a part of the board. She advised that they would need to submit an application through the city website.

Councilmember Wilson made the motion to reappoint Jim Purcell to the Planning Commission. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Councilmember Wilson made the motion to reappoint David Sauls to the Planning Commission. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried.

Councilmember Wilson made the motion to reappoint Brendon Warfel to the Board of Adjustment. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Councilmember Wilson made the motion to reappoint Timothy Metzner to the Tree Preservation and Advisory Board. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Councilmember Wilson made the motion to reappoint Ronny Baltizar-Lopez to the Parks & Recreation Advisory Board. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Boards & Commission Term Expiration Dates 2

Authorization/Bayhealth Fiber Lease Agreement

Senior Accountant Lou Vitola reviewed the renewal agreement.

Councilmember Wilson made the motion to approve the Bayhealth Fiber Lease Agreement. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

BayHealth-Milford - Fiber Agreement Milford

Exhibit A - Hospital Route

Exhibit B - Fiber Specs

Exhibit C - Demarcation

Authorization/Sewer and Water Agreement/Lands belonging to Laura Quintero-4 Lexington Drive County Tax Parcel 3-30-11.00-163.00

Planning Director reviewed the application that was included in the packet.

Councilmember James made the motion to authorize the mayor to sign the Sewer and Water Agreement. Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

SEWER AND WATER AGREEMENT - QUINTERO - 4 LEXINGTON DR - 081925 Rev2

Authorization/Annexation Plan of Services/Revocable Trust of Pamela Davis Thompson/2 Brandywine Rd

Director Pierce explained the Thompson application.

Councilmember James made the motion to authorize the mayor and the City's Engineer to sign and execute the Plan of Services Agreement. Councilmember Stewart seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Plan of Services - 081525

Adjournment

Councilmember Marabello made the motion to adjourn. Councilmember Stewart seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson, and Jason James

The motion carried. 7-0

Mayor Culotta adjourned the meeting at 8:59 pm.

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: September 2, 2025

RE: Activity Report for August 2025

In the month of August, the Milford PD responded to 1327 calls for service.

<u>Chief and Police Command Staff</u>:

- Throughout the month of August, 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 Awards Committee, comprised of the officers Sgt and below as well as our professional staff. They will meet and formulate plans regarding employee recognition, promotional and award ceremonies. They will also be researching ways to recognize citizens that assist the police department in the course of our duties. These plans will be presented to the command staff for review/approval.

- Police Officer Applicant testing has continued to progress with applicants now in the background phase of the process for the upcoming Police Academy Class.

- The police department has also began to accept applications for a full-time telecommunications operator/dispatcher. The application deadline is October 3, 2025.

- Chief and the Command Staff attended the city's Ethics and FOIA training course to refresh our knowledge of these topics.

- Chief recently began her role as the 2026 DE Law Enforcement Torch Run (LETR) Chairperson.

- Chief was selected to serve on the Delaware Association of Chiefs of Police Executive Board.

- Chief met with the Delaware U.S. Attorney, Julianne Murray. They discussed the continued partnership with our federal partners, as well as various federal focused prosecution strategies around the current opioid crisis and local success stories on reducing gun violence.

MPD Activities for the Month

Community Engagement:

- S/Cpl Bloodsworth and S/Cpl Golding attended the First Friday multicultural-themed event on Aug 1, 2025, and hosted a recruitment table for our anticipated vacancies. We had a number of interested patrons at the table asking for application information. We also engaged in socialization with children and families about a variety of topics, from cultural interests to back-to-school excitement.





- Police Department Staff were invited to the 2025 BH/Milford Reunion: Community Day which was held at the Banneker Park & Basketball Court. There was great weather, great conversations and great hotdogs cooked by Captain Wells. It was also the first appearance of our Community Engagement Trailer!







- S/Cpl. Badger, K9 Kai, Sgt. Swan and K9 Raven performed a demo at Greenwood's Night out.



- S/Cpl. Badger, K9 Kai, Sgt. Swan and K9 Raven performed a demo at Felton's Night out.



- On August 5, Milford Annual Night Out was held in Bicentennial Park. This free event featured live music and free food with police and emergency agencies, and community partners taking part in this relaxed engagement opportunity. Several agencies and organizations showcased their vehicles and various services sharing valuable information with the public. This year's Night Out was heavily attended and very well received by the public. S/Cpl. Bloodsworth worked with multiple police department personnel to include Command Staff and the K9 Unit to organize this yearly event.





- Lt. Smith, S/Cpl. Bloodsworth and S/Cpl. Golding engaged in communication with the school district regarding the start of school preparations, especially with regard to the new middle school. Traffic patterns were discussed with safety and community concerns in the area of Milford Middle School. They also worked to hire three (3) new school crossing guards. S/Cpl. Golding attended the meet and greet session at Milford Middle School and the safety team welcome back meeting that included their two new constables.

- Department Personnel where given a tour of the new Middle School prior to its official opening on 09/02/2025. This tour was provided to the department for operational readiness purposes that are completed at each school within the City of Milford.

- This year, we had officers participate in the annual Camp Barnes Benefit Stock Car Race held at the Georgetown Speedway. Camp Barnes provides a free, enriching camp experience for Delaware youth. Their mission is to empower campers by fostering initiative, leadership skills

and a strong sense of accomplishment. The officers had a great time supporting this great cause and the Delaware State Police. We appreciate Mayor Culotta's support of the event and our officers!



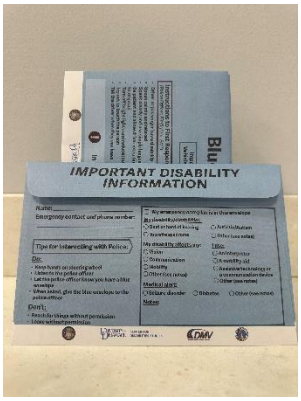
- S/Cpl. Badger and K9 Kai conducted a demo at Sun Retreats Rehoboth Bay for a K9 Cancer Foundation fundraiser.



- Sgt. Maloney attended the 2025 Special Olympics Delaware Cycling Event held in Dover, DE. Sgt. Maloney had the opportunity to present numerous athletes with their event medals.



- Milford Police Department joined with the Delaware State Police in the Blue Envelope Program. This program is a free initiative that aims to promote safe, clear and respectful communication between law enforcement and drivers with autism and other disabilities. The Blue Envelope quickly communicates important disability-related information and considerations to police officers. These Blue Envelopes can be obtained by stopping by Milford PD.



<u>Community Room</u>:

- We had five (5) organizations use the community room in August.

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

- Chief attended and volunteered at the 61st Annual FBINAA National Training Conference which was hosted by the local Delaware/Maryland Chapter of the FBINAA.

- One officer attended the IACP Impaired Driving & Traffic Safety Conference held in Chicago, IL.

- One officer attended the NTOA Training Management & High Risk Mitigation for SWAT Course held online at the Milford Police Department.

- Two Officers attended the Advanced Traffic Crash Investigation Training held online at the Milford Police Department.

- The Behavioral Health Director attended the Understanding the Impact of Abuse Training held POST Headquarters in Dover.

- One officer attended NTOA 2022 The Wichita Model: Using Best Practices as a Blueprint to Build (or Rebuild) Your CNT Team Training held online at the Milford Police Department

- The Behavioral Health Director attended the Strangulation Symposium held at the Millsboro Police Department.

- One officer attended NTOA Change of Behavior CQB Training held online at the Milford Police Department.

- Two officers attended the Law Enforcement Officers Killed & Assaulted Program/Officer Safety Awareness Training held at Wilmington University Dover Campus.

Recognition:

- Retirement of S/Cpl. John Collins after 20 years of service to the Milford and Milton Communities.








- Officer of the 2nd Quarter 2025 – PFC Landon Werner



Upcoming Event:



Behavioral Health Unit:

Milford Police Department – August 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
Aguust 1-August 3, 2025	**26.5**	N/A	N/A	**2**	**Referrals to Services:** Check the Welfare	**0**	**1**	**2**
August 4-August 10, 2025	**90.5**	1. Opioid System of Care Meeting 2. MPD National Night Out	1. Domestic Violence Training	**8**	**Referrals to Services:** Check the Welfare Public Assistance Homeless Resources Victim Services	**1**	**2**	**5**
August 11-August 17, 2025	**91**	1. Division of Public Health Meeting	1. Strangulation Symposium Training	**10**	**Referrals to Services:** Check the Welfare Domestic Disorderly	**2**	**1**	**7**
August 18-August 24, 2025	**85**	N/A	1. OCD & Severe Anxiety Training	**8**	**Referrals to Services:** Check the Welfare Homeless Resources Public Assistance Disorderly	**2**	**2**	**6**
August 25-August 31, 2025	**91**	1. NAMI Meeting	1. Psychotic Disorders in Older Adults Training	**9**	**Referrals to Services:** Check the Welfare Public Assistance Homeless Resources	**2**	**1**	**6**
Totals:	**384**			**37**		**7**	**7**	**26**
Year to Date Totals:	**2876**			**363**		**36**	**55**	**251**
Overall Totals:	**13066.85**			**2035**		**184**	**261**	**1708**

Social Media/Public Information Update:

Our Facebook page had 163 new followers for a total following of 18,433. Currently our followers are 35% male and 65% female. Posts during the month were viewed 383,746 times and reached 128,907 people. Our top viewed and top reached posts for August was the announcement of the Blue Envelope Program. It had a reach of 83,428 people and was viewed 140,254 times.

Our Instagram account had 12 new followers for a total following 2,501. Currently our followers are 40% male and 60% female. Posts during the month were viewed 52,877 times and reached 2,216 people.

Our Twitter/X followers are 1,443.

Our Nextdoor posts reached 489 people during the month. Nextdoor reaches 3,805 members according to statistics provided by the website.

MPD in the News:

August 22, 2025: Through July, Milford police record fewer crimes, overdoses (Daily State News)

https://baytobaynews.com/stories/through-july-milford-police-record-fewer-crimes-overdoses,246879?

August 26, 2025: Delaware launches Blue Envelope Program to support drives with disabilities (WBOC)

https://www.wboc.com/news/delaware-launches-blue-envelope-program-to-support-drivers-with-disabilities/article_698443ea-da41-4afe-96af-5393ec58ba3d.html

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

August was another very busy month for our office, with a total of 20 new requests for information. As the two of us continued to work through fulfilling the backlog of requests, 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:

- Organized and attended two training sessions on FOIA & Ethics facilitated by Max Walton with city employees and city council on August 6, 2025.
- DCC Velazquez and I along with the Employee Rewards and Recognition Committee coordinated the City of Milford Employee Back to School Supply Drive and dropped off school supplies and backpacks to the Milford Boys & Girls Club
- Coordinated Council Orientation for Councilman Perez on August 21, 2025.
- DCC Velazquez began taking classes at the 2025 Delaware Municipal Clerks Institute to work towards her Certified Municipal Clerk (CMC) Certification on August 22, 2025
- Also on August 22, 2025, I spoke at the Delaware Municipal Clerks Institute for Delaware and Maryland municipal clerks at University of Delaware who are working to obtain their CMC and MMC Certifications.
- DCC Velazquez and I organized the Council and staff photos on August 25, 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 (87)
- Coordination of FOIA issues with City Departments to ensure Compliance
- Prepared Agendas & Packets for:

  Council Meetings – August 6 Workshop, August 11 & 25 Council Meetings

  Board of Adjustment – August 14

  Planning Commission – August 19
- Prepared Public Notices (5)
- Transcribed and Proofread Minutes (6)
- 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 (33)

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 33	Church of God of the Prophecy	Gran Venta de Comida	8/30/2025
2025 32	Dolce	Milford Comic Con	10/18/2025
2025 31	Milford Community Parades Inc	Milford Community Parade	10/15/2025
2025 30	Milford Library	AmeriHealth Fair	9/6/2025
2025 29	St. Johns	Oktoberfest	10/3/2025
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	American Foundation for Suicide Prevention	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

CHRISTOPHER T. COLEMAN, CITY MANAGER
201 South Walnut Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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I began officially working for the city on August 4, 2025. Since that time, I have had the opportunity and pleasure to meet with many team members. Admittedly, I have not met with all members of our team; however, I have met with many members from each department.

I will share an overall summary of my meetings with departments and team members.

August 2025:

Team Meetings:

- ✓ City Clerk
- ✓ Parks and Recreation
- ✓ Customer Service
- ✓ Finance (will be meeting with additional team members)
- ✓ Planning, Licensing and Code Enforcement
- ✓ Police
- ✓ IT
- ✓ Human Resources
- ✓ Public Works (will be meeting with additional team members)
- ✓ Economic Development

City Meetings:

- ✓ Attended City Council Meetings
- ✓ Attended a Finance and Audit Committee Meeting
- ✓ Attended a Tree Preservation Advisory Meeting

Meetings:

- ✓ Individual meetings with Council Members (4)
- ✓ Mayor
- ✓ Projects (e.g., Bayhealth, Riverwalk, Big Fiber)

City Events/Community Groups:

- ✓ Milford's Annual Night Out
- ✓ Met with the Chamber of Commerce
- ✓ The Mayor and I presented at the Rotary Meeting
- ✓ Milford Community Parade
- ✓ Elevated Community Development Corp., located in the Armory

Operationally:

- FOIA Training Sessions
- Met with the City Solicitor
- Met with team members, Milford Downtown Streetscape
- Kent County Hazard Mitigation Meeting

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
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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: September 1, 2025

RE: August 2025 – Public Works Department Staff Report

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

- The public works director has been working with the 2 college interns and GIS entry.
- The public works director has been working on PW organizational improvements.
- The Engineer team responded to 23 ROW, 27 backfill, 28 water backfill and 27utility permit reviews.
- The development coordinator reviewed 13 electric permits and scheduled field inspections for 9 residential developments and 11 commercial projects.
- Facilities, coordinated floor treatment and window cleaning City wide.
- Fleet, performed 41 workorders and serviced 8 police vehicles
- Streets, repaired water leak on North shore Drive
- Streets, prepped for the forecasted coastal hurricane
- Refuse, delivered 77 new containers, replaced 55 containers, removed 14 containers and repaired 45 containers.
- Water and Sewer, did annual chlorine system maintenance to 4 treatment stations
- Water and Sewer, replaced floats at 2 pump stations

PUBLIC WORKS FACILITY
180 Vickers Drive
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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: September 2, 2025

RE: August 2025 – Planning Department Staff Report

- During the first seven months of the 2025 calendar year, the City has issued 113 new residential dwelling construction permits.
- The City of Milford has seen 278 projects with a committed investment of over $39.7 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 $4.7 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 four applications at the September meeting.
  - Cypress Hall Residential – Revised Planned Unit Development
  - Cypress Hall Residential – Phase III – Preliminary Major Subdivision
  - PUGS2, LLC – Phase II – Preliminary Site Plan
  - Dollar General – Preliminary Site Plan
- The Board of Adjustment will review three applications at the September meeting.
  - Lands of Joseph Wolfe – 600 Dixie Avenue
  - Lands of Ramona Lovett – 107 Cherry Street
  - Lands of Anthony Cardana – 12 Rogers Drive
- The City received a final site plan resubmission for the Reserve at Herring Branch project and granted final approval.
- The City reviewed a preliminary site plan resubmission for the PUGS2, LLC – Phase II project and placed the item on the September Planning Commission agenda for review.
- The City reviewed a preliminary major subdivision resubmission for Cypress Hall Phase III and placed the item on the September Planning Commission and City Council agendas for review.
- The City received a preliminary site plan application for Faulton, LLC and provided review comments to the applicant.
- The City received a preliminary site plan resubmission for the CCGTL Properties, LLC project and is currently reviewing the plans.

- The City received a revised construction plan for utility and sidewalk improvements for Church Street Crossing (Brightway Commons) and approved the plans.
- Staff attended a preconstruction meeting for Milford Ponds Phase 2A.
- Staff attended the monthly progress meeting for the City and Dover/Kent County MPO transportation study for Airport Road.
- Staff attended the Milford Corporate Center progress meeting.
- Staff attended the DelDOT pre-construction meeting for the Milford Corporate Center project.
- Staff attended the bi-monthly Dover/Kent County Metropolitan Planning Organization (MPO) Technical Advisory Committee meeting.
- Staff attended a meeting with Department Heads and KCI Technologies to review the semi-final streetscape plans for SW Front Street, Denney Row, N Washington Street and Park Avenue.
- Staff continue to perform 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 met with representatives from the Office of State Planning Coordination to review the draft Downtown Development District renewal application. Staff anticipate holding a public hearing in October for City Council to review the proposed boundary adjustments and endorse the 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	59
Cases Closed	25
Open Cases at Start of Period	462
Open Cases at End of Period	498

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

Violation Activity:

New Violations Cited	Count
Animals	0
Building	18
Exterior Property Areas	7
Exterior Structure	1
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	0
Right-of-Way	0
Rubbish	4
Sidewalk	0
Unregistered/Inoperable Vehicle	2
Vegetation	23
Zoning	4
Total	59

Rental Licenses Issued: 14
Contractors Licenses Issued: 14
Business Licenses Issued: 5

Building Permits Issued:

Permits Issued by Type	Count
Fence	25
Roof	8
Commercial Interior Renovation	7
Commercial Exterior Renovation	6
New Single-family Detached	6
Water Utility	6
Electric Utility	5
Right-of-way Permanent Use	4
Shed	3
Deck	2
New Multi-family	2
Residential Exterior Renovation	2
Accessory Structure	1
Demolition	1
Gazebo	1
Solar	1
Sewer Utility	1
Sign	1
Total	82

Inspections Performed:

Inspections Performed by Type	Count
Footing	23
Foundation Wall	14
Slab	12
Waterproofing	1
Foundation As-built	22
Framing	38
Dry-in	19
Insulation	23
Energy Final	0
Final	106
Residential Rental	34
Total	292

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963

PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: 09/03/2025

RE: August 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.

- Shrubs were trimmed along the Riverwalk from Maple Avenue to Goat Island. Several trees were also trimmed along the Riverwalk. The entire Riverwalk was line-trimmed.

- Maintained grounds at the water and sewer facilities and the electric subs-stations.

- Continued to activate the irrigation reels and cut fields at Tony Silicate Memorial Park for soccer usage.

- Seasonal staff continued watering all flowers throughout the city, and de-weeding flower beds as necessary.

- In preparation for the Milford Police "night out", all shrubbery in Bicentennial and Memorial Parks were trimmed. MP&R assisted with delivering tables and chairs, extra trash cans, ensuring electric was operational in the park and brought an extra electric extension reel for the band. Staff assisted with the event by undertaking trash pickup.

- Staff continued to use a UTV with a pressure washer and generator to remove goose deposits along the Riverwalk.

- Certified playground mulch was installed at both the Can-do playground and the Marvel Square playground.

- 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.

- Downtown clock had three coats of new paint applied, with the addition of new maroon-and gold-colored accents.

Other

- Director participated in the biweekly department head meetings.
- Director continued to work on capital projects.
- Director attended the Milford Streetscapes design meeting with other department heads and the City Manager.
- Director attended the quarterly tree preservation meeting.
- Director hosted Councilman Perez at the Parks and Recreation office.
- Several staff members attended the ethics and FOIA training at city hall.
- Park Superintendent attended the awards and recognition committee meeting and the Freedom festival meeting.
- At direction of the City Manager, we coordinated with Public Works to have the excavated area of the riverwalk cleaned up by removing debris and reconfiguring the temporary fencing.
- MP&R hosted the City Manager for a "meet and greet" with all the parks and recreation staff.
- 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. The agreement has been executed, and we can begin to move forward with this project.
- GPI (the engineering firm) has provided options for the concrete abutment repairs. At the direction of the City Manager, we are investigating an insurance claim. We will bring the results of the insurance claim back to council with the design options soon.

Recreation

Active Fall sports programs

Our Fall programing begins the first week in September and will last through the end of October.

- **Pickleball League**
    - This program is one team away at being at capacity and starts the second week of September.

- **Youth Soccer Program**
    - Our youth soccer program starts the first week in September. We were able to successfully combine two age groups together. This allowed us to more effectively manage not only our existing program but our new girls' soccer program as well.

- **Inter-County Girls' Soccer league**
    - This is a brand-new program aimed at creating a soccer league for girls only. This program is working in conjunction with both Kent County Parks and Recreation and City of Dover Department of Recreation in competing against each other.

- **Flag Football**
    - This program starts week of September 1st and is still accepting registrations.

- **Tennis**
    - This program starts the second week of September and is a little over halfway full of registrations.

- **Field Hockey**
    - Our field hockey coach has returned for a second season, and we are a few signups away from being at capacity. The program starts Sunday September 7th.

- **Creative Spark**
    - This program has become popular and has returned for a third season. Both time slots for this program have been filled.



Downtown clock with fresh paint, new colored accents, new glass, and LED lights, and new electric motor.

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
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www.cityofmilford.com

TO: Mayor and City Council

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

DATE: September 4, 2025

RE: August 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Onboarded new employees for the positions of Public Works Equipment Operator-Solid Waste (1 employee) and School Crossing Guards (3 employees), and City Manager (1 employee)
- Attended Ethics & FOIA Training hosted by Max Walton.
- Interviews conducted for the position of City Engineer and Electric Operations Coordinator.
- 2025 Service Awards scheduled for Friday, October 10, 2025, from 11:00am-3:30pm.
- 2025 Holiday Party scheduled for Friday, December 19, 2025, from 6:30pm-10:30pm.

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: September 2025 Meeting - Monthly Report Coverage for August 2025
Date: September 3, 2025

Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Completed/submitted annual reporting as required for our TIIF grant for the Milford Corporate Center.
- Worked with a new business who are opening their doors in August 2025 to understand the requirements/proper permits/code for business sign installation.
- Met with Anastasia Jackson, Kent County Business Manager with Division of Small Business, to discuss upcoming economic development, and the Fall 2025 EDGE Grant.
- Attended Milford Streetscape meeting with City of Milford staff and KCI.
- Met with Arrow Real Estate firm to discuss future economic development plans for Milford.
- Promoted partnership with Division of Small Business to hold pop up workshops with staff at the Milford Library for business owners to come with questions, assistance with grants, etc.
- Met with Planning Director, Emory Hill, and our attorney to discuss Milford Deed Restrictions.
- Participated in Small Business Walking Tour in downtown Milford organized by several partner resources.
- Attended The Collective's opening day of their boutique.
- Met with a Primary Care Physician to advance discussions and strategic planning for their upcoming expansion and future business-owned medical practice.
- Met with Emory Hill/City Electric Director/City Planning Director to discuss how much electric/power supply will be available at the Milford Corporate Center.
- Worked with Planning Director to identify/request support letters from stakeholders for our DDD Renewal Application
- Met with Planning Director, and Milford Housing to discuss Housing Supply Accelerator Program and plan of action.

Community Engagement

- Attended Milford Chamber's Marketing Meeting to discuss marketing plans to target more business members.
- Attended Milford Night Out where I engaged with community members, took photos for social media where the post received a lot of community engagement.
- Worked with the Greater Milford Chamber to place an ad on behalf of the city in their member directory.
- Highlighted staff accomplishments via social media and received great community engagement.
- Partnered with DEMEC to capture photos of our lineman in action for billboard messaging in honor of Public Power Week in early October.

- Met with DEMEC to review our communication and marketing efforts. We discussed ways we can partner in the future and be more efficient.
- Met with Sade with DMI, and Joey Phillips for planning for the Annual Tree Lighting Ceremony.
- Held a presentation for Milford School District's new employee orientation, discussing the Milford community.
- Worked with Parks & Rec Director to assist with community engagement for the Tree Advisory Committee relating to trees and open space.
- Worked with Customer Service to release communication regarding property tax bills.
- Collaborated with Carolyn Dehorty from Efficiency Smart to facilitate connections with Milford Library and Carlisle Fire Company, supporting their upcoming expansion and construction projects with energy-saving strategies to reduce costs.
- Worked with Customer Service to release communication regarding AI Summarization May Omit Critical Information.
- Collaborated with DEMEC to release Power Savers communication via social media/website to bring awareness to power saving tips for utilities prior to colder months.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended 1st Council Meeting to present staff report
- Attended DelDOT's preconstruction meeting for Sussex County Milford bridge painting project.
- Attended Ethics/FOIA training with city staff.
- Participated in Electric Operations Coordinator interviews

Social Media/Website

- August 2025 Insights:
  -City of Milford Facebook: 163 new follows (total: 6,029,); 56.5K reached; 4.4K page visits
  -City of Milford Instagram: 42 new follows (total: 1,685); 1.3K accounts reached; 205 profile visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in September 2025, along with sent out email version.
- Riverwalk Sinkhole Repair Options
  -WBOC interview 8/5/25
  -WBOC News Broadcast 8/5/25 & 8/6/25
  -WBOC article 8/5/25
- DelDOT Rehabilitation of Bridges 2-008 A&B
  -WBOC interview 8/11/25
  -WBOC News Broadcast 8/11/25 & 8/12/25
- DEMEC Settlement
  -Spotlight Delaware interview 8/19/25
- Important Notice: AI Summarization May Omit Critical Information
  -CoastTV News article 8/21/25
- Downtown Clock Repair
  -Daily State News interview 8/28/25

THE CITY of Milford DELAWARE

Date: September 2025

To: Mayor and City Council

From: Bill Pettigrew – IT Director

Re: September 2025 Information Technology Department Staff Report

Microsoft Windows 10 End of Life

Microsoft will end support for Windows 10 on **October 14, 2025**. After this date, computers with Windows 10 will no longer receive essential security updates, technical support, or software updates. While these machines will continue to function, they'll be much more vulnerable to viruses and malware.

Milford IT is already rolling out **Windows 11** on all new workstations and will update all existing Windows 10 machines before the end-of-life date. Most users will notice only small cosmetic differences, but the operating system includes significant security and performance upgrades that will greatly enhance your experience.

The Police Department's systems will be updated by DELJIS in the coming weeks. We strongly encourage everyone to update their home computers to Windows 11 to stay protected.

Audio Visual Analysis Update

Our AV company has finished its comprehensive assessment of our current equipment and setup. We have received their recommendations and will wait until fiscal year 2027 to budget for these upgrades.

We've found that asking council members to push the microphone button reminds them to speak into the mic and helps eliminate background noise.

Riverwalk Public Wi-Fi

I will be removing this from my report until we can budget for additional expansion in fiscal year 2027. The public Wi-Fi has been well-used by visitors to our Riverwalk and farmers market.



Tyler Munis ERP Implementation Update

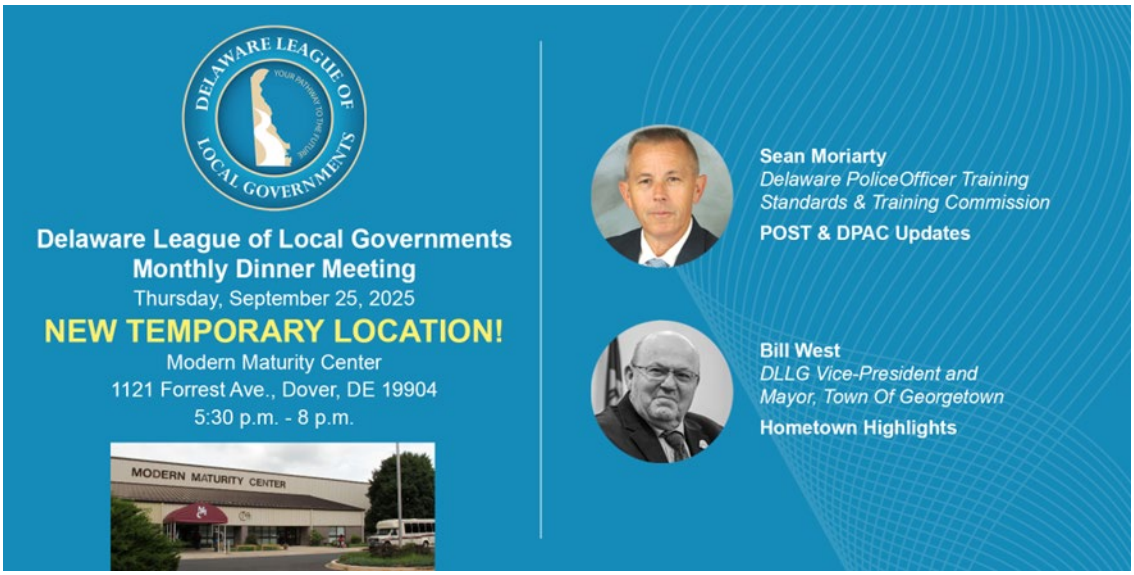
The new clocks and tablets have been set up and configured. However, some minor issues with the Tyler and legacy systems have slowed down parallel processing. For this reason, we feel the targeted October 1st go-live date would be pushing it, and we are now working with Tyler to establish a new timeline.

Six months ago, this project seemed impossible, but we are now at the finish line. We all look forward to the go-live and can't wait to stop using the legacy system.

We have contracted with a company called ITP, which is made up of former Tyler personnel. They offer contract auditing, project management, and training. Just a few hours of their time highlighted some of Tyler's shortcomings, which has motivated Tyler to step up their game. We plan to use ITP to assist with next year's Utility Billing module to ensure that the implementation fully meets the city's needs.

Impact Analysis / Business Continuity Plan

The final drafts of this analysis were delivered to the City Manager to help guide decisions regarding the city's strengths, weaknesses, opportunities, and threats.



NEW TEMPORARY LOCATION

Members, League partners and friends are cordially invited to attend the Delaware League of Local Governments' monthly dinner meeting from 5:30-8:00 p.m. on September 25, 2025, at the MODERN MATURITY CENTER, 1121 Forrest Ave., Dover, DE 19904

REGISTRATION/SOCIAL HOUR: 5:30 PM - 6:10 PM

DINNER: 6:10 PM – 7:15 PM

PROGRAM: 7:15 PM

The event features presentations by:

7:15 – 7:30 PM:

Sean Moriarty, Executive Director Delaware Police Officer Training Standards & Training Commission

POST & DPAC Updates

7:45 – 8:00 PM:

Bill West, DLLG Vice-President and Mayor, Town of Georgetown

Hometown Highlights - Each month a featured town leader speaks of local government challenges and successes

Event Logistics

Electronic registration and payment must be made in advance via Eventbrite. No walk-in registrations will be permitted. The registration deadline is Tuesday, September 23, 2025.The League would like to emphasize the importance of the September 23 registration cutoff. It is crucial that all registrations are completed by this date to ensure smooth operations. Additionally, we kindly ask for your support in this matter and accommodating the efforts of the Ladies Auxiliary and other volunteers, who are working diligently to set up for the event and coordinate meals for the event. Their hard work is essential to making this a successful gathering, and we appreciate everyone's cooperation in facilitating their efforts.

AIRPORT ROAD CORRIDOR

Improvement Study

THE CITY of Milford DELAWARE

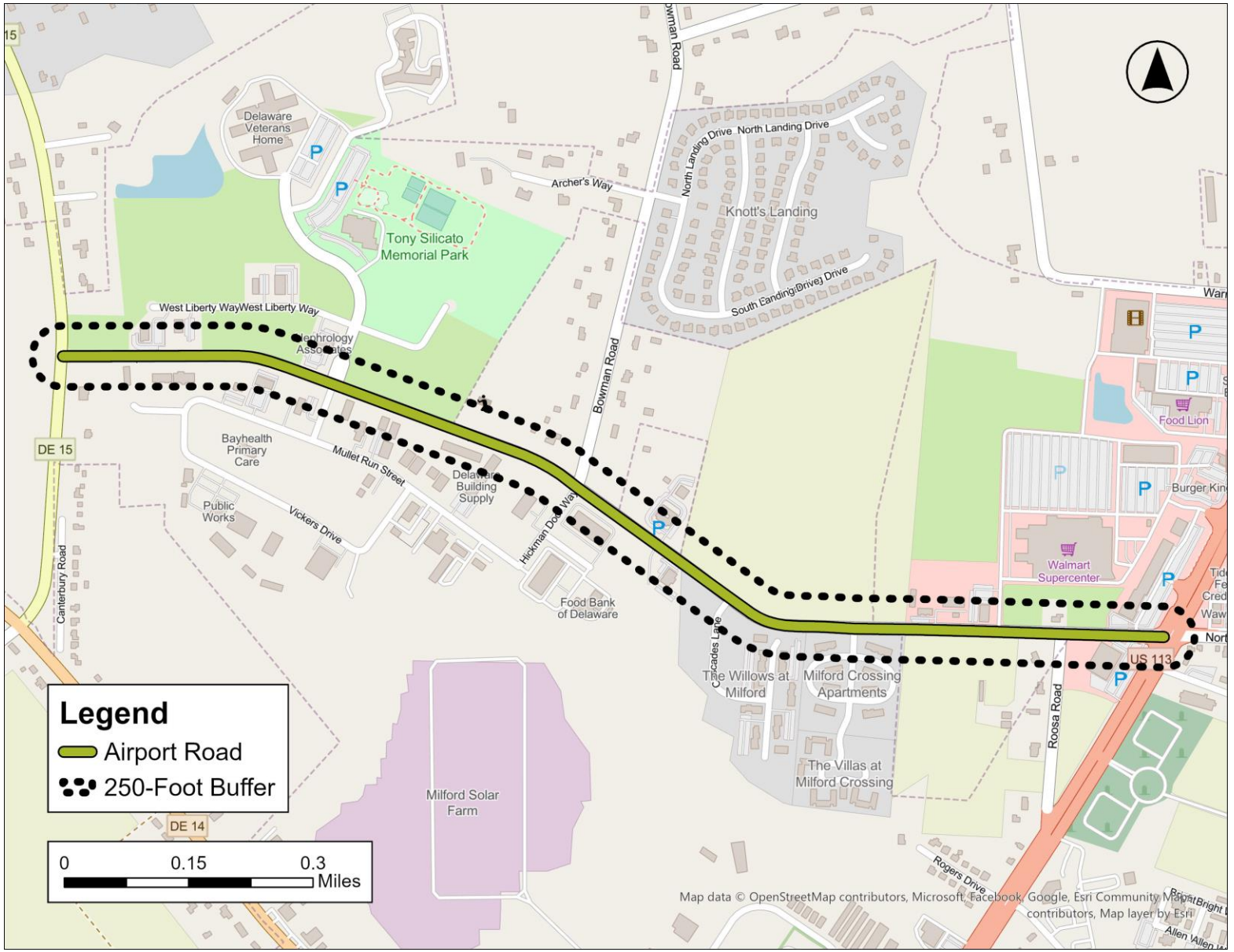
DOVER/KENT COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

AIRPORT ROAD CORRIDOR STUDY OBJECTIVE

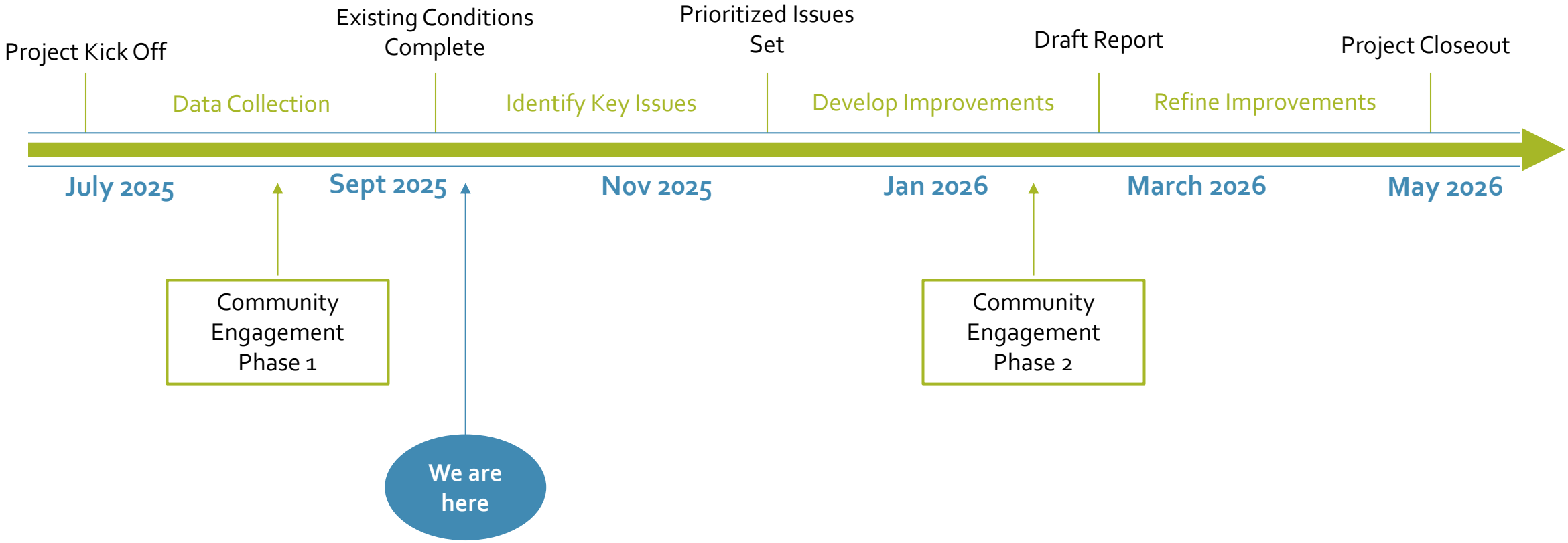
Examine Airport Road between DE 15 (Canterbury Road) and US 113 to:

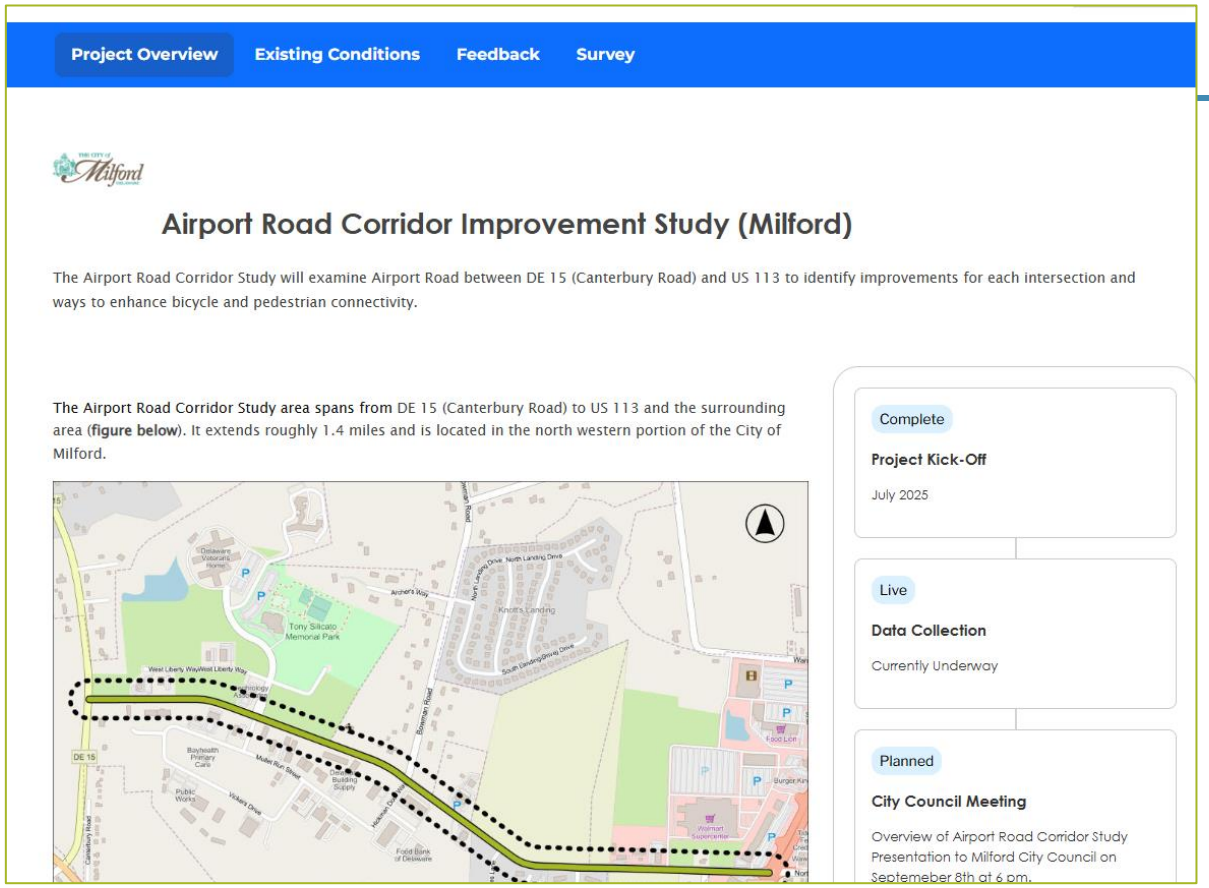
- Identify improvements for each intersection
- Establish ways to enhance bicycle and pedestrian connectivity

Study Area


Legend
Airport Road
250-Foot Buffer
0
0.15
0.3
Miles
DE 15
DE 14
US 113
Delaware Veterans Home
Tony Silicato Memorial Park
Archer's Way
North Landing Drive
Knott's Landing
South Landing Drive
West Liberty Way
Bayhealth Primary Care
Mullet Run Street
Public Works
Vickers Drive
Delaware Building Supply
Hickman Dog Way
Food Bank of Delaware
Bowman Road
Canterbury Road
Food Lion
Walmart Supercenter
Burger King
The Willows at Milford
Milford Crossing Apartments
The Villas at Milford Crossing
Roosa Road
Rogers Drive
Milford Solar Farm
Map data © OpenStreetMap contributors, Microsoft, Facebook, Google, Esri Community Maps contributors, Map layer by Esri

Schedule


Project Kick Off
Existing Conditions Complete
Prioritized Issues Set
Draft Report
Project Closeout
Data Collection
Identify Key Issues
Develop Improvements
Refine Improvements
July 2025
Sept 2025
Nov 2025
Jan 2026
March 2026
May 2026
Community Engagement Phase 1
Community Engagement Phase 2
We are here



publicinput.com/airportrd

Public Engagement

- PublicInput page set up
- Survey posted August 29
  - Available on PublicInput and in print
- Workshop location: Food Bank
- Community events
  - Freedom Festival, September 20
  - Farmers Market, Saturday Mornings

Transportation Study Alert

Airport Road Corridor Study

We are assessing the corridor for intersection, bicycle, and pedestrian improvements. Please use the following QR Code or weblink to visit the project website to learn more and submit feedback.

https://publicinput.com/airportrd



DOVER/KENT COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

THE CITY of Milford DELAWARE

STUDY NOTIFICATION FLYER

Existing Conditions Data Collection



- Traffic data pulled from the Milford Corporate Center TIS
- Traffic counts scheduled for the following locations:
  - Bowman Road
  - Delaware Veterans Home
  - Mullet Run Road
- Areawide planning studies and documents reviewed
- GIS data downloaded

Any other thoughts for discussion?

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: September 8, 2025

RE: Milford Corporate Center
Declaration of Restrictions

On February 24, 2025, staff sought feedback from City Council on draft deed restrictions for the Milford Corporate Center project. The Planning Department and Economic Development Office worked with Emory Hill NAI and Moore & Rutt, PA to finalize the Declaration of Restrictions, which are enclosed in the packet for City Council's consideration.

A few of the main highlights from the restrictions include the following;

1. The restrictions are prepared in a manner in which City Council would retain ownership and control of the maintenance corporation until such time City Council wishes to designate this to the owners of property within the Corporate Center.
2. The Planning Commission would serve as the Architectural Review Committee until such time another body is designated by City Council.
3. Architectural Review Guidelines were prepared in consultation with Emory Hill NAI and are found under Section 5.15.

It should be noted that Declaration of Restrictions must be recorded with Sussex County Recorder of Deeds before any properties can be sold in the corporate center, otherwise, these properties would not be subject to the restrictions.

Staff recommends City Council authorize the Mayor to execute the prepared Declaration of Restrictions for the Milford Corporate Center.

Tax Map & Parcel Nos.

5-16-173.01-01-01.00-000	5-16-173.01-01-12.00-000	5-16-173.01-01-23.00-000
5-16-173.01-01-02.00-000	5-16-173.01-01-13.00-000	5-16-173.01-01-24.00-000
5-16-173.01-01-03.00-000	5-16-173.01-01-14.00-000	5-16-173.01-01-25.00-000
5-16-173.01-01-04.00-000	5-16-173.01-01-15.00-000	5-16-173.01-01-26.00-000
5-16-173.01-01-05.00-000	5-16-173.01-01-16.00-000	5-16-173.01-01-27.00-000
5-16-173.01-01-06.00-000	5-16-173.01-01-17.00-000	5-16-173.01-01-28.00-000
5-16-173.01-01-07.00-000	5-16-173.01-01-18.00-000	5-16-173.01-01-29.00-000
5-16-173.01-01-08.00-000	5-16-173.01-01-19.00-000	5-16-173.01-01-30.00-000
5-16-173.01-01-09.00-000	5-16-173.01-01-20.00-000	5-16-173.01-01-31.00-000
5-16-173.01-01-10.00-000	5-16-173.01-01-21.00-000	
5-16-173.01-01-11.00-000	5-16-173.01-01-22.00-000	

Prepared by and Return to:
Moore & Rutt, P.A.
122 W. Market Street
Georgetown, Delaware 19947
File: 38079KNT/MKS

DECLARATION OF RESTRICTIONS

This Declaration of Restrictions is made this _____ day of _____A. D. 2025, by **the City of Milford,** a political subdivision of the State of Delaware, (hereinafter referred to interchangeably as "the Grantor");

WHEREAS, the Grantor is the fee simple owner of certain real property ("The Property") located in Milford Hundred, Kent County, State of Delaware, and indexed as follows:

(a) Drawing dated February 16, 2024, and recorded on June 7, 2024, in the Office of the Recorder of Deeds in and for Kent County, State of Delaware, as Plot Book 154 Page 33 containing 181.79± acres; and

WHEREAS, the property, consisting of the above referenced tract of land, is subject to this Declaration and shall be known hereafter as "Milford Corporate Center".

WHEREAS, The Milford Corporate Center is being developed to improve and enhance the local community and environment. This Declaration is intended to complement local governmental and municipal laws and regulations and where conflicts occur the most restrictive requirements shall prevail. It is intended that the users of the parcels in the Milford Corporate Center will be motivated to preserve these qualities through mutual cooperation and organization.

WHEREAS, the parties wish to memorialize restrictive covenants by execution of this Declaration of Restrictions:

NOW THEREFORE, the City declares that the Property shall be held, mortgaged, transferred, sold, conveyed, leased, occupied and used subordinate and subject to the following restriction, which shall be binding upon all parties having any right, title, lien or other interest, or any part thereof, their heirs, successors, successors-in-title, and assigns and which shall inure to the owner of the Property, their heirs, successors, successors-in-title, and assigns.

ARTICLE I
DEFINITIONS:

Unless the context otherwise specifies or requires, the terms defined in this Article I shall, for all purposes of this Declaration, have the meaning herein specified.

- “Architectural Review Committee” shall mean the Architectural Review Committee created pursuant to Article V herein.
- "Architectural Guidelines" shall mean the guidelines prepared and issued by the Architectural Review Committee for the purpose of reviewing and approving all development, landscaping, site plans (including signs and the like) for the Milford Corporate Center and each parcel therein.
- "Grantor" shall mean the City of Milford, heirs, executors, administrators, successors and assigns, and as provided in Section 11.1 hereof.
- "Corporate Center" shall mean all of the real property now or hereafter made subject to this Declaration.
- "Corporate Center Restrictions" or "Restrictions" shall mean and refer to the covenants and restrictions contained herein, or as the same may be modified in accordance with the provisions of Section 3.2 hereof and to those restrictions of record applicable to the property.
- "Parcel" shall mean and refer to any parcel within the Corporate Center, including acreage in the flood plain or detention basin area, subject to these restrictions as the same shall appear, on any recorded minor or major subdivision and land development plan, including resubdivision plans and street plans.
- "Mortgage" shall mean and refer to a mortgage, deed or trust or other security device affecting a parcel, or parcels, and which shall have been recorded among the land records of Kent County, Delaware, and "Mortgagee" shall mean and refer to the mortgagee, beneficiary, trustee or other holder of any of the aforesaid instruments, provided the name and address of such mortgagee, beneficiary, trustee or other holder shall appear among the aforesaid land records, or shall have been made known by written notice to the Architectural Review Committee.
- "Owner" shall mean and refer to any person having a fee simple title to any parcel, excluding any person who holds such interest as security for the payment of an obligation, but shall include any mortgagee or other security holder in actual possession of any parcel, by foreclosure or otherwise, and any person taking a title from any such security holder.

- "Person" shall mean artificial persons as well as natural persons and includes the plural.
- "Property" shall mean and refer to the tract of land recorded in the Office of the Recorder of Deeds in and for Kent County as Plot Book 154 Page 33, and considered a part hereof and, from and after any annexation, such additional property may be subjected to these restrictions in the manner prescribed in Section 2.2 hereof.
- "Structure" shall mean and refer to any thing or device the placement of which upon any parcel might affect the physical appearance thereof, including, by way of illustration and not limitation, buildings, sheds, covered patios, driveways, fountains, swimming pools, parking areas, trees, shrubbery, paving, curbing, landscaping fences or walls, or any sign or signboard. "Structure" shall also mean any excavation or fill, the volume of which exceeds ten (10) cubic yards, or any excavation, fill, ditch, diversion dam or other thing or device which affects or alters the natural flow of surface waters upon or across any parcel or which affects or alters the flow of water in any natural or artificial stream, wash or drainage channel upon or across any parcel.
- "Declarant " shall mean the Grantor.

ARTICLE II
PROPERTY SUBJECT TO THE CORPORATE CENTER RESTRICTIONS:

2.1 General Declaration Creating the Corporate Center.
Grantor hereby declares that the property located in Milford Hundred, Kent County, State of Delaware, and known as "Milford Corporate Center", is and shall be conveyed, hypothecated, encumbered, leased, occupied, built upon or otherwise used, improved or transferred, in whole or in part, subject to these Corporate Center restrictions. All these Corporate Center restrictions are declared and agreed to be in furtherance of a general plan for the subdivision, improvement and sale of said property and are established for the purpose of enhancing and perfecting the value, desirability and attractiveness of said property and every part thereof. All these Corporate Center restrictions shall apply to all of said property for all purposes and shall be binding upon and inure to the benefit of the City of Milford, Grantor and all owners, lessees, licensees, occupants and their successors in interest as set forth in this Declaration.

2.2 Land owned by a Governmental Body.
The Corporate Center restrictions contained in this Declaration shall not apply to the property or any portion thereof owned or leased by the City of Milford.

ARTICLE III
DURATION AND MODIFICATION OF RESTRICTIONS:

3.1 Duration
The provisions of these restrictions shall be considered as real covenants running with the land and binding thereon until such time as they may be modified or terminated by the City of Milford, its successors or assigns.

3.2 Modification or Termination.
The City of Milford reserves the right to modify or terminate the terms of these restrictions.

ARTICLE IV
USE OF PROPERTY - RESTRICTIONS:

4.1 Use Restrictions.
No subdivision or land development proceedings shall be started for any parcel within the Corporate Center unless a description of the proposed use has been submitted to and approved, in writing, by the Architectural Review Committee.

4.2 Nuisances and Noxious or Offensive Activities
No owner, lessee, licensee or other occupant of the property shall create a nuisance to the neighborhood. No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any parcel and no odors shall be permitted to arise therefrom so as to render any parcel or portion thereof unsanitary, unsightly, offensive or detrimental to any property in the vicinity thereof or to the occupants thereof. No use or operation shall be conducted on the real property subject to this Declaration which is noxious, offensive, objectionable, unsightly or detrimental to any cause, such as, but not limited to vibration, sound, electro-mechanical disturbances, electro- magnetic disturbances, radiation, air or water pollution, dust, emission of odorous toxic and non-toxic matters.

4.3 Building Height Limitation.
The maximum height of each building shall be in compliance Chapter 230 of the City of Milford Zoning Code.

4.4 Underground Utilities, Pipes, etc.
No pipe, conduit, cable, line or the like, for water, gas, sewage, drainage, steam, electricity or any other energy or service shall be installed or maintained upon any parcel (outside of any building) above 'the" surface of the ground, except for hoses and movable pipes used for irrigation or other purposes if specifically approved in writing by the Architectural Review Committee. All auxiliary machinery, equipment or facilities used on any parcel outside of any building in connection with any such energies or services shall be located upon any parcel only in such manner and upon such conditions as may be specifically approved by the Architectural Review Committee.

4.5 Parking
All parking areas shall be provided by each owner on each parcel with no on-street parking permitted, and each owner covenants and agrees with Grantor to extend his best efforts and cooperate with Grantor and the Architectural Committee to prevent or eliminate on-street parking adjacent to his property. Each owner further agrees to take all reasonable action necessary to assure that his employees, deliverymen and invitees use the designated parking areas upon his property. Parking areas shall be paved so as to provide dust-free all-weather surfaces of concrete or asphalt. Each parking space provided shall be designated by white lines painted on the paved surfaces and shall be adequate in area, and all parking areas shall provide, in addition to parking spaces, adequate driveways and space for the movement of vehicles. The number of parking spaces required for each parcel, and the specific location of the same, shall be as designated in plans for each parcel which have been submitted and approved in the manner set forth in Article V hereof. In determining the number of parking spaces and the location thereof for each parcel, the Architectural Review Committee shall consider the exact nature of the use proposed for the parcel, the anticipated number and manner of employment of persons on the parcel, the nature and location of proposed structures on the parcel, and such other matters as it shall deem relevant. Each parcel shall provide the minimum number of parking spaces prescribed by Chapter 230 of the City of Milford Zoning Code.

4.6 Loading and outside Storage or Operations.
All provisions for vehicle loading shall be provided on the parcel with on-street vehicle loading not permitted. Vehicle loading shall be located at the rear of buildings or on a side, and all loading areas shall be screened from street visibility in a manner approved by the Architectural Review Committee.
No outside storage or operations of any kind shall be permitted on any parcel unless the prior written consent of the Architectural Review Committee is first obtained, such consent to be in the sole and absolute discretion of said Committee.

4.7 Signs.
The location, size, design and construction of all signs must be in keeping with the character of the property and all signs must be approved in writing by the Architectural Review Committee pursuant to regulations issued by the Committee. All signs shall comply with the requirements of Chapter 230 of the City of Milford Zoning Code.

4.8 Vibration.
Buildings and other structures shall be constructed and machinery and equipment installed and insulated on each parcel so that the ground vibration inherently and recurrently generated is not perceptible without instruments at any point along the perimeter of each parcel.

4.9 Smoke and Particulate Matter.
Visible emissions of smoke will not be permitted (outside any building) which exceed Ringlemann No. 1 on the Ringlemann Chart of the U.S. Bureau of Mines, other than the exhausts emitted by motor vehicles or other transportation facilities. This requirement shall also be applicable to the disposal of trash and waste materials. Windborne dust, sprays and mists originating in plants will not be permitted.

4.10 Fumes, Gases, Odors, etc.
No fumes, odors, gases, vapors, acids or other substances shall be permitted to escape or be discharged into the atmosphere which, in the opinion of the Architectural Review Committee, may be detrimental to the health, safety or welfare of persons, or may interfere with the comfort of persons, within the area, or which may be harmful to property or vegetation.

4.11 Glare or Heat.
Any operation producing intense glare or heat shall be performed only within an enclosed or screened area and then only in such manner that the glare or heat emitted will not be discernible from any exterior parcel line.

4.12 Maintenance, Refuse or Trash.
The owner of every parcel shall maintain his premises to the curb line of the adjacent public roads, buildings, parking lots and roadways. All improvements shall be kept in a safe, clean, neat and sanitary condition and shall comply in all respects with all governmental zoning, health, fire and police requirements. Each owner shall remove at his expense any rubbish of any character which may accumulate on his parcel. During construction of any improvements on any parcel, the owner thereof shall keep any construction site free of unsightly accumulations of rubbish and scrap materials. Construction materials, trailers, shacks and the like employed in connection with such construction shall be kept in a neat and orderly manner.

4.13 Animals.
No livestock, poultry or other animals shall be kept on any parcel, except as required for research and development activities, and in no event shall any stable, hutch, barn, coop or other housing or shelter for animals or for the storage of materials be placed or maintained upon the parcel, except as approved by the Architectural Review Committee.

4.14 Dirt, Dust and Waste Discharge.
No use of the property will be permitted which emits dust, sweepings, dirt or cinders into the atmosphere, or discharges liquid, solid. wastes or other harmful matter into any stream, river or other body of water, which, in the opinion of the Architectural Review Committee may adversely affect the health, safety, comfort of, or intended property use by persons within the area. No waste or any substance or materials of any kind shall be discharged into any public sewer serving the property or any part thereof in violation of any regulations of any public body having jurisdiction.

4.15 Landscaping.
A landscape plan for each lot to be developed shall be submitted for approval to the City of Milford Planning Department, if required, and to the Architectural Review Committee. Said plan shall indicate the planting location for all deciduous and evergreen plant material, including canopy trees, understory trees, screening trees and shrubs, ornamental shrubs and grass lawns. Other required information on the landscape plan shall be a plant schedule to include botanical and common names of species, quantities of each, sizes and other pertinent specifications. The plan shall address both the functional and aesthetic aspects of the landscaping, with emphasis on enhancing the architecture, separation of spaces where appropriate and the screening of unsightly features.

The owner of every parcel shall keep his premises and the adjacent area up to the curb line of the adjacent public roads planted with grass, trees or shrubs, or other ground coverings or landscaping as approved by the City of Milford Planning Department and the Architectural Review Committee. Such land area, grass, trees or shrubs, or other ground coverings or landscaping, shall be maintained in a neat, clean and wholesome condition free of weeds, rubbish and litter, by the owner of each parcel. The owner of every parcel shall be responsible for maintaining the street trees located between the curb line and the sidewalk and shall protect street trees during site construction. Any street tree damaged by the owner during construction or removed intentionally or unintentionally shall be replaced by the owner of the property with the same tree specie and of similar size to the other established trees along the road frontage.

4.16 Lighting.
A lighting plan for each lot to be developed shall be submitted for approval to the City of Milford Planning Department, if required, and to the Architectural Review Committee. Said plan shall indicate the location and type of onsite lighting meeting Illuminating Engineering Society illumination standards. Submission shall include a illumination footcandle map, by the owner of each parcel for the entire property and the immediately adjacent area.

4.17 Setback and Yard Requirements.
Setback and yard requirements shall be in compliance with the applicable provisions of the City of Milford Zoning Code.

4.18 Paved Areas.
Paved areas for driveways (except entrance and exit facilities), loading and parking on any lot shall not be permitted:

(a) within 15 feet of any street line; and
(b) within 10 feet of any side and rear lot line.

Paved areas shall consist of a year-round surface of asphalt or concrete.

4.19 Lot Coverage.
Lot coverage shall be in compliance with the applicable provisions of the City of Milford

4.20 Subdivision, Land Development and Storm Water Management.
Declarant recognizes that the development of the Milford Corporate Center shall comply with the applicable provisions of the City of Milford Subdivision Regulations and the City of Milford Zoning Code. It is a requirement that a storm water management plan be approved by the Kent Conservation District prior to the recordation of a plan for any part of the Corporate Center.

4.21 Hazardous Substances.
A. No Certificate of Use will be sought, nor will the City of Milford Planning Department issue a Certificate of Use, where the proposed use for any parcel in the Corporate Center shall involve the storage, use or maintenance of a substance or substances listed in 40 C.F.R. 116 in an aggregate quantity equal to or greater than a "threshold quantity" (as that term is herein defined), unless it can be demonstrated to the reasonable satisfaction of said Department that proper safeguards have been taken so as to prevent the discharge thereof to surface or groundwater on or near the site, to the end that the chemical, physical, biological or radiological integrity of said

waters will not be materially altered by virtue of any such discharge.

B. For purposes of illustration only, examples of proper safeguards would include but not be limited by the following:

(1) Packaged materials - storage within an enclosed building.

(2) Bulk liquid materials - storage within tanks surrounded by dikes or curbing adequate to contain a volume equal to or greater than one hundred twenty-five percent (125%) of the volume of the largest tank.

C. For the purposes of this restriction, the term "threshold quantity" shall be defined as follows:

(1) For materials which carry, in 40 C.F.R. 117.3, a categorical designation of "X", this quantity shall be one (1) pound.

(2) For materials which carry, in 40 C.F.R. 117.3, a categorical designation of A, B, C or D, and are in a liquid state at the temperature of 68 degrees Fahrenheit (68°F) and a pressure of one (1) atmosphere, this quantity shall be fifty-five (55.0) U.S. gallons.

(3) For materials which carry, in 40 C.F.R. 117.3, a categorical designation of A, B, C or D, and are in a solid state at a temperature of 68 degrees Fahrenheit (68°F) and a pressure of one (1) atmosphere or compressed gases, this quantity shall be four hundred fifty (450.0) pounds.

D. In the event a proposed use of a parcel within the Corporate Center involves the storage, maintenance or use of a substance or substances listed in 40 C.F.R. 116 in any quantity less than the "threshold quantity", as above defined, a sworn statement, detailing the identity and quantity of such substance or substances, shall be filed with City of Milford Planning Department.

ARTICLE V
ARCHITECTURAL REVIEW COMMITTEE: ARCHITECTURAL CONTROL

5.1 Committee Composition.
There shall be an Architectural Review Committee which shall consist of one or more persons appointed by the Grantor. The City of Milford Planning Commission shall be initially appointed as the Architectural Review Committee.

5.2 Appointment and Removal.
The right to appoint and remove any and all members of the Committee shall be and is hereby vested solely in Grantor in the absolute discretion of Grantor.

5.3 Procedure and Meetings.
The Architectural Review Committee, whether consisting of one or more persons, shall in its complete discretion determine all matters relating to its Procedures and Meetings.

5.4 Submission of Plans and Specifications.
No structure shall be commenced, erected, placed, moved onto or permitted to remain on any parcel, nor shall any existing structure upon any parcel be altered in any way which materially

changes the exterior appearance thereof, nor shall any initial or subsequent use be commenced on any parcel, unless plans and specifications (including a description of any proposed use) therefor shall have been submitted to and approved in writing by the Architectural Review Committee. Such plans and specifications shall be in such form and shall contain such information, as may be required by the Architectural Review Committee, but in any event shall include (i) a site development plan for the parcel showing the nature, grading scheme, kind, shape, materials and location with respect to the particular parcel (including proposed front, rear and side set back lines) of all structures, the location thereof with reference to structures on adjoining portions of the property, and the number and location of all parking spaces and driveways on the parcel; (ii) a landscaping plan for the particular parcel; (iii) a signing and lighting plan; and (iv) a building elevation plan showing dimensions, materials and exterior color scheme.

5.5 Disapproval.

The Architectural Review Committee shall have the right in its absolute discretion to disapprove any plans and specifications submitted hereunder because of any of the following:

(a) failure to comply with any of these Corporate Center Restrictions;

(b) failure to include information in such plans and specifications as may have been reasonably requested by the Architectural Review Committee;

(c) objection to the exterior design, appearance or materials of any proposed structure;

(d) objection on the ground of incompatibility of any proposed structure or use with existing structures or uses upon other parcels or other properties in the vicinity;

(e) objection to the location of any proposed structure upon any parcel or with reference to other parcels in the vicinity;

(f) objection to the grading plan for any parcel;

(g) objection to the color scheme, finish, proportions, style of architecture, height, bulk or appropriateness of any structure;

(h) objection to the number or size of parking spaces, or to the design or location of parking areas proposed for any parcel; or

(i) any other matter which, in the judgment of the Architectural Review Committee, would render the proposed structure or structures or use inharmonious with the general plan of improvement of the property or with structures located upon other parcels or other properties in the vicinity.

5.6 Approval.

Upon approval of any submitted plans and specifications by the Architectural Review Committee, a copy of such approved plans and specifications shall be deposited for permanent record with the City of Milford Planning Department. A copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant.

5.7 Rules and Regulations; Time for Approval.

The Architectural Review Committee may adopt such rules and regulations and specific site criteria as it may deem fit in its absolute discretion. Such rules and regulations, if any, upon issuance by the Architectural Review Committee shall be deemed incorporated herein and may

be amended or revoked by the Architectural Review Committee at any time, and no inclusion in, omission from, or amendment of any such rule, site criteria or statement shall be deemed to bind the Architectural Review Committee to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the Architectural Review Committee's absolute discretion as to any such matter. However, approval of any plans or specifications for a specific use on any parcel shall be deemed a waiver of the Architectural Review Committee's right to disapprove such plans or specifications or, any of its features or elements, if such plans, specifications, features or elements are subsequently submitted for such specific use on any other parcel or parcels. Approval of any such plans or specifications relating to any parcel, however, shall be final as to that parcel and such approval may not be revoked or rescinded thereafter, providing (i) the structures or uses shown or described on or in such plans and specifications do not violate any specific prohibitions contained in the restrictions, and (ii) that the plans and specifications, as approved, and any conditions attached to any such approval, have been adhered to and complied with in regard to all structures and uses on the parcel in question. In the event that the Architectural Review Committee fails to approve or disapprove any. plans and specifications as herein provided within sixty (60) days after submission thereof, the same shall be deemed to have been approved, as submitted, and no further action shall be required to evidence such approval. Provided, however, such approval shall apply only as to the plans and specifications submitted, and in the event the plans submitted were for the purpose of schematic or preliminary approval, such approval shall not relieve the owner from his obligation to obtain the approval of the Committee for any subsequent plan submissions in accordance with the rules and regulations promulgated by the Architectural Review Committee.

5.8 Construction Without Approval.

If any structure shall be altered, erected, placed or maintained upon any parcel, or any new use commenced on any parcel, not in accordance with the approval by the Architectural Review Committee, pursuant to the provisions of this Article v, such alteration, erection, maintenance or use shall be deemed to have been undertaken in violation of this Article V and without the approval required herein, and, upon written notice from the Grantor any such structure so altered, erected, placed or maintained upon any parcel in violation hereof shall be removed or realtered, and any such use shalt be terminated, so as to extinguish such violation.

If fifteen (15) days after the notice of such violation, the owner of the parcel upon which such violation exists shall not have taken reasonable steps toward the removal or termination of the same, Grantor, or his successors or assigns, or the Architectural Review Committee shall have the right, through its agents and employees, to enter upon such parcel, subject to any security controls imposed by the government of the United States (or any agency thereof) with respect to any operation being conducted thereon, and to take such steps as may be necessary to extinguish such violation. Grantor, or his successors or assigns, or the Architectural Review Committee, or any such agent, shall not thereby be deemed to have trespassed upon such parcel and shall be subject to no liability to the owner or occupant of such parcel for such entry and any action taken in connection with the removal of any violation. The cost of any abatement or removal hereunder shall be a binding, personal obligation of such owner as well as a lien (enforceable in the same manner as a mortgage) upon the parcel in question. The lien provided in this Section 5.8 shall not be valid as, against a bona fide purchaser (or bona fide mortgagee) of the parcel in question unless a suit to enforce said lien shall have been filed in a court of record in Kent County prior to the recordation among the land records of Kent County of the deed (or mortgage) conveying the

parcel in question to such purchaser (or subjecting the same to such mortgage).

5.9 Certificate of Compliance.
Upon completion of the construction or alteration of any structure, in accordance with plans and specifications approved by the Architectural Review committee, the Architectural Review Committee shall, upon written request of the owner or any mortgagee thereof, issue a certificate of compliance, in form suitable for recordation, identifying such structure and the parcel on which such structure is placed, and stating that the plans and specifications, and location of such structure and the use or uses to be conducted thereon have been approved and that such structure complies therewith. Preparation and recording of such certificate shall be at the expense of such owner or mortgagee. Any certificate of compliance issued in accordance with the provisions of this Section 5.9 shall be prima facie evidence of the facts therein stated, and as to any purchaser or encumbrancer in good faith and for value, or as to any title insurer, such certificate shall be conclusive evidence that all structures on the parcel and the use or uses described therein, comply with all the requirements of this Article V, and with all other requirements of this Declaration as to which the Architectural Review Committee exercises any discretionary or interpretive powers.

5.10 Fees.
The Architectural Review Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to this Article V, payable at the time such plans and specifications are so submitted, provided, that such fee shall not exceed that amount then chargeable by the appropriate municipal authority for the application for building permits for structures on the parcel with regard to which such plans and specifications are submitted.

5.11 Inspection.
Any agent of Grantor, or his successors or assigns, or the Architectural Review Committee, may at any reasonable time or times enter upon and inspect any parcel and any improvements thereon for the purpose of ascertaining whether the maintenance of such parcel and the maintenance, construction, or alteration of structures thereon and the use or uses conducted thereon are in compliance with the provisions hereof; and neither Grantor, nor his successors or assigns, nor the Architectural Review Committee nor any such agent shall be deemed to have committed a trespass or other wrongful act by reason of such entry inspection. The right of inspection granted herein shall be subject to any security requirements of the United States government with respect to any parcel or any structures.

5.12 Temporary Structures.
No temporary structure shall be installed or maintained on any parcel without the specific written approval of the Architectural Review Committee. All applications for approval of any temporary structure shall include and shall contain a specific date prior to which such temporary structure will be dismantled and removed from the parcel in question.

5.13 Liability.
Neither Grantor, nor his successors or assigns, the Architectural Review Committee or any member thereof or any agent of Grantor or the Architectural Review Committee shall be liable

for any damage loss or prejudice suffered or claimed by applicant or any third party on account of (a) any defects in any plans or specifications submitted, revised or approved in accordance with the foregoing provisions, nor for any structural or other defects in any work done according to such plans and specifications; (b) the approval or disapproval of any plans, drawings and specifications, whether or not defective; (c) the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications; and (d) the development of any property within the Corporate Center.

5.14 Variances.
The Architectural Review Committee is hereby authorized and empowered to grant reasonable variances from the provisions of this Declaration, or any portion hereof, so long as the same do not violate other restrictions of record applicable to the property, in order to overcome practical difficulties and to prevent unnecessary hardship in the application of the provisions contained herein; provided, however, that said variances shall not materially injure any of the property or improvements in the Corporate Center. No variance granted pursuant to the authority granted herein shall constitute a waiver of any provisions of this Declaration as applied to any other person or property. Any variance granted pursuant to this Section 5.14 shall be subject to the approval of the City of Milford, its successors and assigns.

5.15 Architectural Review Guidelines.
A. Exterior construction, permitted materials, prohibited materials, approved construction methods, design. Any building or structure erected on a site shall conform to the following minimum construction requirements:

(1) Exterior front and side walls must be finished on the exterior with the following:
- (a) Architectural masonry units (excluding concrete or cinder block);
- (b) Natural stone;
- (c) Precast concrete;
- (d) Steel;
- (e) Glass materials; or
- (f) Their equivalent as approved by the Architectural Review Committee.

(2) Rear exterior walls may be masonry block (i.e., concrete or cinder block).
Exterior walls on the front of any building shall require a minimum of one square foot of glass per each 20 square feet of solid materials, whether the glass be fixed windows or openable windows.

(3) Minimum standards shall require that 50% of the font building exterior be approved masonry finish and side building walls shall also have a minimum 50% approved masonry finish. These requirements apply to any main building and any accessory building. Finish building materials shall be applied to all sides of abuilding which are visible to the general public or visible from the other interior Corporate Center roads. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings. The Architectural Review Committee shall have the sole right to approve or disapprove building materials.

ARTICLE VI
SETBACK AREAS:

6.1 Setbacks Designated.
Front, side and rear setback lines and areas shall be shown on plans for each parcel, provided that, in no event, shall such setback areas so designated be of less size than required by any applicable zoning regulations or any map, plat or plan approved by any appropriate municipal authority pursuant to any such zoning regulations or as required by any restrictions of record applicable to the property.

ARTICLE VII
EASEMENTS:

7.1 Easements.
Non-exclusive easements and rights of way are hereby expressly reserved to Grantor, his successors and assigns, in, on, over and under the "easement area" of each parcel for the following purposes:

- For the erection, installation, construction and maintenance of (i) poles, wires, lines and conduits and the necessary or proper attachments in connection with the transmission of electricity, telephone, community antenna television cables and other utilities and other similar facilities, and (ii) storm water drains, land drains, public and private sewers, pipe lines for supplying gas, water and heat, and for any other public or quasi-public utility facility, or functions including, but not limited to, railroad spur lines; and slopes ratios erosion.
- For slope control purposes, including the right to grade and plant and prevent the doing of any activity which might interfere with slope approved by Grantor, his successors and assigns, or which might create or sliding problems, or change, obstruct or retard drainage flow. Grantor, and his respective agents, successors and assigns, shall have the right to enter upon all parts of the easement area of each parcel for any of the purposes for which said easements and rights of way are reserved.

ARTICLE VIII
GRADING:

8.1 Right to Grade.
Grantor, or his successors and assigns, may at any time make such cuts and fills upon any parcel or other part of the property and do such grading and moving of earth as, in his judgment, may be necessary to improve or maintain sewers, the streets in or adjacent to the property and to drain surface waters therefrom; and may assign such rights to any municipal or public authority; provided, however, that, after the principal structure upon a parcel shall have been completed in accordance with the plans and specifications approved by the Architectural Review Committee, as provided in Article V hereof, the rights of Grantor, or his successors and assigns, under this Section 8.1, shall terminate with respect to all parts of each parcel other than the easement area

thereof, except that Grantor or any such municipal or public authority shall thereafter have the right to maintain sewers, existing streets and drainage structures. Any grading undertaken pursuant to this Section 8.1 shall be subject to the approval of the Kent Conservation District and City of Milford where applicable.

ARTICLE IX
CONSTRUCTION OF THESE RESTRICTIONS:

9.1 Conflict or Ambiguity - Construction by Grantor.
If any discrepancy, conflict or ambiguity is found to exist with regard to any matter set forth in the restrictions, such ambiguity, conflict or discrepancy shall be resolved and determined by Grantor, in his sole discretion. Grantor, shall have the right to interpret the provisions of this Declaration and, in the absence of an adjudication by a court of competent jurisdiction to the contrary, his construction or interpretation shall be final and binding as to all persons or property benefited or bound by the provisions hereof. Any conflict between any construction or interpretation of Grantor, and that of any other person or entity entitled to enforce any of the provisions hereof shall be resolved in favor of the construction or interpretation of Grantor. Grantor and the Architectural Review Committee, to the extent specifically provided herein, may adopt rules and regulations regarding the administration, interpretation and enforcement of the provisions of this Declaration. In so adopting such rules and regulations, and in making any finding, determination, rules or order or in carrying out any directive contained herein relating to the issuance of permits, authorizations, approvals, rules or regulations, Grantor and the Architectural Review Committee shall take into consideration the best interest of the owners and of the property to the end that the property shall be preserved and maintained as a first class corporate center.

9.2 Validity of Declaration.
The determination by any court that any provision of this Declaration is unlawful, void or unenforceable, in whole or in part, shall not affect the validity of any other provision hereof; and no such determination that any provision hereof is inapplicable or unenforceable as to any particular parcel or parcels shall affect the applicability or enforceability of said provision or any other provision hereof to any other parcel or parcels.

9.3 Waiver of Reversionary Right.
These restrictions shall not be construed as conditions subsequent, or creating a possibility of reverter, and no provision hereof shall be deemed to vest in the Grantor or any other persons any reversionary interest with respect to any parcel. Any such reversionary right is hereby expressly waived by the Grantor..

9.4 Effect of Headings.
The headings of the Articles and Sections herein are only for convenience of the contents and shall not affect the meaning or interpretation thereof.

9.5 Conflict with Applicable Laws.
These restrictions shall not be taken as permitting any action or thing prohibited by applicable zoning laws, or any laws, ordinances or regulations of any governmental authority or by specific

restrictions imposed by any deed or recorded declaration. In the event of any conflict, the most restrictive provision of same shall be taken to govern and control.

ARTICLE X
VIOLATION AND RESTRICTIONS - ENFORCEMENT:

10.1 Removal of Violations - Liens.
If any violation or breach of any of these restrictions shall exist on any parcel, and the owner of such parcel shall not have taken reasonable steps towards the removal or termination of the same within fifteen (15) days after written notice thereof to the owner and mortgagee, if any, Grantor, or his successors and assigns, or the Architectural Review Committee shall have the right through their agents and employees, to enter upon such parcel, subject to any security controls imposed by the government of the United States (or any agency thereof) with respect to any operation being conducted thereon, and summarily abate, remove and extinguish any thing or condition that may be or exist thereon contrary to the provisions hereof. Grantor or the Architectural Review Committee or any such agent, shall not thereby be deemed to have trespassed upon such parcel and shall be subject to no liability to the owner or occupant of such parcel for such entry, abatement or removal.
The cost of any abatement or removal of violations authorized under this Section 10.1 shall be a binding, personal obligation of the owner of the parcel upon which such violation has occurred as well as a lien (enforceable in the same manner as a mortgage) upon such parcel. The lien provided in this Section 10.1 shall not be valid as against a bona fide purchaser (or bona fide mortgagee) of the parcel in question unless a suit to enforce said lien shall have been filed in a court of record in Kent County prior to the recordation among the land records of Kent County of the deed (or mortgage) conveying the parcel in question to such purchaser (or subjecting the same to such mortgage).

10.2 Legal Action Upon Violation.
Violation of any of these restrictions may be enjoined, abated restrained or otherwise remedied by appropriate legal or equitable proceedings. Proceedings to restrain violation of these restrictions may be brought at any time that such violation appears reasonably likely to occur in the future. In the event of any proceedings brought by any party or parties to enforce or restrain violation of any of these restrictions, or to determine the rights or duties of any person hereunder, the prevailing party in such proceedings may recover a reasonable attorney's fee to be fixed by the court, in addition to court costs and any other relief awarded by the court in such proceeding.

10.3 Failure to Enforce.
The restrictions contained in this Declaration shall bind and inure to the benefit of and be enforceable by Grantor, the Architectural Review Committee and the owner or owners of any parcel within the property and the respective heirs, successors and assigns of each. The failure of any person entitled to enforce any of these restrictions to enforce the same shall in no event be deemed a waiver of the right of any such person to enforce these restrictions thereafter.

10.4 Enforceability after Waiver.
Waiver or attempted waiver of any of these restrictions with respect to any parcel shall not be deemed a waiver thereof as to any other parcel, nor with respect to the parcel in question in

regard to any subsequent violation, nor shall the violation of any of these restrictions upon any parcel affect the applicability or enforceability of these restrictions with respect to any other parcel.

ARTICLE XI
ASSIGNMENT OF RIGHTS AND DUTIES:

11.1 Assignment Allowed.
Any and all of the rights, powers and reservations of Grantor herein contained may be assigned to any person, corporation or association which will assume the duties of Grantor pertaining to the particular rights, powers and reservations assigned, and upon any such person, corporation or association's evidencing its consent in writing to accept such assignment and assume such duties, he or it shall, to the extent of such assignment, have the same rights and powers and be subject to the same obligations and duties as are given to and assumed by Grantor herein. Any assignment or appointment made under this Section shall be in recordable form and shall be recorded in the office of the Recorder of Deeds in and for Kent County, Delaware.

ARTICLE XII
RESUBDIVISION OR REPURCHASE OF PARCELS:

12.1 Resubdivision of Parcels.
No parcel shall be resubdivided without the written approval of the Architectural Review Committee, and also the written approval of the City of Milford. In the event that any such resubdivision is approved and a portion of a parcel or of two or more contiguous parcels is severed in ownership from the remainder of such parcel or contiguous parcels, such portion so severed, and the remaining portion of such parcel or contiguous parcels, shall each thereafter be treated for all purposes hereunder as parcels. No structure may be placed or altered on any such newly formed parcel until plans and specifications, as provided in Article V hereof, shall have been approved in writing by the Architectural Review Committee, setbacks for such newly formed parcels shall have been designated by the Architectural Review Committee, and a certificate of compliance approving the severance of such newly formed parcels and designating such setbacks shall have been executed by the Architectural Review Committee in the manner provided in Article V hereof. The Architectural Review Committee may withhold such approval if, in its sole discretion, it determines that the size, shape or length of street frontage of any such newly formed parcels is not in keeping with the character of the improvement upon, and the areas and street frontage of other parcels in the Corporate Center.

ARTICLE XIII
MAINTENANCE CORPORATION:

13.1 If the City of Milford deems it necessary, a maintenance corporation may be organized as provided in Section 13.9 to properly maintain:

(a) Grassed areas, street trees, landscape screening, open space landscaping, plantings, ornamental and functional structures, corporate center signage and other items within public open space;

(b) storm drainage facilities, including but not limited to ditches, pipes, catch basins, headwall culverts, spillways, risers, sedimentation and erosion control devices, detention

basins and related appurtenances, grassed areas and planting within areas designated as drainage easements and flood plains, as delineated on the aforesaid Record Plans, or within easements or flood plains subsequently revised by superseding record plans; (c) and/or install any other facilities in the "Milford Corporate Center" which are of benefit to the members of the maintenance corporation.

13.2 The purchaser of any parcel of land in "Milford Corporate Center" by acceptance of a deed to said land, obligates and binds himself, his heirs, administrators, executors, successors and assigns, to become a member of the aforesaid maintenance corporation and to be bound by all of its rules and regulations and to be subject to all of the duties and obligations imposed by membership in said corporation.

13.3 Each owner of any parcel, by acceptance of a deed therefore is deemed to covenant and agree to pay to the maintenance corporation when necessary (a) annual assessments or charges, and (b) special assessments for capital improvements, such assessments to be fixed, established, and collected from time to time as hereinafter provided. All assessments must be fixed at a uniform rate based upon the assessment of the parcel and improvements thereon for Kent County real estate taxes. Each such assessment, together with interest, costs and reasonable attorney's fees, as hereinafter provided, shall be the personal obligation of the person who was the owner of such property at the time when the assessment fell due. The personal obligation shall not pass to his successors in title unless expressly assumed by them. The assessments levied by the maintenance corporation pursuant to this Declaration shall be used exclusively for said purposes and for such other purposes as the maintenance corporation shall deem appropriate.

13.4 An annual assessment, if necessary, shall be set by the City of Milford for the estimated or projected costs, including reserves for said purpose.

13.5 Any assessments which are not paid when due shall be delinquent and shall bear interest from the date of delinquency at the prevailing prime rate per annum, and the maintenance corporation may bring an action at law against the owner personally obligated to pay the same, or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the said facilities or abandonment of his parcel.

13.6 It is expressly agreed that the assessments referred to above shall be a lien or encumbrance on the land in respect to which said assessments are made and it is expressly stated that by acceptance of title to any of the land included in said tract the owner (not including mortgagees) from the time of acquiring title thereto shall be held to have covenanted and agreed to pay said assessments to the maintenance corporation.

13.7 By his acceptance of title, each owner shall be held to vest, in the maintenance corporation, the right and power of its own name, to take and prosecute all actions or suits, legal, equitable or otherwise which may be, in the opinion of the maintenance corporation, necessary or advisable for the collection of such assessments.

13.8 Said assessments shall be subordinate in lien to the lien of any mortgage or mortgages on any property which is subject to such charges regardless of when said mortgage or mortgages were created or when such charges accrued; provided that such subordination shall apply only to charges that shall have become payable prior to the passing of title under foreclosure of such mortgage or mortgages, and the transferees shall not be liable for payment of any assessment accruing prior to said foreclosure, but nothing herein shall be held to affect the rights herein given to enforce the collection of such charges accruing after sale under foreclosure of such mortgages or mortgage; and provided, further, that such charges accruing after sale shall also be subordinate in lien to the lien of any further mortgage or mortgages which are placed on property subject to such charges, with the intent that no such charges shall at any time be prior in lien to any mortgage or mortgages whatsoever on such property.

13.9 Nothing herein contained shall prevent the conveyance or dedication by Declarant of the flood plain or the detention basin (or portions thereof) to others, including the maintenance corporation. However, maintenance of all facilities, as described in Section 13.1(a), excluding the maintenance of grass and plantings within flood plain and detention basin areas held by individual owners, shall continue to be the responsibility of the maintenance corporation.

13.10 These covenants and restrictions shall be taken to be real covenants running with the land and binding thereon, pursuant to the provisions of Sections 3.1 and 3.2 hereof.

13.11 It is the intent of this Declaration that said maintenance corporation will be an active corporation of the State of Delaware and in the event that the maintenance corporation fails or declines to perform its said duty, Declarant hereby grants unto the City of Milford, its successors or assigns, the right, privilege and authority to enter upon said premises and perform any or all of the duties of said maintenance corporation at the expense of the owners of said parcels.

13.12 In the event that the City of Milford is required to perform any or all of said duties as set forth in Section 13.1 above, all expenses of said performance shall be assessed against the owners of each parcel and shall be collectible by the City of Milford in the same manner as provided in Section 13.3 above.

ARTICLE XIV
GOOD FAITH LENDERS CLAUSE:

14.1 No violation of any of these restrictions shall defeat or render the lien of any mortgage made in good faith and for value upon any of the property, nor shall any lien created hereunder be superior to any such mortgage unless a suit to enforce the same shall have been filed in a court of record in Kent County prior to the recordation among the land records of Kent County of such mortgage, provided, however, that any mortgagee in actual possession, or any purchaser at any trustees', mortgagees', or foreclosure sale, shall be bound by and subject to these restrictions as fully as any other owner of any portion of the property.

ARTICLE XV
AMENDMENTS HERETO:

15.1 Additional more restrictive covenants may not be established by the declarant without the approval of the City of Milford City Council.

15.2 Except as provided in Section 15.1, these restrictions, declarations, covenants and conditions shall not be amended, changed or modified without the express consent of the City of Milford, its successors and assigns.

ARTICLE XVI
GRANTEE'S COVENANT:

Each grantee, lessee or other person in interest, accepting a deed to any parcel, whether or not the same incorporates or refers to these restrictions, covenants for himself, his heirs, successors and assigns to observe, perform and be bound by these restrictions and to incorporate these restrictions by reference in any deed or other conveyance of all or any portion of his interest in any real property subject hereto.

ARTICLE XVII
AMENDMENT OF DECLARATION:

17.1 During the Period of Time the Grantor is responsible for the maintenance of the Property, no amendment may be made to this Declaration without the written consent of the Grantor, which consent may be granted or withheld for any reason or no reason whatsoever, in the Grantor's sole subjective and absolute discretion.

17.2 Notwithstanding the provisions of Section 17.1 hereof, or any law, custom or usage to the contrary, so long as the Declarant owns one or more Units subject to this Declaration no amendment of the Declaration shall be adopted which, in Grantor's sole subjective and absolute opinion, may materially or adversely interfere with (i) the lease, sale, other disposition or use of any one or more of the Units owned by Grantor or proposed units (ii) the value, use or marketability of any one or more of the Units owned by Grantor (iii) the financing available to the Grantor with respect to any of the foregoing.

17.3 Notwithstanding the provisions of Section 17.1 hereof, if the Grantor allows for a Maintenance Corporation, this Declaration may be amended with the written consent of not less than sixty-seven percent (67%) of the Owners.

17.4 No such amendment shall be effective until duly recorded in the Recorder's Office, in and for Kent County.

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WITNESS WHEREOF, the City of Milford hereunto set its hand and seal the day and year aforesaid.

In the presence of :

The City of Milford, a political subdivision of the State of Delaware

_____
Attest/City Clerk

BY:_____
Mayor F. Todd Culotta

STATE OF DELAWARE :
: ss.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this _____ day of_____, A.D. 2025, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, F. Todd Culotta, Mayor of the City of Milford, a political subdivision of the State of Delaware, parties to this Declaration of Restrictions, known to me personally to be such, and acknowledged this Declaration to be their act and deed, and the act and the deed of the said limited liability company; that the signatures are in their own proper handwriting; and that the act of signing, acknowledging and delivering the said Declaration was first duly authorized by resolution of the said limited liability company.

GIVEN under my Hand and Seal of Office, the day and year aforesaid.

_____
Notary Public

_____
Type or Print Name
My Commission Expires: _____

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: September 8, 2025

RE: Trinity Redevelopment, LLC – 18 SW Front Street
Sussex County Tax Parcel No. 1-30-1.20-059.00
Right-of-way License Agreement

The owner of Tax Parcel 1-30-1.20-059.00 constructed an awning on the front exterior façade of 18 SW Front Street without obtaining a building permit from the City. Code Enforcement issued a notice of violation on May 21, 2025 for the unlawful construction. As a result, the owner of the property submitted a building permit application for the awning and upon review of the survey by staff, it was determined that the awning was located within the public right-of-way for SW Front Street.

City Council has the ability to permit the construction of an awning within the public right-of-way as outlined in Chapter 197 Streets, Sidewalks, Storm Sewers and other Public Places. Construction of the awning would require the execution of a License Agreement.

Chapter 197-4(B)(2) entitled "placement of canopies and awnings within rights-of-way" states "it shall be unlawful for any person to construct, erect, affix any canopy or awning which is situated within or encroaches upon any right-of-way owned or maintained by the City, unless and until such canopy or awning placement shall have been approved by the City Manager. Prior to review and action by the City Manager, the Department of Planning shall review each application. Concluding its review, the Department of Planning shall make a recommendation on each application under this section and forward its findings and recommendation to the City Manager, in writing, for review and consideration."

Enclosed is a draft license agreement and survey exhibit for City Council's consideration.

Staff recommends City Council authorize the Mayor to execute the License Agreement permitting the awning to be located within the right-of-way of SW Front Street.

TAX MAP 1-30-1.20-059.00
NO TITLE EXAMINATION
REQUESTED OR PERFORMED
Prepared by and Return to:
City of Milford
201 S. Walnut Street
Milford, DE 19963

LICENSE AGREEMENT

This **LICENSE AGREEMENT**, made this _____ day of _____, 2025 between the **CITY OF MILFORD**, 201 S. Walnut Street, Milford, DE 19963, a political subdivision of the State of Delaware (hereinafter the "Licensor") and **TRINITY REDEVELOPMENT, LLC**, 326 High Street Suite 101, Seaford, DE 19973 a Delaware limited liability corporation (hereinafter "Licensee").

WHEREAS the Licensee is the owner of real property located in Sussex County, Delaware, said parcel of land (hereinafter referred to as the "Property") being described as Sussex County Tax Parcel No. 1-30-1.20-059.00 as further more fully described in the Sussex County Deed Book 5902-100 having constructed thereon a commercial building. Licensee wishes to facilitate the construction of an awning as depicted on **Exhibit A** within the City of Milford public right-of-way of SW Front Street. The improvements will be constructed and maintained at the Licensee's sole expense.

NOW THEREFORE, in consideration of the mutual covenants contained herein and intending to be legally bound hereby, the parties hereunto do hereby agree as follows:

1. The Licensor shall permit the Licensee to utilize a portion of the SW Front Street right-of-way as depicted on Exhibit A attached hereto and made part hereof for the Licensee's purpose of installing an awning and for no other purpose.
2. The License granted herein shall be limited to the area depicted on Exhibit A attached hereto and made part hereof.
3. The license shall commence as of the date of this agreement and continue until the earlier of (a) the 20th anniversary of the License Agreement, unless extended by the parties in writing no later than ninety (90) days prior to the 20th anniversary, or (b) mutual agreement of the parties to terminate this agreement.
4. Licensor also grants to Licensee a temporary construction easement to facilitate the Licensee in constructing the improvements depicted on Exhibit A. At the conclusion of construction Licensee shall repair, if necessary, the area of the temporary easement to the condition it was in prior to construction.
5. The improvements will be constructed by the Licensee and all costs of construction will be borne by the Licensee. The improvement shall be maintained in good order and repaired as necessary during the term of this License by the Licensee, and Licensor shall have no obligations for any cost of maintenance or repair.
6. Licensee recognizes the improvements will be within City and State of Delaware right-of-way and holds harmless the Licensor for any damage caused to or by the improvements.

7. Licensee shall be fully responsible for all claims arising as a result of the Licensee's use and occupancy of the area depicted on Exhibit A as well as the area of the temporary construction for the facilities, and will indemnify and hold harmless Licensor from all claims and costs including reasonable defense costs arising out of claims made as a result of the Licensee's utilization in the area depicted on Exhibit A.
8. In the event Licensee fails to fulfill any obligation for repair, maintenance, liability coverage or damages arising from Licensee's breach of any obligation in the License Agreement which are assumed by or found to be the responsibility of the City for failure of the Licensee to comply, then the City will have the right to assess a lien against the property for the City's expenses or costs to be collected in the same manner as collection for delinquent taxes.
9. The within license will be binding upon the parties hereinto as well as their respective successors, heirs, personal representatives, leasees and assigns.

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their officers and their seals to be herewith affixed, this day and year first above written.

Signed, sealed and delivered in the presence of:

TRINITY REDEVELOPMENT, LLC

_____ _____(SEAL)
Attest By: Craig Aleman, Managing Member

Sworn to and subscribed before me this ____ day of _____, 2025.

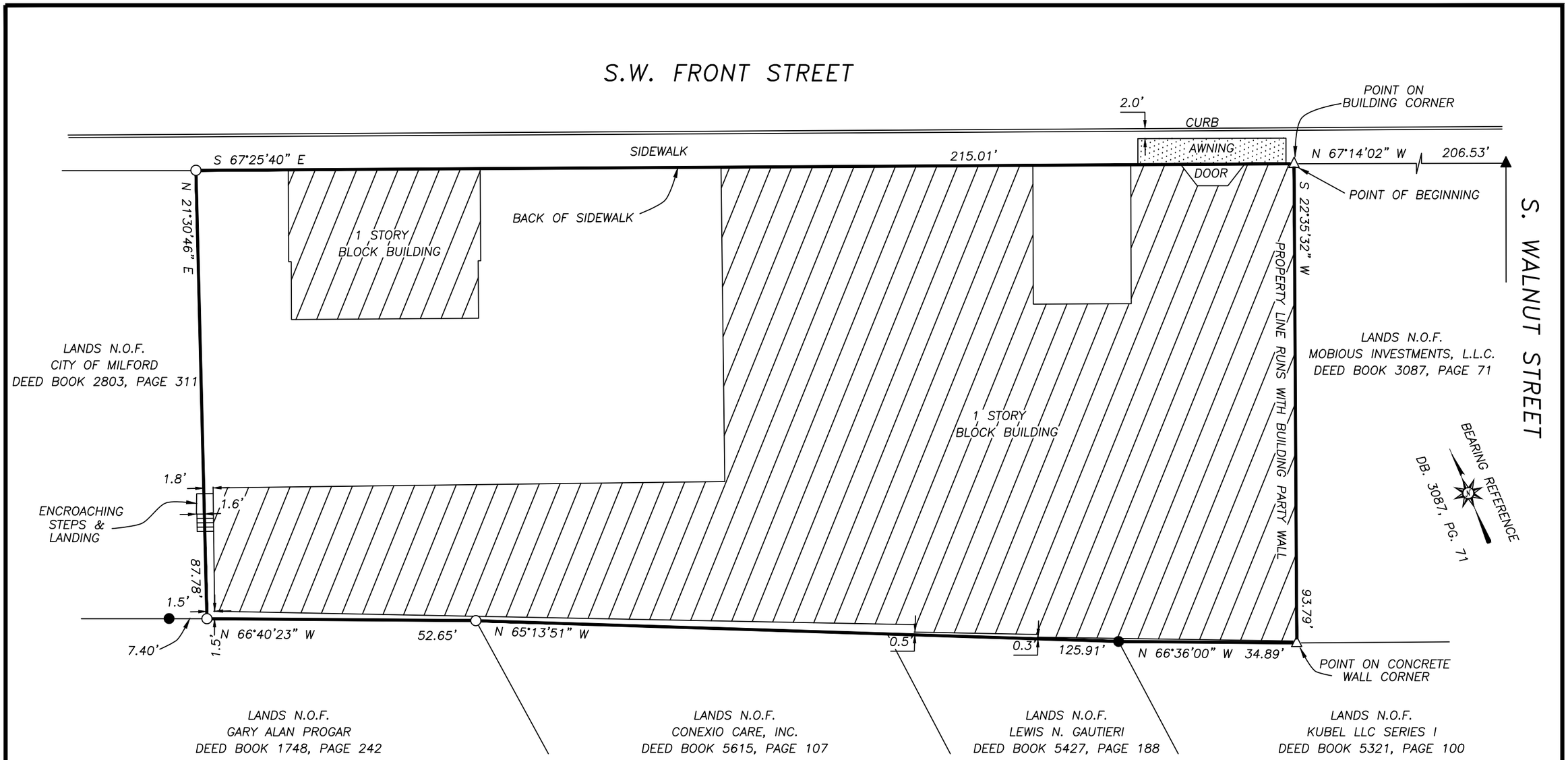
_____ _____
Notary Public Date Commission Expires

CITY OF MILFORD

_____ _____(SEAL)
Attest/City Clerk By: Mayor F. Todd Culotta

Sworn to and subscribed before me this ____ day of _____, 2025.

_____ _____
Notary Public Date Commission Expires



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

LEGEND:

- ● FOUND IRON BAR
- ○ SET IRON PIPE
- △ POINT
- ▲ FOUND SPIKE BACK/SIDEWALK

CLASS "B", SUBURBAN SURVEY

BOUNDARY SURVEY PLAN

PREPARED FOR

TRINITY REDEVELOPMENT, LLC

FOR PROPERTY KNOWN AS
18 S.W. FRONT STREET
SITUATED IN THE CITY OF MILFORD
SUSSEX COUNTY, STATE OF DELAWARE
AREA: 19,408 SQ. FT.
SCALE: 1" = 20'
DATE: APRIL 4, 2023 REVISED: JUNE 6, 2025

Prepared By
DOUGLAS J. ANNAND
PROFESSIONAL LAND SURVEYOR
10027 NORTH OLD STATE ROAD
LINCOLN, DELAWARE 19960
PHONE: (302) 448-0320
douglasannand7@gmail.com

DOUGLAS J. ANNAND, PLS 622

§ 197-4. Right of way use and construction permits.

A. Temporary occupation of the right of way. No person shall occupy or place any object, building or structure that occupies the right of way on a temporary basis without first obtaining written approval from the City Manager or designee for that purpose.

B. Permanent occupation of the right of way.

(1) No person shall occupy or place any object, building or structure that occupies the right of way on a permanent basis without first obtaining written approval from the City Manager for that purpose. The right of way may not be permanently occupied for any reason except for provision of proper access to buildings or improvements to protect buildings after gaining written approval from the City Manager.

(2) Placement of canopies and awnings within rights-of-way.

(a) APPLICABILITY - The provisions of this section shall apply only to commercial establishments located within commercial zoning districts.

(b) WRITTEN APPROVAL REQUIRED - It shall be unlawful for any person to construct, erect or affix any canopy or awning which is situated within or encroaches upon any right-of-way owned or maintained by the city, unless and until such canopy or awning placement shall have been approved by the city manager. Prior to review and action by the city manager, the department of planning shall review each application. Concluding its review, the department of planning shall make a recommendation on each application under this section and forward its findings and recommendation to the city manager, in writing, for review and consideration.

(c) MAINTENANCE - Any such canopy or awning shall be maintained in good condition. If, upon inspection by the building inspector, such canopy or awning is determined by the building inspector to be in a state of disrepair or is otherwise in violation of the original approval, the applicant, owner or other responsible person shall be given reasonable notice by the building inspector to undertake corrective action. Failure to restore such canopy or awning to an acceptable condition or to otherwise comply with the original approval may, upon order of the city council, result in the removal of the canopy or awning at the property owner's expense.

(d) CONDITIONS - The city council may impose any additional conditions as it may deem necessary to protect the best interests of the city, its citizens and surrounding properties.

(e) RESPONSIBILITY - The applicant, owner or other responsible person shall enter into a written agreement with the city council to accept full responsibility for persons or property injured as a result of the canopy or awning and to completely indemnify and save harmless the city from any liability of any nature whatsoever regarding the canopy or awning.

C. Entrance Construction.

(1) It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the City Manager.

D. Sidewalk Construction.

(1) Installation of all curbs, sidewalks, and gutter shall be made in compliance with the City of Milford Standard Construction Specifications, most recent edition, available on the City website. Written approval from the City shall be required prior to any work being performed.

E. Excavation or Placement of Utilities.

(1) No person shall injure or tear up any pavement, dig any hole, ditch or drain in, or dig or remove any soil, stone, earth, sand, or gravel from any street, public alley or public ground in the city, without having first obtained a written permit from the City Manager given in accordance with the provisions of this chapter.

F. Permit or License Fee. A person desiring a permit required by the provisions of this chapter shall pay such fee as may be established by the City Council.

G. No permit shall be issued to any person permitting or allowing the opening or the making of an excavation in any street, sidewalk, public alley or public place, or any part thereof, until the person making application for such permit shall have first executed to the city a good and sufficient bond in the amount of 100% of the cost of the construction work, with sureties to be approved by the City Manager, conditioned to indemnify and keep harmless the City from any and all loss, cost, damage, expense or liability of any kind whatsoever, which the City may suffer or to which it may be put or which may be recovered from it or on account of the issuance of such permit or from or on account of any act or thing done by virtue of the authority given in such permit or by reason of careless or improper guarding of said openings or excavation, or for any damage, loss or expense to any person caused by or on account of the obstruction of any street, sidewalk, public alley, or public space, or the tearing up, repairing or removing of such street, sidewalk, public alley or public place, or part thereof. Upon satisfactory completion of construction work, a maintenance bond in the amount of 10% shall be retained for a period of one-year for the completed work within the right-of-way.

[Ord. No. 2022-14, § 3, 3-28-2022]

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: September 8, 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.

On August 11, 2025, City Council authorized payment in the amount of $130,598.00 to Chesapeake Utilities for the relocation of a 6-inch natural gas pipe that is in conflict with two stormwater pipes associated with drainage along Milford-Harrington Highway.

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

As discussed at the August 11, 2025 City Council meeting, it was determined during construction 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. City Council authorized payment to Chesapeake Utilities for the relocation of the gas main for the two easternmost conflict points.

Becker Morgan Group and Chesapeake Utilities reviewed the remaining three (3) pipe conflicts and determined that two of the locations will require the 6-inch gas main to be relocated. Becker Morgan Group was able to adjust the design for the westernmost conflict point.

Chesapeake Utilities has provided an invoice in the amount of $95,061 to relocate 1,710 feet of its 6-inch gas main which will allow the 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.

Staff recommend City Council authorize payment in an amount not to exceed $95,061 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.

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

INVOICE

Date of Invoice : 08/21/25
Inv # 2025-009

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 : $95,061.00
Customer P.O. No. :

Please remit this portion with your payment.

Job : Milford Corporate Center Relocate Addt'l
Milford, DE

Date of Work	Description	Amount
As soon as possible	Install 1710 feet of 6" HDPE and retire 1690 feet of existing 6" main NOTE: Please send check to: Chesapeake Utilities Attn: Vicky Guessford 500 Energy Lane, Suite 200 Dover, DE 19901	$95,061.00
Total:		**$95,061.00**

Due Upon Receipt.

PUBLIC WORKS FACILITY
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Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
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O 302.424.8396 | F 302.424.3559

DATA SHEET FOR CYPRESS HALL RESIDENTIAL

Planning Commission Meeting: September 16, 2025

Application Number / Name	:	MJSP-002-2024 / Cypress Hall Residential
Applicant	:	Shawnee Farm, LLC 105 Foulk Road Wilmington, DE 19803
Owner	:	Same
Application Type	:	**Revised** Planned Unit Development
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 with PUD
Present Use	:	Planned Unit Development
Proposed Use	:	Planned Unit Development
Area and Location	:	91.69 +/- acres of land located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection.
Property Identification Numbers	:	1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

ENC: Staff Analysis Report
Exhibit A - Location & Zoning Map
Planned Unit Development – Master Plan

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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

STAFF ANALYSIS REPORT
August 28, 2025

Application Number / Name	:	MJSP-002-2024 / Cypress Hall Residential
Property Identification Numbers	:	1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00
Area and Location	:	91.69 +/- acres of land located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection.

I. BACKGROUND INFORMATION:

CURRENT REQUEST

- The applicant is seeking a conditional use approval for a revised Planned Unit Development (PUD) known as Cypress Hall - Residential for the construction of 96 townhouses, 288 garden apartments, 119 single-family detached dwellings and 46 single-family semi-detached dwellings for a total of 549 units.

- Phase I containing the 96 townhouses is fully constructed. Phase II containing the 288 garden apartments is partially constructed. Phases III, IV and V have not received final major subdivision approval and have not been recorded.

- Per Chapter 200-6, the proposed revision to the PUD requires that the plat be signed by all lot owners within the subdivision who are adjacent to or share a common boundary line with the area of proposed change in addition to 75% of all lot owners within the entire Planned Unit Development. The developer owns 82% of the 548 units from latest PUD Master Plan which was approved by City Council on March 28, 2022.

PROJECT HISTORY

- City Council granted Final Major Subdivision for Cypress Hall - Phase I on June 22, 2009 consisting of 96 townhouses and 288 garden apartments for a total of 384 units. Construction did not commence under the original 2009 approval and the developer elected to resubmit the Cypress Hall – Residential project as a Planned Unit Development in order to allow for flexibility in the design of the proposed apartment area.

- City Council granted approval of a Planned Unit Development application on March 25, 2019 consisting of 96 townhouses, 288 garden apartments and 162 single-family detached dwellings for a total of 546 units.

- City Council granted approval of a revised Planned Unit Development application on March 28, 2022 consisting of 96 townhouses, 288 garden apartments, 118 single-family detached dwellings and 46 single-family semi-detached dwellings for a total of 548 units. The revised PUD Master Plan was recorded with Sussex County Recorder of Deeds under PB 381 PG 49 on September 30, 2022. See enclosed for a copy of the recorded plan and the City's PUD approval letter. This is the current version of the PUD Master Plan.

- Final Major Subdivision of Phase I was granted by City Council on July 25, 2022.

- Final Site Plan approval of Phase II was granted by the Planning Commission on July 19, 2025.

- The applicant received Preliminary Major Subdivision approval of Phase III from City Council on March 28, 2022, but the preliminary approval expired and the applicant was required to resubmit.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code and the Comprehensive Plan, staff submits the following regarding the request for a revised Planned Unit Development:

- A Planned Unit Development is defined as "a development providing housing of various densities, lot sizes, lot coverage and types, including related recreational and community facilities. The development may include commercial uses that are designed to serve the convenience needs of the residents of the development." The Planning Commission and City Council need to determine if the intent of the Planned Unit Development is met by the proposed unit mix of 96 townhouses, 288 garden apartments, 119 single-family detached dwellings and 46 single-family semi-detached dwellings.

- Evaluation based on "Criteria for Planned Unit Residential Development" as provided in Chapter 230-48.1

Permitted uses. Uses, accessory uses and signs permitted in any residential district shall be permitted in accordance with the additional requirement and provisions of the article.

The proposed single-family detached, semi-detached, townhouse and apartment uses are permitted within the City's residential districts and meet this requirement.

Minimum requirements, area and width. In a planned unit development, minimum lot area and width may be less than that required by the district regulations, except that no single-family lot shall be less than 4,000 square feet in area nor less than 40 feet in width.

Under the R-3 zoning district, the minimum lot size required for a single-family detached lot is 7,500 square feet and the minimum lot width is 60 feet. The minimum lot size required for a single-family semi-detached dwelling is 4,000 square feet and the minimum lot width is 40 feet. The minimum lot size required for a townhouse lot is 2,000 square feet and the minimum lot width is 20 feet.

The minimum lot area provided for single-family detached lots within the development is 7,500 square feet and the minimum lot width of 60 feet. The minimum lot area provided for single-family semi-detached lots within the development is 4,000 square feet and the minimum lot width of 40 feet. The

minimum lot area provided for townhouse lots within the development is 2,000 square feet and the minimum lot width of 20 feet.

Density. A planned unit residential development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit as outlined in the below table.

Zoning Category	Minimum Lot Area
R-1	10,000
R-2	8,000
R-3	3,630
R-8	3,630

Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by City Council.

The PUD Master Plan Data Column computes the PUD Density calculation based on the above criteria. The total land area allows for up to 828 total residential units in the subdivision, which would result in a density of 12 units/acre within the Net Developable Area. The applicant has proposed a total of 549 residential units, which would be 7.95 units/acre within the Net Developable Area.

Other requirements. Off-street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by City Council. Maximum height shall not exceed 48 feet and four stories maximum.

The applicant is seeking the following waivers and deviations from Chapter 230 and Chapter 200 which are to be approved by City Council;

1. Chapter 200-8(A)(14)(a) requires a pavement width of 38 feet for collector roads. The applicant is seeking permission to reduce the pavement width for the collector road to 28 feet.
2. Chapter 200-8(A)(14)(a) requires a right-of-way width of 60 feet for local residential roads. The applicant is seeking permission to reduce the right-of-way width in Phases III, IV and V to 50 feet.
3. Chapter 230-40(B)(2) and Chapter 200-8(E)(4) states corner lots shall have two front yard setbacks fronting each street, one side yard setback and one rear yard setback. The applicant is seeking permission for single-family corner lots, allow one edge of the corner to use a side building setback rather than two front setbacks.
    - **Previously approved by City Council on March 28, 2022.**
4. Chapter 230-21(B) requires 2.5 parking spaces per dwelling unit for the apartment area. The applicant is seeking permission to reduce the parking requirement in the multi-family area from 2.5 spaces per unit to 2 spaces per unit.
    - **Previously approved by City Council on March 28, 2022.**
5. Chapter 200-8(A)(16) requires the length of a dead-end street to be no longer than 400 feet in length. The applicant is seeking permission to increase the length of the cul-de-sacs to 500 feet.
    - **Previously approved.**
6. Chapter 200-8(D)(2) states block lengths shall not exceed 1,200 feet or be less than 500 feet in length between street lines. The applicant is seeking permission to increase the block length to 1,400 feet.
    - **Previously approved by City Council on March 28, 2022.**

7. Chapter 200-8(D)(3) states block widths shall not be less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots. The applicant is seeking permission to reduce the block width to 240 feet.
    - **Previously approved by City Council on March 28, 2022.**
8. Chapter 230-11(D)(3)(g) states the minimum side yard setback for a townhouse lot shall be 10 feet, aggregate 30 feet. The applicant is seeking permission to reduce the side yard setback to 8 feet.
    - **There are no proposed changes to the approved and recorded Phase I townhouse design. This waiver request is the result of revisions made to Chapter 230 in 2022 related to area regulations.**
9. Chapter 230-11(D)(4)(f) states the minimum side yard setback shall be 20 feet for garden apartments. The applicant is seeking permission to reduce the side yard setback to 8 feet.
    - **There are no proposed changes to the previously approved and recorded Phase II apartment design. This waiver is the result of revisions made to Chapter 230 in 2022 related to area regulations.**
10. Chapter 230-11(D)(4)(e) states the minimum rear yard setback shall be 30 feet for garden apartments. The applicant is seeking permission to reduce the rear yard setback to 15 feet.
    - **There are no proposed changes to the previously approved and recorded Phase II apartment design. This waiver is the result of revisions made to Chapter 230 in 2022 related to area regulations.**
11. Chapter 200-8(A)(14)(b) requires on-street parking be provided for streets serving lots with a lot width of less than 60 feet. The applicant is seeking permission to not provide on-street parking on streets with lot widths less than 60 feet in width and rather provide 3 off-street parking spaces within each lot.
12. Chapter 200-8(G)(1)(f) requires shade trees be provided 150 feet on center each side of the road. The applicant is seeking permission to provide shade trees every 150 feet alternating sides of the road, not 150 feet on both sides of the road.

Neighborhood Commercial.

No neighborhood commercial is proposed.

- The approval of the Planned Unit Development does not constitute an approval for the Major Subdivision and the applicant will be required to obtain Preliminary and Final Major Subdivision approval from the City for Phases III, IV and V.

III. AGENCY & DEPARTMENT COMMENTS:

- **Office of State Planning Coordination**
  No comments provided.

- **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.

- **Sussex Conservation District**
  No comments provided.

- **Delaware State Fire Marshal's Office**
  No comments provided.

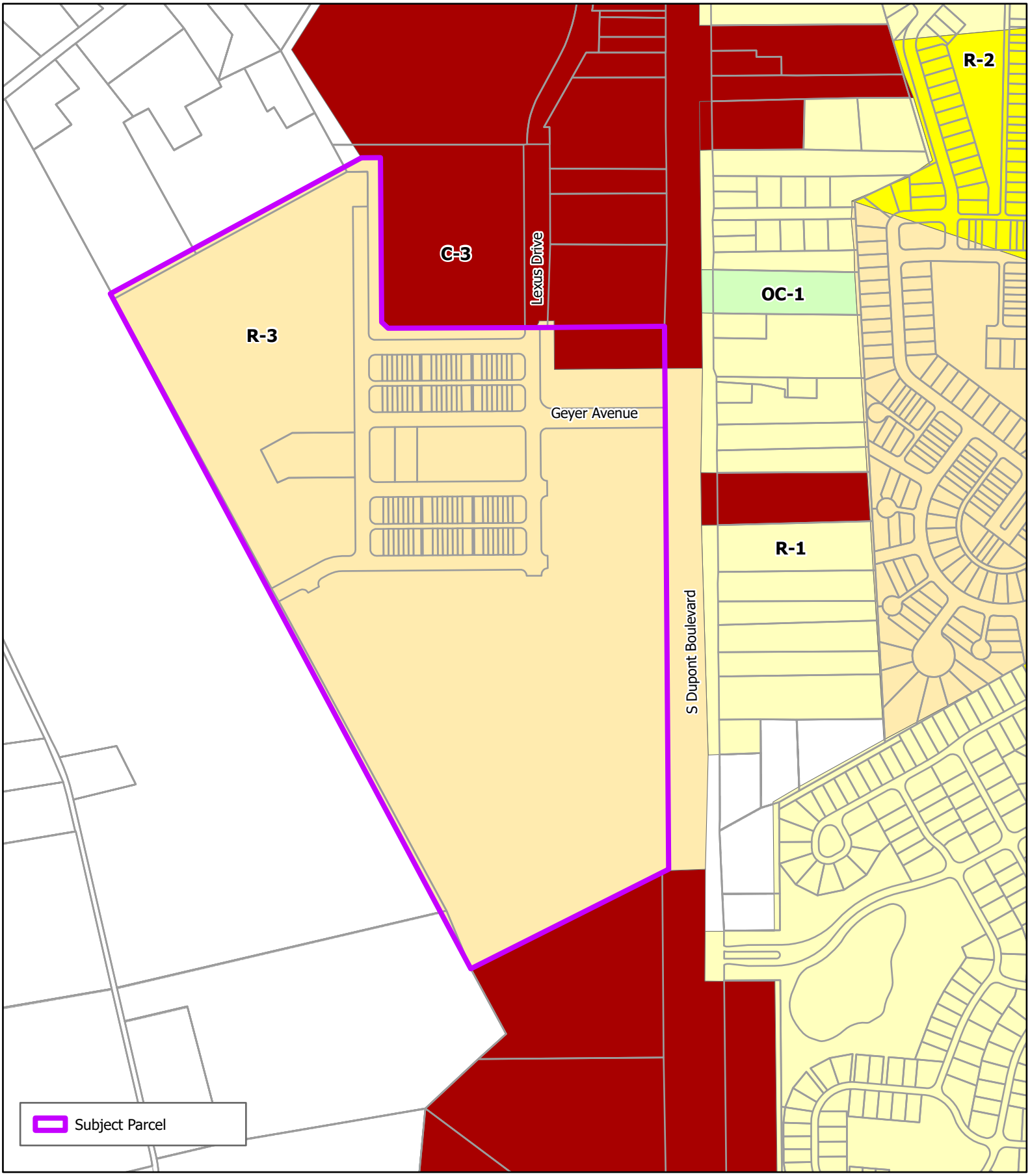
- **Carlisle Fire Company**
  No comments provided.

- **City of Milford Public Works Department, City Engineer**
- See plan review comments from KCI dated August 5, 2025 and applicant's response letter.

- **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

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Drawn by: WRP

Date: 08/28/2025

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Title:

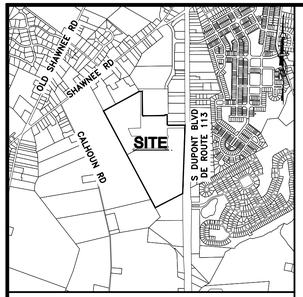
Planned Unit Development

Cypress Hall

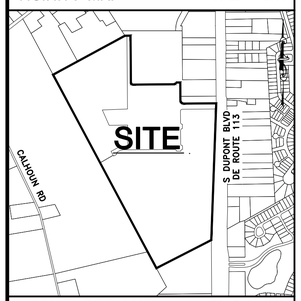
Location & Zoning Map

CYPRESS HALL - RESIDENTIAL

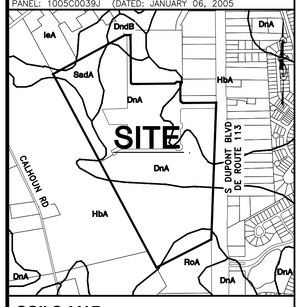
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A005
MAY 2025
PLANNED UNIT DEVELOPMENT
TITLE SHEET



VICINITY MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'
PANEL: 10005C0039J (DATED: JANUARY 06, 2005



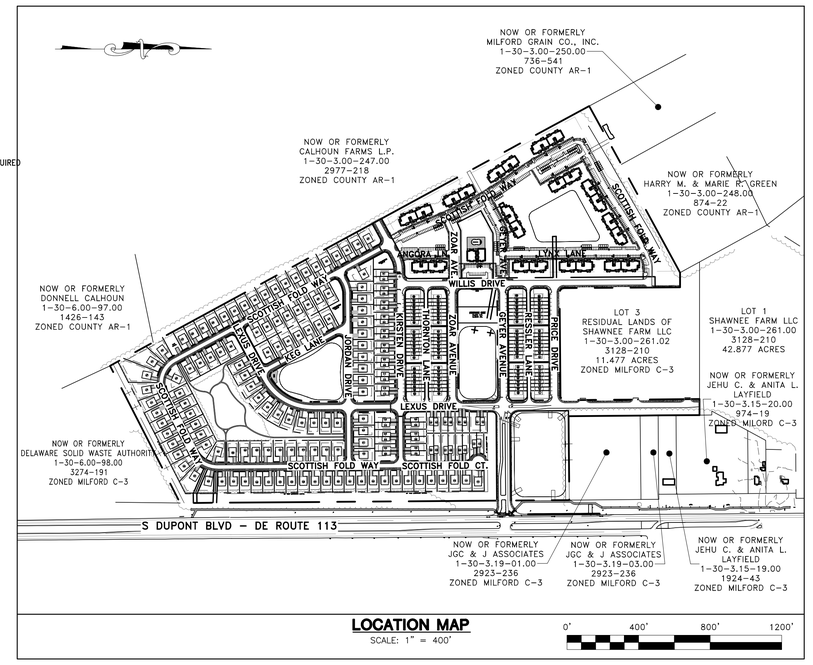
SOILS MAP SCALE: 1"=1000'

DnA: DOWNER LOAMY SAND, 0 TO 2 PERCENT SLOPES
DndB: DOWNER LOAMY SAND, 2 TO 5 PERCENT SLOPES
FmA: FORT MOTT LOAMY SAND, 0 TO 2 PERCENT SLOPES
FmB: FORT MOTT LOAMY SAND, 2 TO 5 PERCENT SLOPES
HbA: HAMBROOK LOAMY SAND, 0–2 PERCENT SLOPES
IeA: INGLESIDE LOAMY SAND, 0 TO 2 PERCENT SLOPES
RoA: ROSEDALE LOAMY SAND, 2–5 PERCENT SLOPES
SadA: SASSAFRASS SANDY LOAM, 0–2 PERCENT SLOPES

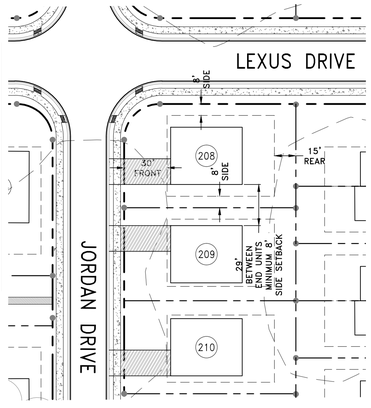
DATA COLUMN

TAX MAP ID	1-30-03.00-261.01
EXISTING ZONING	R-3
PROPOSED ZONING	R-3
EXISTING USE	EMPTY LOT / WOODED AREA
PROPOSED USE	PLANNED UNIT DEVELOPMENT
TOTAL PUD SITE AREA	92.034 AC
NET DEVELOPMENT AREA	69.025 AC
TOTAL PHASE 3 SITE AREA	1.690 AC
TOTAL PHASE 4 SITE AREA	29.372 AC
TOTAL PHASE 5 SITE AREA	15.179 AC
MAXIMUM BUILDING HEIGHT	35 FT OR 3 STORIES
PHASE 1 UNITS	
PROPOSED TOWNHOUSES UNITS	96 UNITS
PHASE 2 UNITS	
PROPOSED MULTI-FAMILY UNITS	
ONE BEDROOM (TYPE C BLDG)	60 UNITS (5 BUILDINGS)
TWO BEDROOM (TYPE A BLDG)	180 UNITS (15 BUILDINGS)
THREE BEDROOM (TYPE B BLDG)	48 UNITS (4 BUILDINGS)
TOTAL	288 GARDEN APARTMENTS
PHASE 3 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	16 LOTS
PHASE 4 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	30 LOTS
PROPOSED SINGLE FAMILY DETACHED	64 LOTS
TOTAL SINGLE FAMILY LOTS	94 LOTS
PHASE 5 UNITS	
PROPOSED SINGLE FAMILY DETACHED	55 LOTS
TOTAL DWELLING UNITS PROVIDED	549 DU
PERMITTED DENSITY	
69.025 AC + 3,630 SF	828 DU
PH3 LOT AREA	1.690±AC (73,600 S.F.)
PH4 LOT AREA	15.800±AC (688,070 S.F.)
PH5 LOT AREA	+11.025±AC (480,231 S.F.)
TOTAL LOT AREA	28.510±AC (1,241,901 S.F.)
TREE PLANTING DENSITY REQUIRED	1 TREE PER 10,000 S.F. OF RESIDENTIAL LOT AREA LOT AREA 1,241,901 S.F. ÷ 10,000 S.F. = 124 TOTAL TREES REQUIRED
RECREATIONAL SPACE REQUIRED	275 S.F. x 549 UNITS = 150,975 S.F. (3.466 AC.)
RECREATIONAL SPACE PROVIDED	73,650 S.F. (1.690 AC.) CLUBHOUSE/POOL AREA + 141,139 S.F. (3.240 AC.) RECREATIONAL AREA B 214,789 S.F. (4.930 AC.) TOTAL
PARKING	
CLUBHOUSE SPACES REQUIRED	5,200 S.F. ÷ 150 = 35 SPACES
PARKING SPACES REQUIRED	2 SPACES/UNIT MULTI-FAMILY 2.5 SPACES/UNIT TOWNHOUSE 35 CLUBHOUSE SPACES = 851 SPACES
PARKING SPACES PROVIDED	576 MULTI-FAMILY + 240 TOWNHOUSE 35 CLUBHOUSE = 851 SPACES ADDITIONALLY 55 GARAGE UNITS ARE PROVIDED
TOTAL AMOUNT OF STORMWATER	8.44±AC
TOTAL AMOUNT OF PROPOSED RIGHT-OF-WAY	17.80±AC
PHASE 1 & 2 EDU'S	390
PHASE 3-5 EDU'S	165
SEWER PROVIDER	CITY OF MILFORD
WATER PROVIDER	CITY OF MILFORD
ELECTRIC PROVIDER	CITY OF MILFORD
GAS PROVIDER	CHESAPEAKE UTILITIES
WETLANDS	NONE ARE PRESENT ON SITE
SOURCE WATER PROTECTION AREAS	NONE ARE PRESENT ON SITE
FLOOD ZONE	ZONE X AREA OF MINIMAL FLOOD HAZARD PANEL 10050C0039J EFF. 01/06/2005
FIRE DISTRICT	CARLISLE
SCHOOL DISTRICT	MILFORD
ELECTION DISTRICT	2ND
PERMANENT MONUMENTS FOUND	16
PERMANENT MONUMENTS PLACED	14
HORIZONTAL DATUM	: NAD83
VERTICAL DATUM	: NAVD88

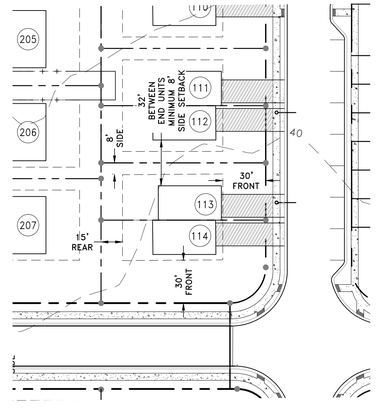
OWNERS/DEVELOPERS	ENGINEER/SURVEYOR
SHAWNEE FARM LLC	DAVIS, BOWEN & FRIEDEL, INC.
105 FOULK RD.	1 PARK AVENUE
WILMINGTON, DELAWARE 19803	MILFORD, DELAWARE 19963
(302)422-0945	(302)424-1441



LOCATION MAP
SCALE: 1" = 400'
0' 400' 800' 1200'



TYPICAL SINGLE FAMILY DETACHED LOT SETBACKS
SCALE: 1" = 50'



TYPICAL SINGLE FAMILY SEMI-DETACHED LOT SETBACKS
SCALE: 1" = 50'

0' 50' 100'
SCALE: 1" = 50'

PUD TABLE FOR R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

REQUIREMENTS	SINGLE FAMILY DETACHED DWELLINGS		SINGLE FAMILY SEMI-DETACHED DWELLINGS		TOWNHOUSES OR ROW DWELLINGS		GARDEN OR LOW RISE APARTMENTS	
	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED
MAX DWELLING UNIT PER BUILDING	1	1	2	2	≥ 3 AND ≤8	8	24	24
MINIMUM LOT AREA	7,500 SF	7,500 SF	6,500 SF CORNER, 4,000 SF INTERIOR	6,500 SF CORNER, 4,000 SF INTERIOR	2,000 SF	2,000 SF	2,500 SF/DU	2,500 SF/DU
MAXIMUM LOT COVERAGE	40%	40%	40%	40%	60%	60%	80%	80%
MINIMUM LOT WIDTH	60 FT	60 FT	40 FT	40 FT	20 FT	20 FT	50 FT	50 FT
FRONT YARD SETBACK	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT
SIDE YARD SETBACK	8 FT	8 FT	8 FT	8 FT	10 FT, 30 FT AGGREGATE	8 FT	20 FT	8 FT
REAR YARD SETBACK	15 FT	15 FT	15 FT	15 FT	30 FT	20 FT	30 FT	15 FT
PARKING SPACES	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.0 PER DU
MAXIMUM DENSITY	--	--	--	--	12 DU/AC	12 DU/AC	16 DU/AC	16 DU/AC

LEGEND

- RIGHT-OF-WAY / BOUNDARY LINE
- ADJACENT PROPERTY LINE
- PROPERTY LINE
- BUILDING SETBACKS
- EASEMENT
- LANDSCAPE BUFFER
- ROAD CENTERLINE
- (8) LOT DELINEATION / IDENTIFICATION

PLANNED UNIT DEVELOPMENT - INDEX OF SHEETS

PLANNED UNIT DEVELOPMENT – TITLE SHEET	PUD-01
PLANNED UNIT DEVELOPMENT – PHASING OVERVIEW	PUD-02
PHASE 1 TOWNHOUSES & PROPANE SITE	PUD-03
PHASE 2 GARDEN APARTMENTS	PUD-04
PHASES 3, 4, 5 SINGLE AND DUPLEX LOTS	PUD-05
TYPICAL ROAD SECTIONS	PUD-06

REQUESTED WAIVERS FROM CHAPTER 200 SUBDIVISION OF LAND AND CHAPTER 230 ZONING

1. CHAPTER 200-8(A)(14) PAVEMENT WIDTH OF COLLECTOR ROAD DECREASED FROM 38' TO 28'.
2. CHAPTER 200-8(A)(14) RIGHT OF WAY WIDTH OF LOCAL RESIDENTIAL ROADS DECREASED FROM 60' TO 50'.
3. CHAPTER 230-40(B)(2) FOR SINGLE FAMILY CORNER LOTS ALLOW ONE EDGE OF THE CORNER TO USE A SIDE BUILDING SETBACK RATHER THAN TWO FRONT SETBACKS.
4. CHAPTER 230-21(B) MULTI-FAMILY PARKING REQUIREMENT REDUCED FROM 2.5 SPACES PER DWELLING UNIT TO 2 SPACES PER DWELLING UNIT.
5. CHAPTER 200-8(A)(16) THE LENGTH OF THE CUL-DE-SAC MAY BE INCREASED FROM 400' TO 500'.
6. CHAPTER 200-8(D)(2) THE MAXIMUM BLOCK LENGTH MAY BE EXTENDED FROM 1200' TO 1400'.
7. CHAPTER 200-8(D)(3) THE MINIMUM BLOCK WIDTH MAY BE REDUCED FROM 275' TO 240'.
8. CHAPTER 230-11(D)(3)(g) THE SIDE YARD BUILDING SETBACK FOR ROW OR TOWNHOUSES MAY BE REDUCED FROM 15' TO 8'.
9. CHAPTER 230-11(D)(4)(f) THE SIDE YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 20' TO 8'.
10. CHAPTER 230-11(D)(4)(e) THE REAR YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 30' TO 15'
11. CHAPTER 200-8(A)(14)(a) RATHER THAN PROVIDE STREET PARKING FOR LOTS LESS THAN 60' WIDE WE ARE PROVIDING 3 PARKING SPACES WITHIN EACH LOT.
12. CHAPTER 200-8(G)(1)(f) SHADE TREES ARE PROVIDED AT LEAST EVERY 150' ALTERNATING SIDES OF THE ROAD, NOT 150' BOTH SIDES OF THE ROAD.

CITY OF MILFORD APPROVAL

MARK WHITFIELD CITY MANAGER DATE

CITY PLANNING DEPARTMENT APPROVAL

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

CITY ENGINEER APPROVAL

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

DANIEL STRING – CITY ENGINEER DATE

OWNERS CERTIFICATION

I, SHAWNEE FARM LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, THAT ALL STREETS SHOWN HEREON AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC USE AND THAT ALL PROPOSED MONUMENTS AND MARKERS SHOWN HEREON WILL BE SET AT THE LOCATION INDICATED, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE RECORDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE _____
LOUIS CAPANO
SHAWNEE FARM LLC
MANAGING PARTNER

ENGINEERS CERTIFICATION

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

DATE: _____ SIGNATURE _____
W. ZACHARY CROUCH, P.E.

NOTE:
THIS PLAN IS NOT A RECORD DRAWING AND THE PLAN DOES NOT REPRESENT A PRELIMINARY OR FINAL APPROVAL OF ANY SUBDIVISION OR SITE PLAN.

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

PUD-01

LEGEND

- PHASE 1 = 21.107 ACRES , 96 TOWNHOME LOTS (1-96)
- PHASE 2 = 26.124 ACRES, 288 MULTIFAMILY UNITS
- PHASE 3 = 1.690 ACRES, 16 DUPLEX LOTS (97-112)
- PHASE 4.1 = 19.304 ACRES, 30 DUPLEX LOTS + 39 SINGLE FAMILY LOTS = 69 TOTAL LOTS (113-157, 204-215, 236-246, 253)
- PHASE 4.2 = 10.033 ACRES, 25 SINGLE FAMILY LOTS (158-171, 216-226)
- PHASE 5 = 15.144 ACRES, 55 SINGLE FAMILY LOTS (172-203, 227-235, 247-252, 254-261)

NOW OR FORMERLY
MILFORD GRAIN CO., INC.
1-30-3.00-250.00
736-541
ZONED COUNTY AR-1

NOW OR FORMERLY
CALHOUN FARMS L.P.
1-30-3.00-247.00
2977-218
ZONED COUNTY AR-1

NOW OR FORMERLY
HARRY M. & MARIE R. GREEN
1-30-3.00-248.00
874-22
ZONED COUNTY AR-1

NOW OR FORMERLY
CALHOUN FARMS L.P.
1-30-3.00-247.00
2977-218
ZONED COUNTY AR-1

NOW OR FORMERLY
C. DONNELL CALHOUN
1-30-6.00-97.00
1426-143
ZONED COUNTY AR-1

NOW OR FORMERLY
DELAWARE SOLID WASTE AUTHORITY
1-30-6.00-98.00
3274-191
ZONED MILFORD C-3

NOW OR FORMERLY
JGC & J ASSOCIATES
1-30-3.19-01.00
2923-236
ZONED MILFORD C-3

NOW OR FORMERLY
JGC & J ASSOCIATES
1-30-3.19-03.00
2923-238
ZONED MILFORD C-3

NOW OR FORMERLY
JEHU C & ANITA L. LAYFIELD
1-30-3.15-19.00
974-19
ZONED MILFORD C-3

NOW OR FORMERLY
JEHU C & ANITA L. LAYFIELD
1-30-3.15-20.00
974-19
ZONED MILFORD C-3

NOW OR FORMERLY
JEHU C & ANITA L. LAYFIELD
1-30-3.15-21.00
1840-9819
ZONED MILFORD C-3

LOT 3
RESIDUAL LANDS OF
SHAWNEE FARM LLC
1-30-3.00-261.02
3128-210
11.477 ACRES ±
ZONED MILFORD C-3

LOT 1
SHAWNEE FARM LLC
1-30-3.00-261.00
3128-210
42.877 ACRES

PHASE 1
SEE SHEET PUD-03

PHASE 2
SEE SHEET PUD-04

PHASE 3

PHASE 4.1

PHASE 4.2

PHASE 5

BUILDING 1000 APTS # 1001-1024
BUILDING 1100 APTS # 1101-1124
BUILDING 1200 APTS # 1201-1224
BUILDING 1300 APTS # 1301-1324
BUILDING 300 APTS # 301-324
BUILDING 400 APTS # 401-424
BUILDING 500 APTS # 501-524
BUILDING 600 APTS # 601-624
BUILDING 700 APTS # 701-724
BUILDING 800 APTS # 801-824
BUILDING 900 APTS # 901-924

CLUB HOUSE BUILDING 100

PROPANE SITE
19,951 S.F.
0.4548 AC.

SWM POND #1
SWM POND #2
SWM POND #3
SWM POND #4

OPEN SPACE
RECREATIONAL OPEN SPACE

ANGORA LANE
LYNX LANE
WILLIS DRIVE
SCOTTISH FOLD WAY
SCOTTISH FOLD COURT
ZOAR AVE.
GEYER AVE.
JORDAN DRIVE
KIRSTEN DRIVE
THORNTON LANE
ZOAR AVENUE
GEYER AVENUE
RESSLER LANE
PRICE DRIVE
LEXUS DRIVE
KEG LANE

50' WIDE LANDSCAPE BUFFER

S DUPONT BLVD – DE ROUTE 113

0' 120' 240' 360'
SCALE: 1" = 120'

DAVIS, BOWEN & FRIEDEL, INC.
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EASTON, MARYLAND (410) 770-4744

PLANNED UNIT DEVELOPMENT PHASING OVERVIEW

CYPRESS HALL - RESIDENTIAL

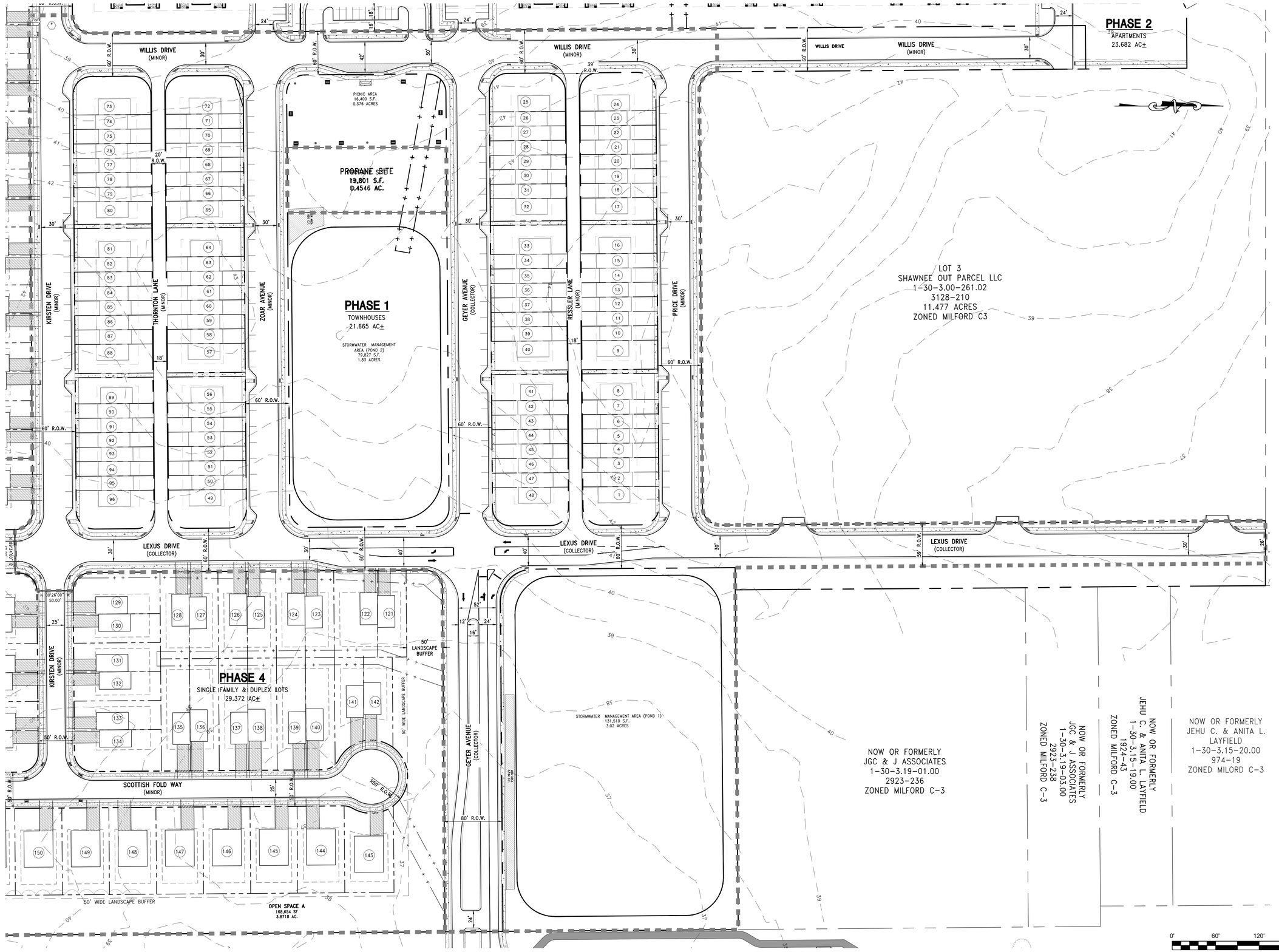
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2025
Scale:	1" = 120'
Dwn.By:	ADM
Proj.No.:	1423A005
Dwg.No.:	PUD-02

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OCEAN CITY, MARYLAND (302) 537-1441
EASTON, MARYLAND (410) 770-4744

PHASE 1 TOWNHOUSES & PROPANE SITE

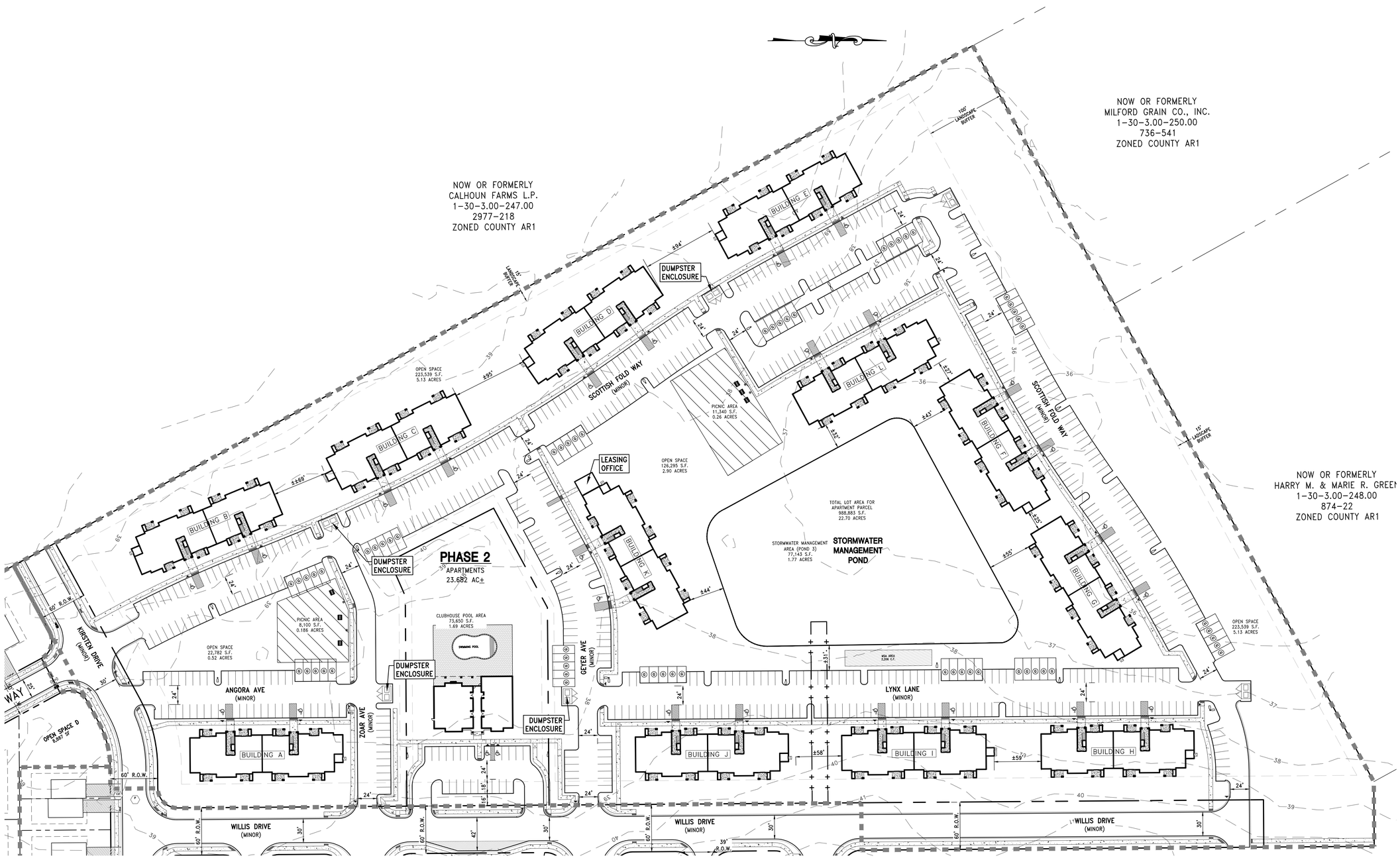
CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

Date: MAY 2025
Scale: 1" = 60'
Dwn.By: DEG
Proj.No.: 1423A005
Dwg.No.: PUD-03

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CYPRESS HALL - RESIDENTIAL

CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

PHASE 2 GARDEN APARTMENTS

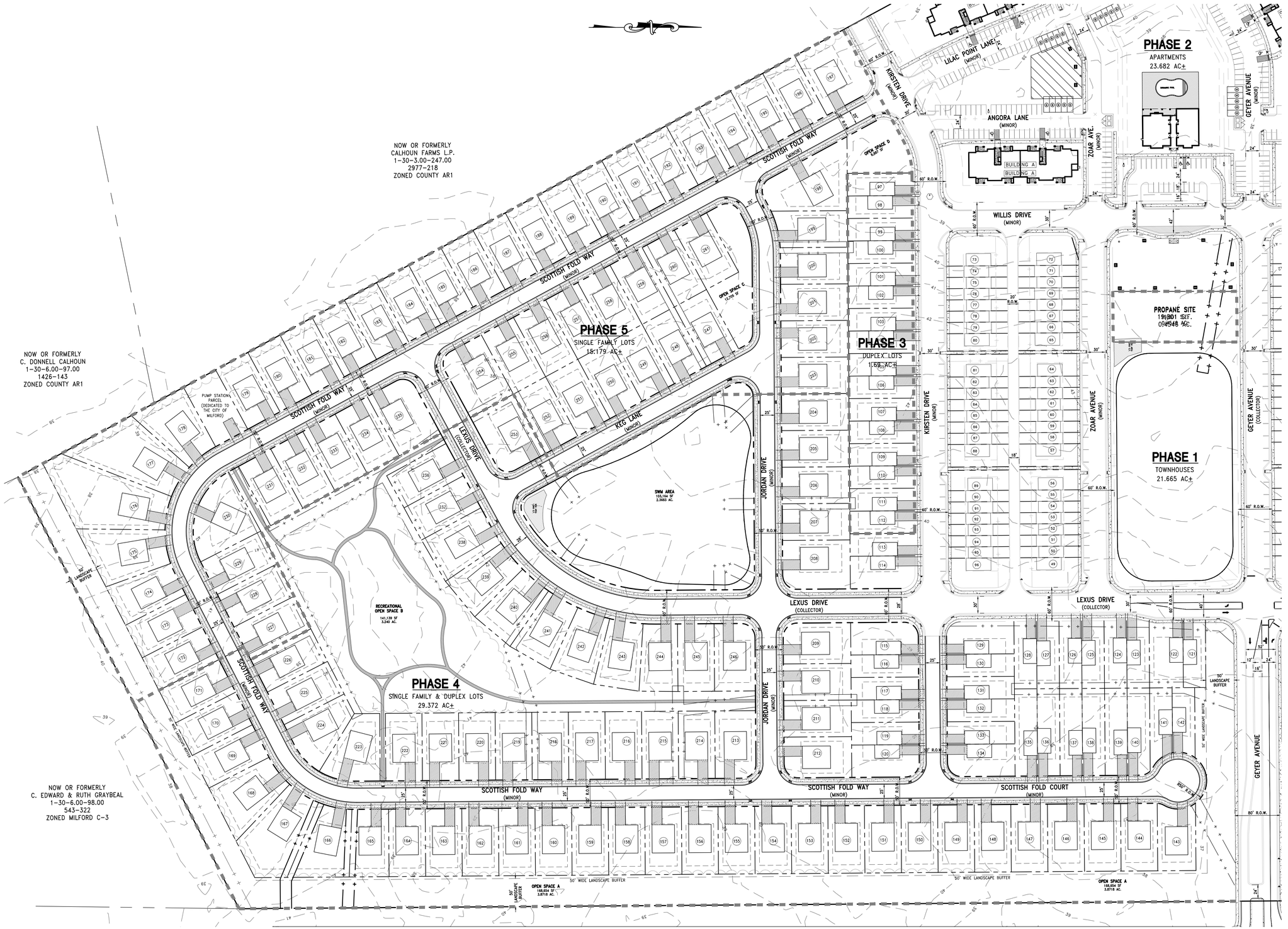
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ARCHITECTS ENGINEERS SURVEYORS
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MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

Revisions:

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Dwg.No.:	PUD-04

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PHASES 3, 4, 5 SINGLE AND DUPLEX LOTS

CYPRESS HALL - RESIDENTIAL

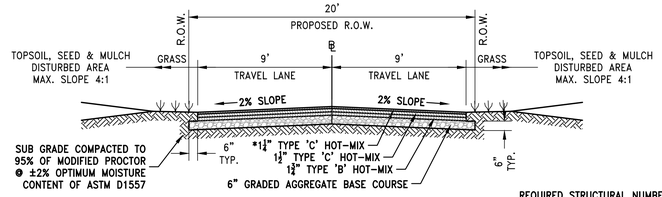
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2025
Scale:	1" = 80'
Dwn.By:	DEG
Proj.No.:	1423A005
Dwg.No.:	PUD-05

P:\1423\1423A005 - Cypress Hall Single Family\Design\Planned Unit Development\1423A005 - PUD - SITE PLAN.dwg, Jun 12, 2025 - 5:17pm mett

*NOTE: FINAL TYPE C HOT-MIX LAYER TO BE INSTALLED JUST PRIOR TO DELDOT ACCEPTANCE

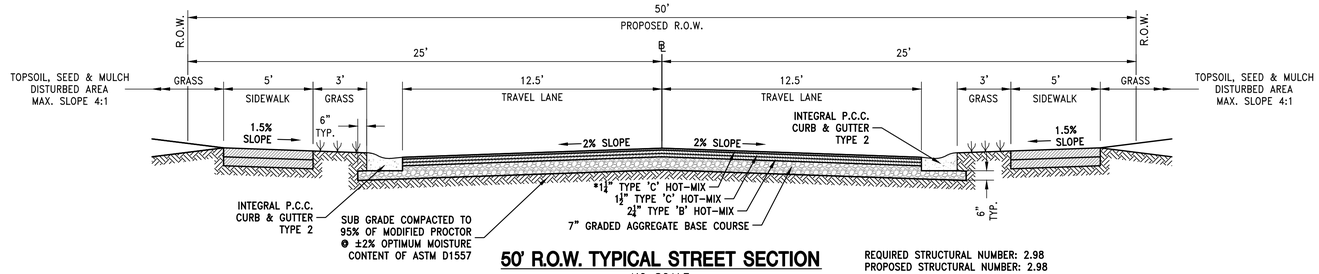


20' R.O.W. TYPICAL STREET SECTION

NO SCALE

RESSLER LANE & THORTON LANE

REQUIRED STRUCTURAL NUMBER: 2.04
PROPOSED STRUCTURAL NUMBER: 2.64

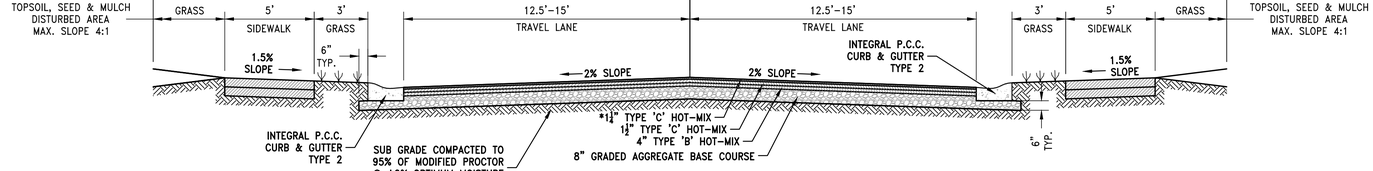


50' R.O.W. TYPICAL STREET SECTION

NO SCALE

JORDAN DRIVE, KEG LANE & SCOTTISH FOLD WAY

REQUIRED STRUCTURAL NUMBER: 2.98
PROPOSED STRUCTURAL NUMBER: 2.98

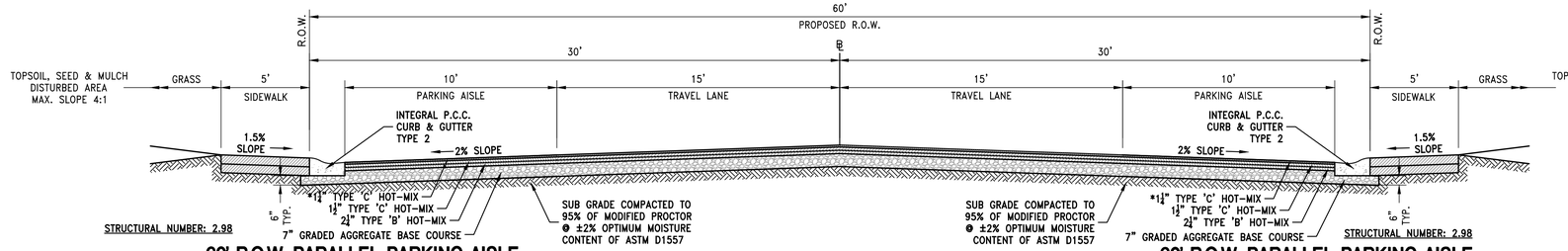


60' R.O.W. TYPICAL STREET SECTION

NO SCALE

GEYER AVENUE, PRICE DRIVE, LEXUS DRIVE, KIRSTEN DRIVE, WILLIS DRIVE & ZOAR AVENUE

REQUIRED STRUCTURAL NUMBER: 3.70
PROPOSED STRUCTURAL NUMBER: 3.82



STRUCTURAL NUMBER: 2.98

60' R.O.W. PARALLEL PARKING AISLE TYPICAL STREET SECTION

NO SCALE

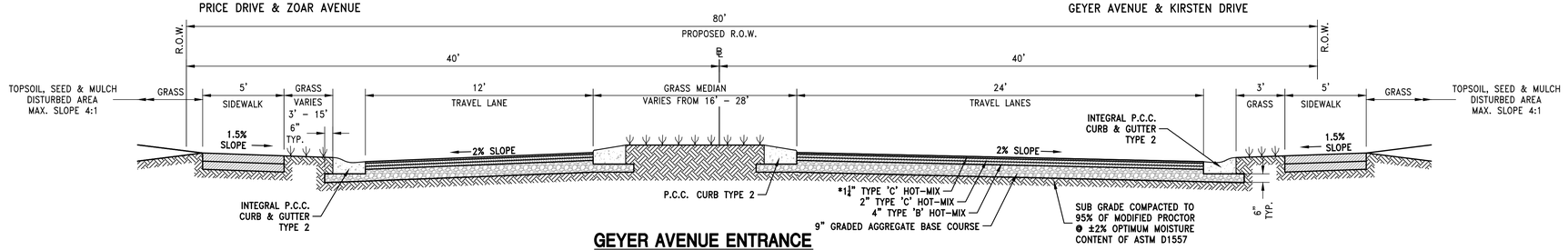
PRICE DRIVE & ZOAR AVENUE

STRUCTURAL NUMBER: 2.98

60' R.O.W. PARALLEL PARKING AISLE TYPICAL STREET SECTION

NO SCALE

GEYER AVENUE & KIRSTEN DRIVE



GEYER AVENUE ENTRANCE
80' R.O.W. TYPICAL STREET SECTION

NO SCALE

REQUIRED STRUCTURAL NUMBER: 4.12
PROPOSED STRUCTURAL NUMBER: 4.16

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TYPICAL ROAD SECTIONS

CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2025
Scale:	AS NOTED
Dwn.By:	DEG
Proj.No.:	1423A005
Dwg.No.:	PUD-06

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

THE CITY of Milford DELAWARE

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

April 5, 2022

Tim Metzner, PLA
Davis, Bowen & Friedel
1 Park Avenue
Milford, DE 19963

RE: Application Number: 21-043
Application Name: Cypress Hall Residential – Phase III
Application Type: Revised Planned Unit Development & Preliminary Major Subdivision
Tax Parcel Number(s): 1-30-3.00-261.01, 1-30-3.00-562.00 through 659.00

Mr. Metzner,

According to our records, City Council granted approval of the revised Planned Unit Development for Cypress Hall Residential and Preliminary Major Subdivision for Phase III of the Cypress Hall Residential development on March 28, 2022 with the following conditions;

- The applicant may reduce the number of parking spaces in the multi-family area from 2.5 parking spaces per dwelling unit to 2 parking spaces per dwelling unit;
- The applicant may increase the number of units per multi-family building from 12 to 24;
- The applicant is allowed to use one of the road frontages for single-family detached lots as a side yard setback;
- A 50' wide wooded buffer shall remain within an open space area along the entire southern property line shared with the Delaware Solid Waste Authority.
- The length of the proposed cul-de-sac in Phase III may be increased to 500 feet.
- The maximum block length may be extended to 1,500 feet in Phase III.
- The minimum block width may be reduced to 240 feet in Phase III.

Per the Code of the City of Milford, Chapter 200-4, Subdivision of Land, A (5), "*Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration."* Final Major Subdivision Approval or an extension must be obtained prior to March 28, 2022 in order to avoid expiration of the preliminary approval.

Please contact me at 302-424-8396 or via email at rpierce@milford-de.gov should you have any questions.

Sincerely,

William R. Pierce II

Rob Pierce, AICP
Planning Director

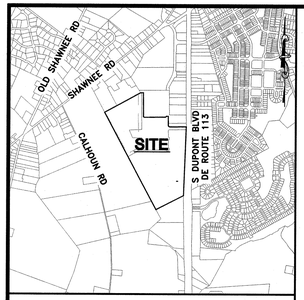
cc: James Puddicombe, P.E. – City Engineer

CYPRESS HALL - RESIDENTIAL

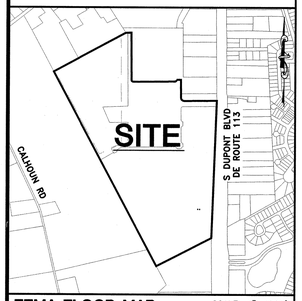
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A001
SEPTEMBER 2021

PLANNED UNIT DEVELOPMENT

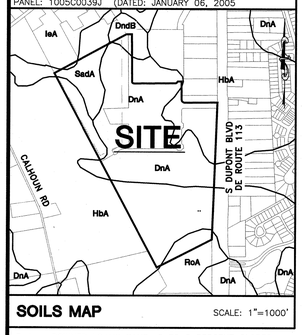
TITLE SHEET



LOCATION MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'
PANEL: 10005C0039J (DATED: JANUARY 06, 2005



SOILS MAP SCALE: 1"=1000'

DnA: DOWNER LOAMY SAND, 0 TO 2 PERCENT SLOPES
DndB: DOWNER LOAMY SAND, 2 TO 5 PERCENT SLOPES
FmA: FORT MOTT LOAMY SAND, 0 TO 2 PERCENT SLOPES
FmB: FORT MOTT LOAMY SAND, 2 TO 5 PERCENT SLOPES
HbA: HAMBROOK LOAMY SAND, 0–2 PERCENT SLOPES
IeA: INGLESIDE LOAMY SAND, 0 TO 2 PERCENT SLOPES
RoA: ROSEDALE LOAMY SAND, 2–5 PERCENT SLOPES
SadA: SASSAFRASS SANDY LOAM, 0–2 PERCENT SLOPES

DATA COLUMN

TAX MAP ID	1-30-03.00-261.01, 1-30-3.00-658.00 & 1-30-3.00-659.00
EXISTING ZONING	R-3
PROPOSED USE	PLANNED UNIT DEVELOPMENT
TOTAL SITE AREA	91.69 AC
NET DEVELOPMENT AREA	68.77 AC
PHASE 1 UNITS	
PROPOSED TOWNHOUSES UNITS	96 UNITS
PHASE 2 UNITS	
PROPOSED MULTI-FAMILY UNITS	
ONE BEDROOM (TYPE C BLDG)	60 UNITS (5 BUILDINGS)
TWO BEDROOM (TYPE A BLDG)	180 UNITS (15 BUILDINGS)
THREE BEDROOM (TYPE B BLDG)	48 UNITS (4 BUILDINGS)
TOTAL	288 GARDEN APARTMENTS
PHASE 3 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	46 LOTS
PROPOSED SINGLE FAMILY DETACHED	118 LOTS
TOTAL SINGLE FAMILY LOTS	164 LOTS
TOTAL DWELLING UNITS PROVIDED	548
TOTAL DENSITY (548 DU ÷ 91.69 AC)	5.98 DU/AC

R-2 ZONING SINGLE FAMILY SEMIDETACHED	REQUIRED	PROPOSED
MINIMUM LOT SIZE ALLOWED	4,000 S.F.	4,000 S.F.
MINIMUM LOT WIDTH	40'	40'
FRONT YARD SETBACK	30'	30'
SIDE YARD SETBACK	8'	8'
REAR YARD SETBACK	15'	15'
MAXIMUM LOT COVERAGE	30%	
MAXIMUM HEIGHT	35' OR 3 STORIES	
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT	

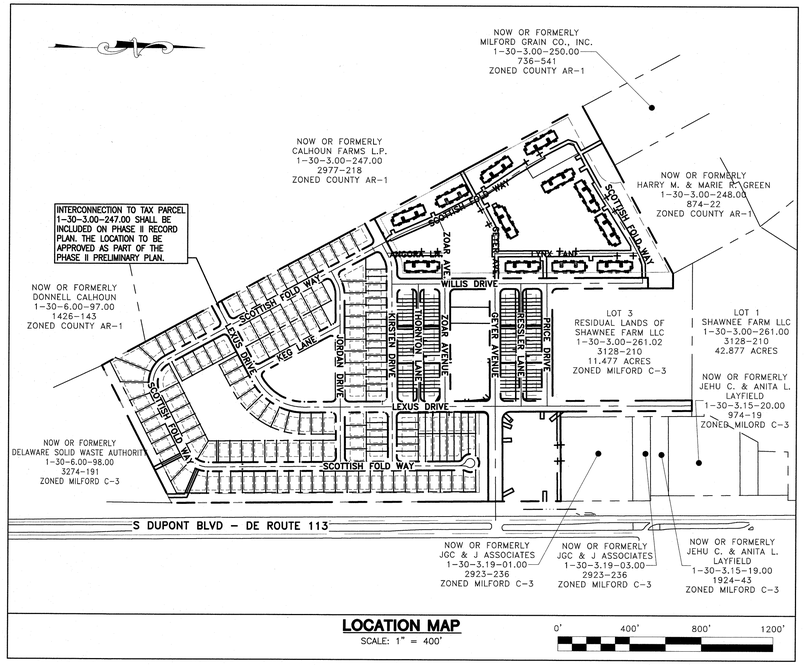
R-3 ZONING SINGLE FAMILY DETACHED	REQUIRED	PROPOSED
LOT SIZE	7,500 S.F.	7,800 S.F.
LOT WIDTH	60'	60'
FRONT YARD SETBACK	30'	30'
SIDE YARD SETBACK	8'	8'
REAR YARD SETBACK	15'	15'
MAXIMUM LOT COVERAGE	45%	
MAXIMUM HEIGHT	35' OR 3 STORIES	
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT	

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

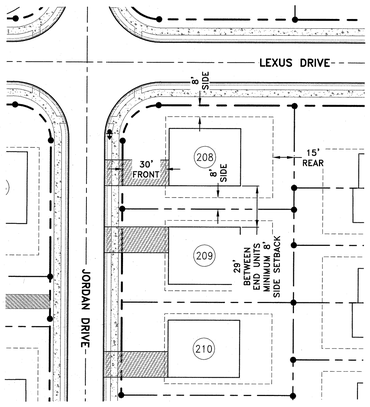
R-3 ZONING REQUIREMENTS GARDEN APARTMENTS	
MINIMUM LOT SIZE ALLOWED	2,500 S.F.
MINIMUM LOT WIDTH	50'
FRONT YARD SETBACK	30'
SIDE YARD SETBACK	8'
REAR YARD SETBACK	15'
MAXIMUM LOT COVERAGE	20%
MAXIMUM HEIGHT	35' OR 3 STORIES
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT
MAXIMUM DENSITY	16 UNITS PER ACRE
MINIMUM PROJECT SIZE	1 AC
TOTAL OPEN SPACE REQUIRED	400 S.F. x 548 UNITS = 219,200 S.F. (5.03 AC.)
TOTAL OPEN SPACE PROVIDED	1,787,002 S.F. (19.33 AC.)
RECREATIONAL SPACE REQUIRED	109,600 S.F. (2.52 AC.)
RECREATIONAL SPACE PROVIDED	73,650 S.F. (1.69 AC.) CLUBHOUSE POOL AREA 140,486 S.F. (3.23 AC.) RECREATIONAL AREA + 35,840 S.F. (0.82 AC.) PICNIC AREA 249,976 S.F. (5.74 AC.) TOTAL
TOTAL AMOUNT OF STORMWATER	8.44±AC
TOTAL AMOUNT OF PROPOSED RIGHT-OF-WAY	17.80±AC
TOTAL AREA OF LOTS	38.22±AC
ESTIMATED EDU'S	550
CLUBHOUSE SPACES REQUIRED	5,200 S.F. ÷ 150 = 35 SPACES
PARKING SPACES REQUIRED	2 SPACES/UNIT MULTI-FAMILY + 2.5 SPACES/UNIT TOWNHOUSE + 35 CLUBHOUSE SPACES = 851 SPACES
PARKING SPACES PROVIDED	576 MULTI-FAMILY + 240 TOWNHOUSE + 35 CLUBHOUSE = 851 SPACES ADDITIONALLY 55 GARAGE UNITS ARE PROVIDED
SEWER PROVIDER	CITY OF MILFORD
WATER PROVIDER	CITY OF MILFORD
ELECTRIC PROVIDER	CITY OF MILFORD
GAS PROVIDER	CHESAPEAKE UTILITIES
WETLANDS	NONE ARE PRESENT ON SITE
SOURCE WATER PROTECTION AREAS	NONE ARE PRESENT ON SITE
FLOOD ZONE	ZONE X AREA OF MINIMAL FLOOD HAZARD PANEL 10005C0039J EFF. 01/06/2005
FIRE DISTRICT	CARLISLE
SCHOOL DISTRICT	MILFORD
ELECTION DISTRICT	2ND
PERMANENT MONUMENTS FOUND	16
PERMANENT MONUMENTS PLACED	14
HORIZONTAL DATUM	: NAD83
VERTICAL DATUM	: NAVD88

OWNERS/DEVELOPERS
SHAWNEE FARM LLC
105 FOULK RD.
WILMINGTON, DELAWARE 19803
(302)422-0945

ENGINEER/SURVEYOR
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE 19963
(302)424-1441

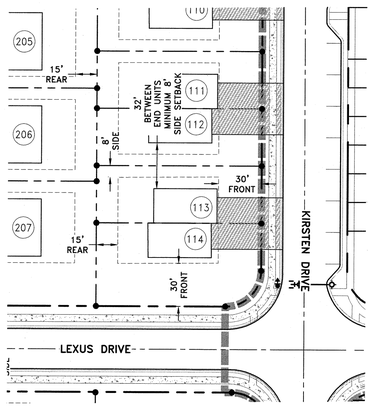


LOCATION MAP
SCALE: 1" = 400'
0' 400' 800' 1200'



TYPICAL SINGLE FAMILY DETACHED LOT SETBACKS
SCALE: 1" = 50'

0' 50' 100'
SCALE: 1" = 50'



TYPICAL SINGLE FAMILY SEMI-DETACHED LOT SETBACKS
SCALE: 1" = 50'

LEGEND

- RIGHT-OF-WAY / BOUNDARY LINE
- ADJACENT PROPERTY LINE
- PROPERTY LINE
- BUILDING SETBACKS
- EASEMENT
- LANDSCAPE BUFFER
- ROAD CENTERLINE
- (8) LOT DELINEATION / IDENTIFICATION

PLANNED UNIT DEVELOPMENT - INDEX OF SHEETS

PLANNED UNIT DEVELOPMENT – TITLE SHEET	PUD-01
PLANNED UNIT DEVELOPMENT – PHASING OVERVIEW	PUD-02
PHASES 1 & 4 TOWNHOUSES & PROPANE SITE	PUD-03
PHASE 2 GARDEN APARTMENTS	PUD-04
PHASE 3 SINGLE AND TWO-FAMILY LOTS	PUD-05
TYPICAL ROAD SECTIONS	PUD-06

PREVIOUSLY APPROVED DEVIATIONS FROM R3 ZONING CODE

1. FOR SINGLE FAMILY CORNER LOTS ALLOW ONE EDGE OF THE CORNER TO USE A SIDE BUILDING SETBACK RATHER THAN TWO FRONT SETBACKS.
2. MULTI-FAMILY PARKING REQUIREMENT REDUCED FROM 2.5 SPACES PER DWELLING UNIT TO 2 SPACES PER DWELLING UNIT.
3. GARDEN OR LOW RISE APARTMENTS ARE NOT LIMITED TO 12 UNITS PER BUILDING BUT INSTEAD CAN HAVE UP TO 24 UNITS PER BUILDING.

ADDITIONAL CONDITIONS REQUIRED

1. 50' WIDE WOODED BUFFER TO BE PROVIDED IN OPEN SPACE ALONG ENTIRE SOUTHERN PROPERTY LINE SHARED WITH DELAWARE SOLID WASTE AUTHORITY.

R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

REQUIREMENTS	SINGLE FAMILY DETACHED DWELLINGS		SINGLE FAMILY SEMI-DETACHED DWELLINGS		GARDEN OR LOW RISE APARTMENTS		TOWNHOUSES OR ROW DWELLINGS	
	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED
MAX DWELLING UNIT PER BUILDING	1	1	2	2	12	24	≥ 3 AND ≤8	8
PARKING SPACES	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2 PER DU	2.5 PER DU	2.5 PER DU
PUBLIC ROAD WIDTH	25'–0"	25'–0"	25'–0"	25'–0"	30'–0"	24'–0"	30'–0"	30'–0"

ADDITIONAL DEVIATIONS REQUESTED FROM R3 ZONING CODE

1. REQUEST THE LENGTH OF THE CUL-DE-SAC BE INCREASED FROM 400' TO 500'
2. REQUEST THE MAXIMUM BLOCK LENGTH BE EXTENDED FROM 1200' TO 1400'.
3. REQUEST THE MINIMUM BLOCK WIDTH BE REDUCED FROM 275' TO 240'.

"THIS PLATTED AREA IS NOT WITHIN THE JURISDICTION OF THE COUNTY PLANNING AND ZONING COMMISSION" chase phillips 6 pages 09/30/2022

CITY OF MILFORD APPROVAL

MARK WHITFIELD — CITY MANAGER — DATE 9/29/22

CITY PLANNING DEPARTMENT APPROVAL

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

CITY OF MILFORD APPROVED WRP PLANNING DEPT.

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.

DANIEL STRING – CITY ENGINEER — DATE 9/28/22

CONFORMED COPY
Document # 20220004524 5 BK: 381 PG: 49
On 9/30/2022 at 12:46:34 PM
RECORDER OF DEEDS Scott Dailey
Sussex County
Consideration: $0.00

OWNERS CERTIFICATION

I, SHAWNEE FARM LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, THAT ALL STREETS SHOWN HEREON AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC USE AND THAT ALL PROPOSED MONUMENTS AND MARKERS SHOWN HEREON WILL BE SET AT THE LOCATION INDICATED, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE RECORDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: 9/14/22 SIGNATURE

LOUIS CAPANO
SHAWNEE FARM LLC
MANAGING PARTNER

ENGINEERS CERTIFICATION

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

DATE: SEP 14 2022 SIGNATURE W. ZACHARY CROUCH, P.E.

W. ZACHARY CROUCH REGISTERED No. 12734 DELAWARE PROFESSIONAL ENGINEER

NOTE:
THIS PLAN IS NOT A RECORD DRAWING AND THE PLAN DOES NOT REPRESENT A PRELIMINARY OR FINAL APPROVAL OF ANY SUBDIVISION OR SITE PLAN.

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

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

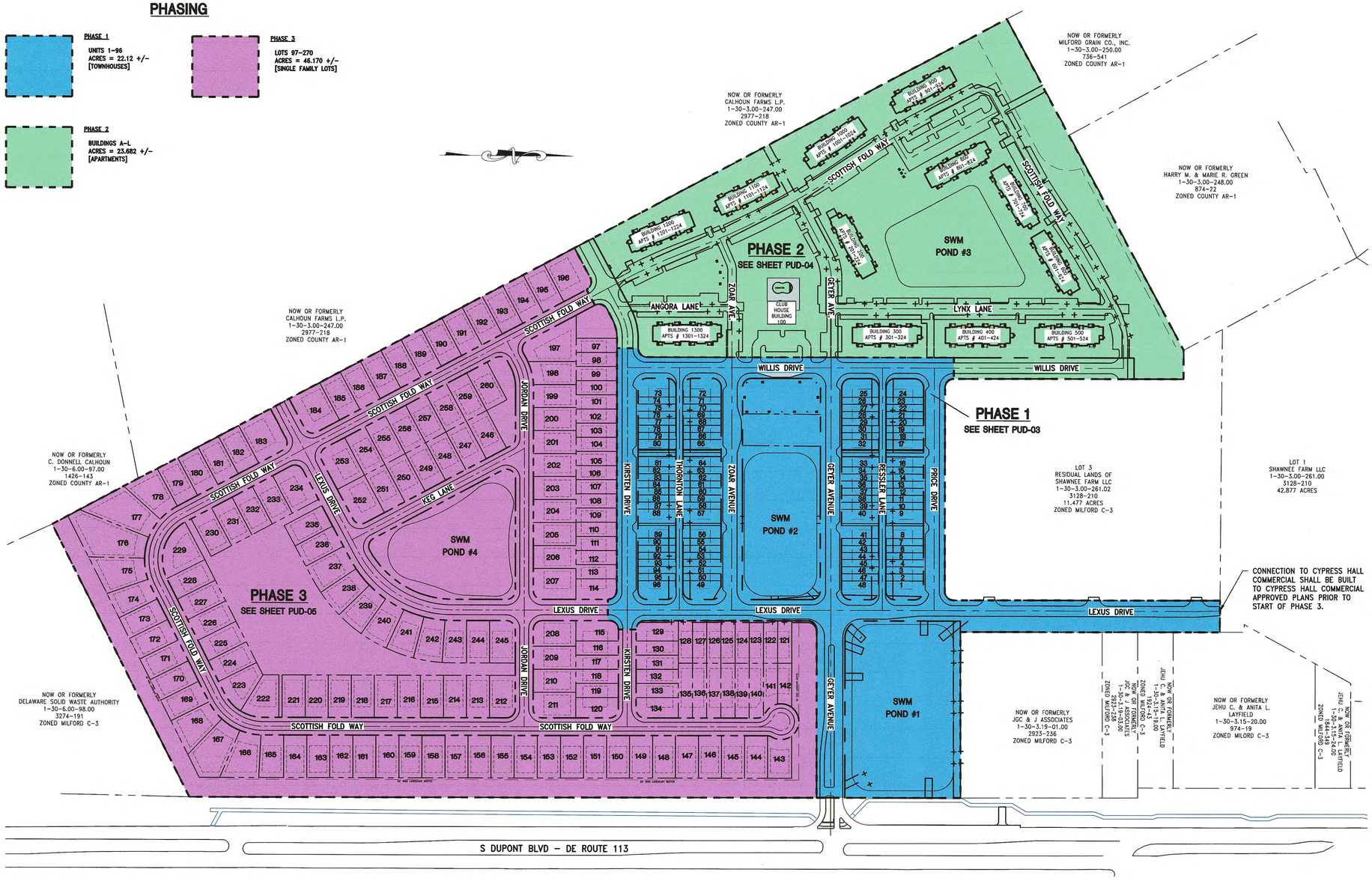
PUD-01

PHASING

PHASE 1
UNITS 1-96
ACRES = 22.12 +/-
[TOWNHOUSES]

PHASE 2
BUILDINGS A-L
ACRES = 23.682 +/-
[APARTMENTS]

PHASE 3
LOTS 97-270
ACRES = 46.170 +/-
[SINGLE FAMILY LOTS]



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\\MILDN\Civil\Louis Capano-Client 0007\1423A005 - Cypress Hall Single Family\Design\Planned Unit Development\1423A005 - PUD - PHASING OVERVIEW.dwg Sep 14, 2022 - 10:09am mett

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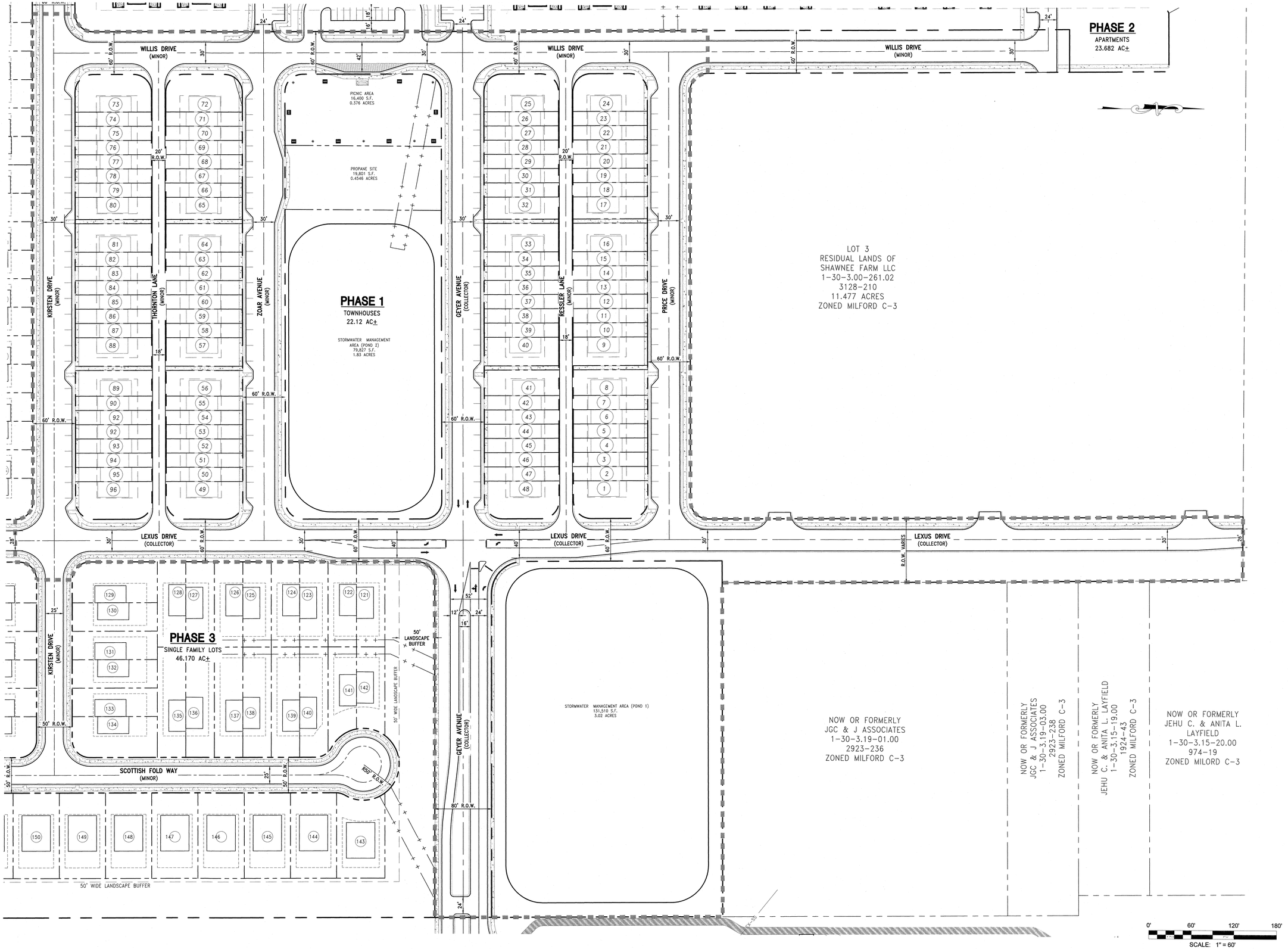
REGISTERED PROFESSIONAL ENGINEER
ZACHARY CROUCH
No. 12
SEP 14 2022

PLANNED UNIT DEVELOPMENT PHASING OVERVIEW

CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

Date: FEBRUARY 2022
Scale: 1" = 150'
Dwn.By: DEG
Proj.No.: 1423A001
Dwg.No.: PUD-02



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SEP 14 2022

PHASES 1 & 4 TOWNHOUSES & PROPANE SITE

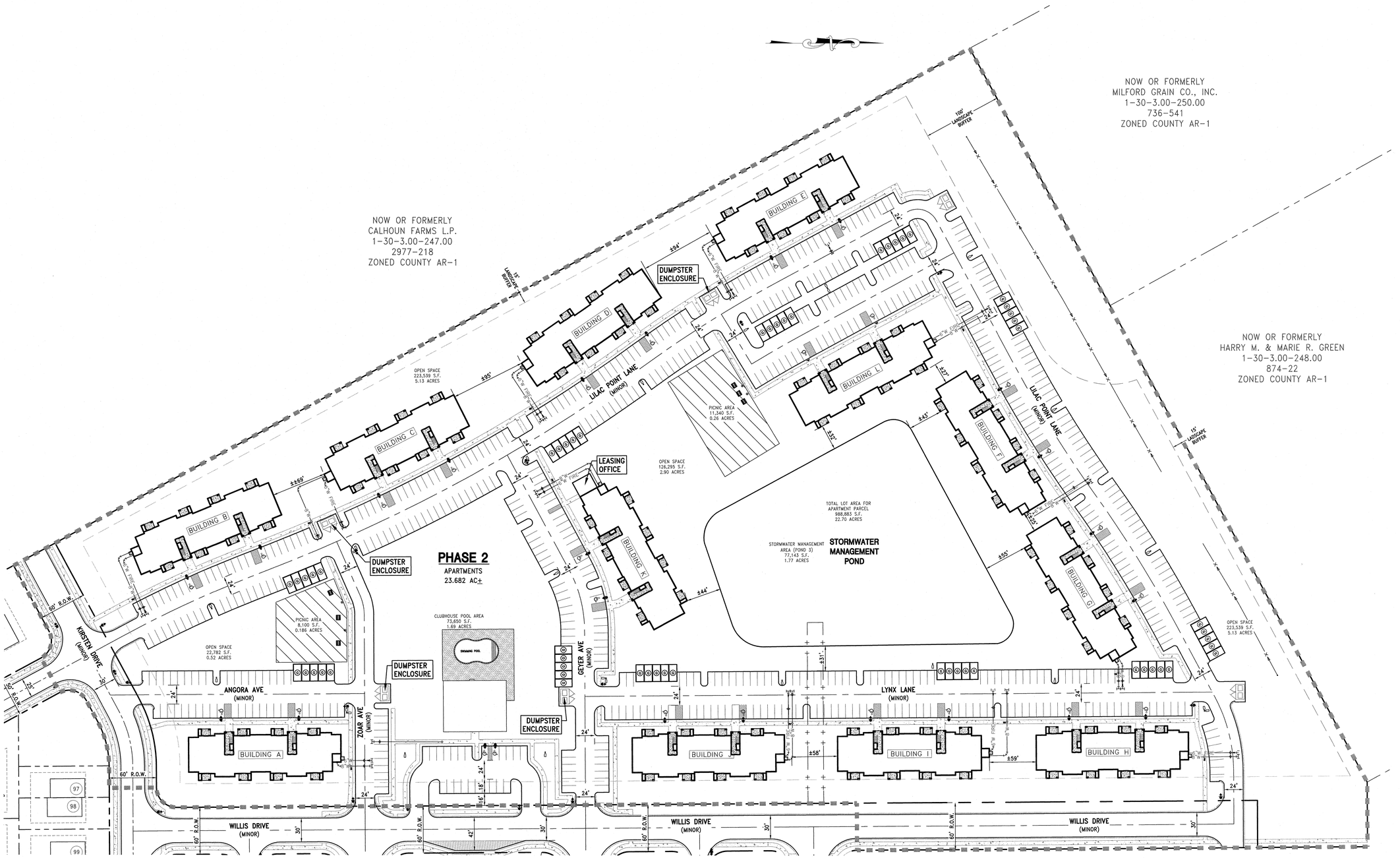
CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

Date: AUGUST 2021
Scale: 1" = 60'
Dwn.By: DEG
Proj.No.: 1423A001
Dwg.No.: PUD-03

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\\mil0\Civil\Louis Caparo-Client (080)\1423A005 - Cypress Hall Single Family\Design\Planned Unit Development\1423A005 - PUD - SITE PLAN.dwg Sep 14, 2022 - 9:58am matt



0' 60' 120' 180'

SCALE: 1" = 60'

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\\mil0ICIVIL\Louis Capano-Client 0807\1423A\005 - Cypress Hall Shgle Family\Design\Planned Unit Development\1423A005 - PUD - SITE PLAN.dwg Jun 13, 2022 - 3:44pm matt

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MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

SEP 14 2022

PHASE 2 GARDEN APARTMENTS

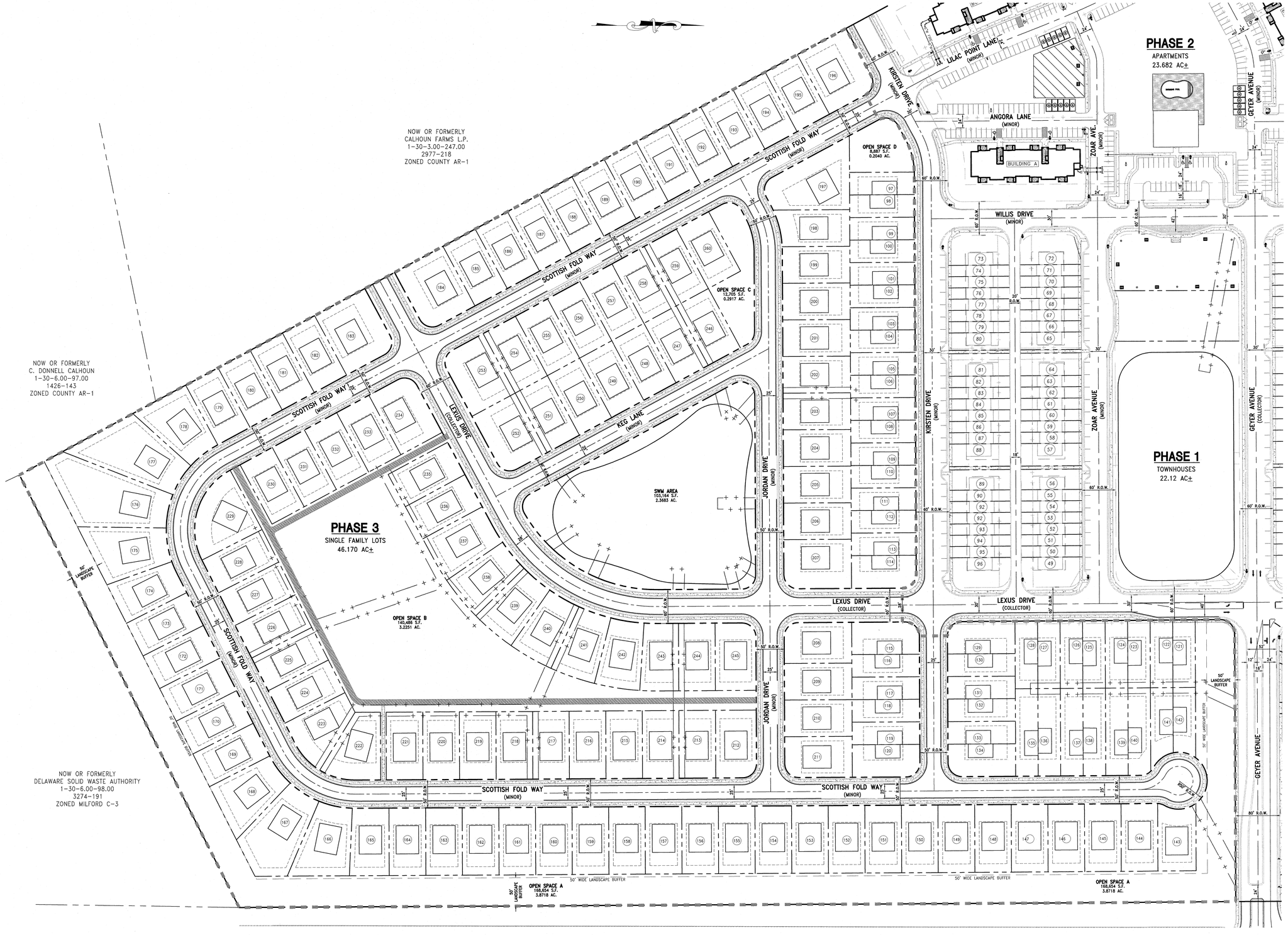
CYPRESS HALL - RESIDENTIAL

CEDAR CREEK HUNDRED

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

Date: AUGUST 2021
Scale: 1" = 60'
Dwn.By: DEG
Proj.No.: 1423A001
Dwg.No.: PUD-04



\\MILD\Civil\Louis Capano-Client 0607\1423A005 - Cypress Hall Single Family\Design\Planned Unit Development\1423A005 - PUD - SITE PLAN.dwg Sep 14, 2022 - 10:23am mett

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PRELIMINARY PROJECT NOT FOR CONSTRUCTION
NOT RECOMMENDED FOR APPROVAL
DAVID E. MARSHALL
No. 17401
PROFESSIONAL ENGINEER
SEP 14 2022

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ARCHITECTS ENGINEERS SURVEYORS
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MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

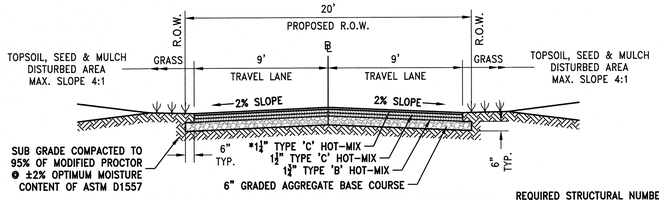
PHASE 3 SINGLE AND TWO-FAMILY LOTS

CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

Date:	AUGUST 2021
Scale:	1" = 80'
Dwn.By:	DEG
Proj.No.:	1423A001
Dwg.No.:	PUD-05

*NOTE: FINAL TYPE C HOT-MIX LAYER TO BE INSTALLED JUST PRIOR TO DELDOT ACCEPTANCE

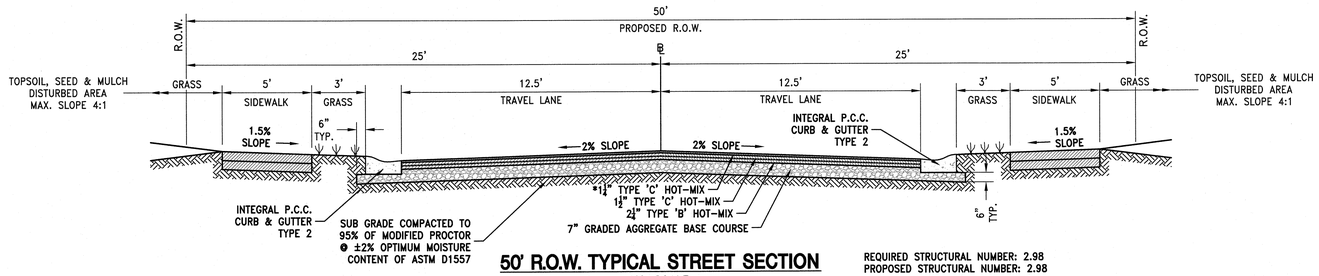


20' R.O.W. TYPICAL STREET SECTION

NO SCALE

RESSLER LANE & THORTON LANE

REQUIRED STRUCTURAL NUMBER: 2.04
PROPOSED STRUCTURAL NUMBER: 2.64

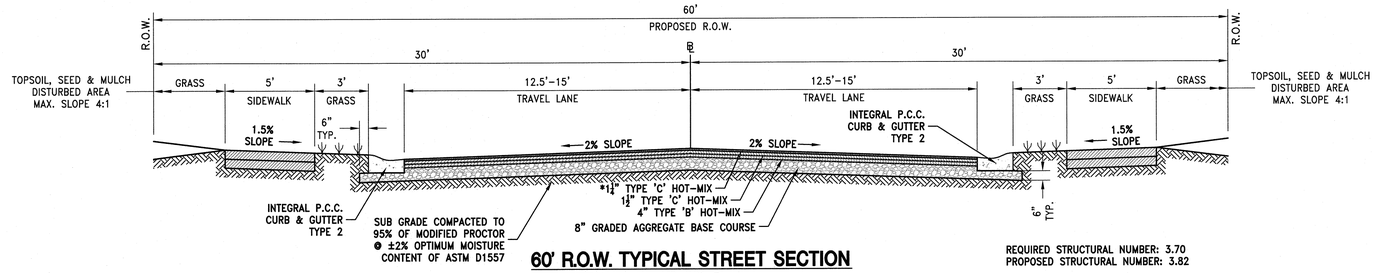


50' R.O.W. TYPICAL STREET SECTION

NO SCALE

JORDAN DRIVE, KEG LANE & SCOTTISH FOLD WAY

REQUIRED STRUCTURAL NUMBER: 2.98
PROPOSED STRUCTURAL NUMBER: 2.98

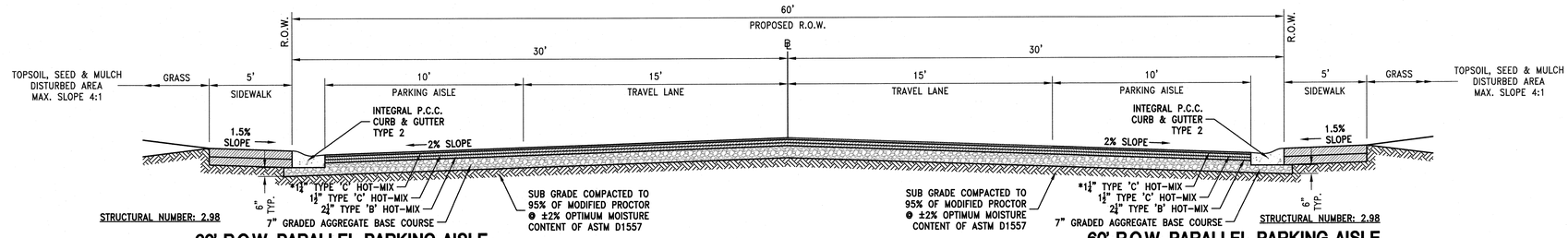


60' R.O.W. TYPICAL STREET SECTION

NO SCALE

GEYER AVENUE, PRICE DRIVE, LEXUS DRIVE, KIRSTEN DRIVE, WILLIS DRIVE & ZOAR AVENUE

REQUIRED STRUCTURAL NUMBER: 3.70
PROPOSED STRUCTURAL NUMBER: 3.82



STRUCTURAL NUMBER: 2.98

60' R.O.W. PARALLEL PARKING AISLE TYPICAL STREET SECTION

NO SCALE

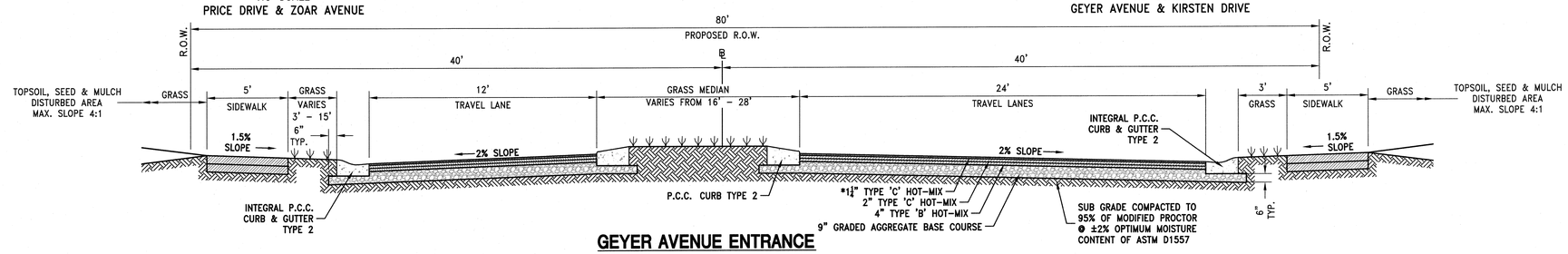
PRICE DRIVE & ZOAR AVENUE

STRUCTURAL NUMBER: 2.98

60' R.O.W. PARALLEL PARKING AISLE TYPICAL STREET SECTION

NO SCALE

GEYER AVENUE & KIRSTEN DRIVE



GEYER AVENUE ENTRANCE 80' R.O.W. TYPICAL STREET SECTION

NO SCALE

REQUIRED STRUCTURAL NUMBER: 4.12
PROPOSED STRUCTURAL NUMBER: 4.16

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\\mil7\CIVIL\Louis Capano-Client (907)\1423A005 - Cypress Hall Single Family\Design\Planned Unit Development\1423A005 - PUD - TYPICAL SECTIONS.dwg Jun 13, 2022 - 3:42pm matt

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

SEP 14 2022

TYPICAL ROAD SECTIONS

CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:
2021-11-23 KCI COMMENTS
2022-01-07 KCI COMMENTS

Date: AUGUST 2021
Scale: AS NOTED
Dwn.By: DEG
Proj.No.: 1423A001
Dwg.No.: PUD-06

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

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July 14, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attn: Mr. Rob Pierce, Planning Director

Re: Cypress Hall – Phase 3 Preliminary Plans
City of Milford
DBF Project Number: 1423A005

Dear Mr. Pierce:

We received a review letter performed by KCI Technologies of the Cypress Hall Residential Phase 3 Preliminary Plans dated July 09, 2025. We offer the following responses for your consideration.

36. CAD files will need to be submitted to the City Electric Division when Final Construction Plans are submitted so that the electric design can be updated. Comment Remains. Coordinate subdivision electric design with the Electric Department. Addressed with comment – Per engineer's response the CAD files will be provided.
The CAD files will be provided with this submission.

37. Submit the following approvals for final approval:
Agency approvals will be forwarded upon receipt.

    a. DelDOT. Comment Remains.

    b. Sussex Conservation District. Comment Remains.

    c. DHSS. Comment Remains.

    d. Fire Marshal. Comment Remains.

47. A 5-foot-wide general utility easement on each side of the lot line, 10-foot general utility easement along the rear property, and 15-foot-wide general utility easement along the front of the lot line shall be provided. Comment Remains.
A note has been added to the record plans stating as such.

69. The clubhouse area used to calculate parking spaces (5200 S.F.) does not match the area labeled in the plan view (5280 S.F.) on sheet C-003. Verify which one is correct and revise accordingly.
The plan view has been revised to 5200 SF.

70. Breakdown the EDU for each phase in the data column. Currently the number of EDUs does not match the number of total dwelling units provided.
The EDU's have been broken down by phase as requested, they don't match the dwelling units because the clubhouse has its own EDU's.

71. The horizontal separation between the sanitary sewer lateral and water servicing Lot 97, 100, and 111 is less than 10 feet. Revise the plans to provide at least a 10-foot separation of sanitary sewer and water lines.
The services have been revised to provide at least 10 feet of separation.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Timothy M. Metzner, RLA, LEED AP ND
Associate / Sr. Landscape Architect

TMM
P:\1423\1423A005 - Cypress Hall Single Family\Submit\2025-07-14 COM PH3\Comment Response Letter PH3.docx

ISO 9001:2015 CERTIFIED
ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS
600 White Clay Center Drive, Suite 200 • Newark, DE, 19711 • Phone 302.731.9176

August 05, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: **Cypress Hall – Phase 3 Preliminary Major Subdivision Plan and Record Plan** KCI Job No. 00006472_00001.016 – Task 11 (*formerly 131803632*)

Dear Mr. Pierce,

As requested, KCI Technologies performed a review of the Cypress Hall Residential Phase 3 Preliminary Major Subdivision Plan dated July 2025, and the Record Plan dated July 2025. These reviews were performed based on the City's Standard Specifications, Codes, and general engineering best practices.

We offer preliminary plan approval for Cypress Hall Phase 3. Submit final plans with your next submission. Please provide a point-by-point response letter.

1. Address the following on the cover sheet:
    a. Revise the title of the plan set to refer to "Preliminary Major Subdivision Plan" instead of just "Major Subdivision." **Addressed.**
    b. Provide calculations for the proposed 550 EDUs. The number of EDUs listed appears to be inconsistent with the number of proposed lots. Please revise as necessary. **Addressed.**
    c. Sheets SWM-1.0 through SWM-5.5 are not included in the plan set. Either add them to the set or revise the Index of Sheets accordingly. **Addressed.**
    d. Currently, some sheets in the plan set are not listed in the Index of Sheets (Sheet 003, C-201, 202, 203, etc.). Include all sheets from the plan set in the Index of Sheets and revise the plans accordingly. **Addressed.**
    e. Currently, there are two maps that are labeled as "Location Map." One should be called Vicinity Map - revise accordingly. **Addressed.**
    f. Provide the existing and proposed zoning in the Data Column. **Addressed.**
    g. Provide existing and proposed use in the Data Column. **Addressed.**

h. Provide the PUD density calculation per Chapter 230-19.9 in the Data Column. **Addressed.**

i. Update the total open space and recreational open space requirements per Chapter 230-19.7(A)(5) in the Data Column. Comment Remains. The Open Space calculation is correctly listed in the Data Column. However, it is incorrectly stated in the PUD Data Column. **Addressed.**

j. Add the tree planting density requirement per Chapter 230-19.8(F)(2) in the Data Column. Comment Remains. Provide the total number of trees required to be planted in Phase III. Comment Remains – Verify the area used for the tree planting density in the Data Column and in the landscaping plans. **Addressed.**

k. Create a PUD column on the cover sheet and move the following information from the Data Column into the PUD column:

- R-3 Zoning Single-Family Semi-detached.
- R-3 Zoning Single-Family Detached.
- R-3 Zoning Townhouse.
- R-3 Zoning Garden Apartments.
- Parking Spaces Required.
- Parking Spaces Provided.

Comment Remains. The PUD Data Column does not include all the unit types. This should be like the PUD Data Column format from the expired application, except for updating the code requirement information. Addressed with comment - Add "PUD Table" to the title of the R-3 Garden Apartment and Townhouse District table. **Addressed.**

2. Ensure the information for each of the areas in the PUD Column has the correct required data from the current code and list what is provided. Comment Remains – The minimum required lot area for a single-family semi-detached dwelling is 6,500 sf for a corner lot and 4,000 sf for an interior lot. The minimum required side yard setback for a townhouse is 10 feet, aggregate 30 feet, revise accordingly. Comment Remains – Revise the information in both the site plan and the record plan. **Addressed.**

3. Update the listed waivers to reflect waivers from the current code, including Chapter 200-8(A)(14) regarding right-of-way width and pavement width. Please note that the City Code has additional width requirements for streets with lots having less than 60 feet of frontage. Comment Remains. The items under "Previously Approved Deviations from R-3 Zoning Code" are expired and are being requested again. These should be re-labeled to requested waivers/deviations. "Additional Conditions Required" should also be under requested waivers/deviations. "Additional Approved Deviations From R-3 Zoning Code" are expired and are being requested again. These should be re-labeled to requested

waivers/deviations. Comment Remains – The title of the waiver list should include "Chapter 200 Waivers". In addition, the landscaping plan does not provide street trees every 150 linear feet. Adjust the plan or request a waiver and add the waiver requested to the cover sheet. Comment Remains – The list title should read "Requested Waivers from Chapter 200 Subdivision of Land and Chapter 230 Zoning." Revise the tile of the waiver list in the site plan and in the record plan. **Addressed.**

4. The "Site Plan" in the index sheet should be renamed "Record Plans" per the City's review checklist. Update each sheet title. **Addressed.**
5. Update the with the attached major Subdivision Notes and ensure all items are filled in appropriately. **Addressed.**
6. Fix the overlapping lot numbering labels on the Phase Plan, sheet C-003. Addressed with Comment. Although the lot numbers have been fixed, the street names are now overlapping. Revise. **Addressed.**
7. Provide the right-of-way of South Dupont Boulevard including the width and the party responsible for the maintenance. **Addressed.**
8. Label or provide a legend for curb, sidewalk, sign, sidewalk width, crosswalk, grass strip between the sidewalk, and handicap ramps locations on the site plan and revise the plan accordingly. Addressed with Comment. Show the location of the detectable warning surface for the ADA ramps. **Addressed.**
9. Clarify what recreation amenities will be provided in Open Space Area B to meet the recreational open space requirement. In addition, when final plans are submitted, provide details of the recreational open space area (walking path material, bench locations, etc.). **Addressed.**
10. Label all signs on the plan or provide a sign legend for phase 3. **Addressed.**
11. The cul-de-sac shall be renamed to "_____ Court" instead of Scottish Fold Way. In addition, road names must meet the requirement of Chapter 200-8(A)(17) and will require approval from Sussex County 911 addressing. Comment Remains. Comment Remains – Provide Sussex County 911 approval for the road names. **Comment Remains.**
12. Add a north arrow to Sheet C-303. **Addressed.**
13. Provide flow directional arrows for drainage pipes on the grading plans. Comment Remains. Some of the arrows appear to suggest that the pipe flow is revised. Some of the pipes still do not have arrows. Revise accordingly. **Addressed.**
14. Currently, there are a number of storm drain pipes that have slope less than the required 0.3%. Revise the storm drainpipes so the storm drainpipes meet this requirement. Comment Remains. Provide calculations that prove all proposed pipes meet the DelDOT required 3 fps at full flow based on figure 6-24 on page 6-50 of the DelDOT Road Design Manual. Revise as needed. Comment Remains. **Addressed for Phase 3.**

15. It appears that the storm drainpipes have different line styles for the pipes in this phase than the previous phases. Provide consistent line styles in plans. **Addressed.**
16. Provide separation dimensions for all crossing utilities within the storm drain profiles. Comment Remains. The separation between storm drainpipe '609' and sanitary sewer pipe 'SS47' is less than the required 12". Revise the plans accordingly. Comment Remains – Provide vertical separation dimensions for all crossing utilities within the storm drain profiles. In addition, the vertical separation between storm drain P609 and sanitary sewer SS47 is less than 12", revise accordingly. **Comment removed due to the phase change.**
17. Provide a note regarding the party responsible for maintenance of SWM ponds. **Addressed.**
18. Cleanouts and water meters shall be shown centered in the sidewalks when final plans are submitted. In addition, driveway layouts will have to be provided when final plans are submitted. This can either be done by showing the driveways on the plan or with typical lot layout details. Comment Remains. There are many cleanouts and water meters that are located within the driveways. This is not acceptable according to the City. Revise the plans so that all structures are centered within the sidewalk but outside of the driveways. **Addressed.**
19. Sanitary sewer laterals shall not be less than 2% slope. Add a note to the plans indicating minimum sanitary sewer slope. **Addressed.**
20. The developer should modify the sewer system to reduce or eliminate grinder pumps in the sewer system. Consider modifying sewer slopes to the minimum allowable 0.28%, eliminating the 0.1-foot drop in manholes, and allowing for 3 feet of cover, this could significantly reduce or eliminate grinder pumps. The developer should also reassess finished floor elevations to ensure compatibility with revised sewer inverts. Comment Remains. The pump station appears to be in Phase 3.4 but is required to serve portions of phase 3.2. Additionally, the pump station should be designed and sized to accommodate the vacant farm to the west. Gravity sewer should be constructed at maximum depth minimum slope from the pump station to proposed MH 37 and then to the farm to the west 130-3.00-247.00 & 1-30-6.00-097.00. Comment Remains – Final design shall demonstrate how the pump station and collection system will accommodate the project phasing and adjacent parcels. The city will require a sewer stub to the adjacent parcel to the west to be served by the proposed pump station. **Comment removed due to the phase change. This comment shall be addressed in Phase 4.**
21. Water valves shall be provided for each leg adjacent to the stub for the Delaware Solid Waste Authority property (parcel 1-30-6.00-98.00). **Addressed.**
22. The water service for lots 161, 179, 183, and 203 are proposed through the catch basin. In addition, the water service for lots 162 and 163 are very close to the catch basin. Revise the plans so the water service is away from any structure. **Addressed.**

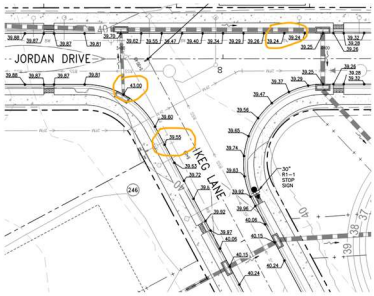
23. Currently, the eastern water valve at the intersection of Jordan Drive and Lexus Drive is too close to the adjacent storm drain. Revise the plan accordingly to provide adequate horizontal separation from other utilities at all valve clusters. **Addressed.**
24. Dimension the utility crossings in the sewer profiles showing the vertical separation. Comment Remains. The separation between the sewer and storm drain pipe 'P657' as well as the sewer and water crossings between sewer pipe 'SS41' and 'SS88' do not meet the separation requirements. Provide concrete encasement and/or revise to meet the separation requirements. Comment Remains – The vertical separation between SS50 and P-657 is still less than the required vertical separation, revise accordingly. **Comment removed due to the phase change.**
25. The sanitary sewer line between MH51 and MH53 is very close to the curb line. We recommend revisions to the alignment. **Addressed.**
26. Sanitary sewer lateral for lot 154 is very close to the water valve. Revise accordingly and shift the sanitary sewer lateral so it is away from the water valve. **Addressed.**
27. The fire hydrant next to lots 229 is outside the right-of-way. This is not allowed, revise accordingly. **Addressed.**
28. Certain sections of the proposed sewer are only 5 feet deep. Although this meets the coverage requirements, in areas where storm drain is running parallel this could create conflicts with the laterals. Verify all lateral crossings and revise the plans as necessary. **Comment Noted.**
29. Provide a sanitary sewer stub from Existing MH 53 to Route 113 between Lots 165/166 in lieu of the sewer stub between Lots 168/169. It may be easier for DSWA to connect to a manhole in the right-of-way of Route 113 with a force main in the future than going through the woods and their site. **Addressed.**
30. Extend the water line to Route 113 right-of-way instead of to the DSWA property to allow for future extensions. **Addressed.**
31. Provide a sanitary sewer stub to the farm to the west out of proposed MH 34A within the Kirsten Drive right-of-way. The sanitary sewer pipe from existing MH 26 to proposed MH 34A to the stub shall be run at maximum depth and a minimum slope of 0.28%. **Addressed.**
32. On the Preliminary Landscape Plan, show how the subdivision will be screened from the Delaware Solid Waste Authority property (parcel 1-30-6.00-98.00) and Route 113. **Addressed.**
33. Provide a tree planning and preservation plan that meets the requirement of City of Milford zoning code Chapter 230-19.8(f). The code requires a rate of 1 tree per 10,000 square feet. Comment Remains. Add the tree calculation to the landscaping plan overview sheet. **Addressed.**
34. Street trees shall meet the requirement of city of Milford zoning code Chapter 200-8(G)(f), revise accordingly. Comment Remains. Street trees are to be provided every 150

feet on both sides of the street. Adjust plans or request a waiver and add it to the cover sheet. Comment Remains – The landscape plan does not provide street trees every 150 linear feet. Adjust the plan or request a waiver and add the waiver requested to the cover sheet. **Addressed – Waiver has been requested.**

35. Will there be any landscape screening provided between the proposed development and the existing farm to the west? **Comment Noted.**
36. CAD files will need to be submitted to the City Electric Division when Final Construction Plans are submitted so that the electric design can be updated. Comment Remains. Coordinate subdivision electric design with the Electric Department. **Addressed with comment – Per engineer's response the CAD files will be provided.**
37. Submit the following approvals for final approval:
    a. DelDOT. **Comment Remains.**
    b. Sussex Conservation District. **Comment Remains.**
    c. DHSS. **Comment Remains.**
    d. Fire Marshal. **Comment Remains.**
38. Manholes and the pumping station are not being shown on the overall utility plan. Revise accordingly. Comment Remains. **Comment removed due to the phase change.**
39. There are many locations throughout the plan set that text overlaps and is difficult to read. Revise as necessary. **Addressed.**
40. Currently, the catch basin 'CB-605' and pipes 'P649' and 'P606' do not meet the requirements for the HGL separation from the top of the basin. Per the DelDOT road design manual greater than 1 foot is required between the hydraulic grade line and the grate. Revise the design to meet this requirement. Comment Remains. **Comment removed due to the phase change.**
41. Dimension the utility crossings in the water profiles to show the vertical separation meets the minimum sewer or storm separation requirements for SS35, P609, P649, SS41. Comment Remains – Per city of Milford's checklist, there shall be a minimum of 18" vertical separation between water and sanitary sewer crossings. Revise the plans accordingly so this requirement is met. **Comment removed due to the phase change.**
42. Provide proposed sanitary pump station design information including drawings and details for review. Comment Remains. **Comment Remains – Per engineer's response, the pump station design will be completed as part of Phase 5.**
43. The date in the title block (June 2023) does not match the date in the plan title (November 2024). Revise the date in the title block to match the date in the plan title. **Addressed.**
44. Per Chapter 200-8(A)(14), Scottish Fold Court is required to be 30 feet wide. In addition, Kristen Drive is required to be 36 feet wide (to include 6 feet of on-street parking on both sides of street since the lot widths are less than 60 feet), adjust the width or request a waiver and add the waiver request to the cover sheet. Comment Remains – Per city of

Milford's zoning code 200-8(14)(b) on-street parking shall be required on both sides of the street due to the lot widths**. Addressed with comment – Waiver has been requested.**

45. Per city of Milford's zoning code Section 200-8(G)(h), permanent monuments shall be placed along the project boundary and the right-of-way at all corners and tangent point prior to final settlement for the property. **Addressed.**
46. Chapter 200-8(D)(2) states "block length shall not exceed 1,200 feet or be less than 500 feet in length between street lines." There are some block lengths that appear to be less than 600 feet. A waiver would need to be approved. Comment Remains – Provide the corresponding code location for the requested waivers provided. **Addressed.**
47. Per the city of Milford's zoning code Section 200-8(C)(2), a 5-foot-wide general utility easement on each side of the lot line, 10-foot general utility easement along the rear property, and 15-foot-wide general utility easement along the front of the lot line shall be provided. Comment Remains. Comment Remains – The utility easements should be shown on the plans, revise accordingly. **Addressed.**
48. Currently, there are two water services provided for lot number 238. Remove one and revise the plans accordingly. **Comment removed due to the phase change.**
49. Lots 103-114 along Kirsten Drive are missing sanitary sewer and water services. **Addressed.**
50. Revise the grading to have a positive drainage at the intersection of Jordan Drive and KEG Lane. See the image below. **Comment removed due to the phase change.**



INTERSECTION OF JORDAN DRIVE AND KEG LANE

51. There are some proposed contours on the grading plans that are not tied into the existing contours. All proposed contours shall tie-in to existing contours. Revise the plans accordingly. **Addressed for Phase 3.**
52. Currently, there are locations where the grading indicates steep slopes, less than 2:1 between the lots. For example, the grading between lots 155 and 154 is less than 2:1, revise the grading accordingly so the slope is not less than 2:1. **Addressed for Phase 3.**
53. Label the 10-year HGL in the storm drain profile. **Comment removed due to the phase change.**
54. Currently, a number of storm drain pipes have a slope of less than 0.3%. All storm drain pipes shall have a minimum slope of 0.3%, revise accordingly. **Comment removed due to the phase change.**

55. Currently, the vertical separation between sanitary sewer pipe SS69 and storm drain 701 on the storm drain profile sheet C-307 is less than 12", revise accordingly or provide concrete encasement for the sanitary sewer SS69. In addition, there shall be a minimum 12" vertical separation between storm drain, sanitary sewer, and water. There shall be a minimum 18" vertical separation between sanitary sewer and water, revise the plans so these requirements are met. **Comment removed due to the phase change.**
56. Provide a DelDOT minimum cover/maximum angle worksheet for HDPE and RCP pipes with the final submission. **Comment removed due to the phase change.**
57. All areas where the existing water is stubbed and the proposed is shown to tie in shall have a label denoting the removal of the cap and blow off and continue the proposed 8" water main. **Comment removed due to the phase change.**
58. Note should be added to the utility notes that sewer laterals shall have a minimum diameter of six inches. **Addressed.**
59. Many of the utility crossings are labeled incorrectly based on the pipe schedule and plan view. Verify which are correct and revise the plans so all information matches throughout. **Comment removed due to the phase change.**
60. Many of the utility crossings are not shown at the correct inverts within the profiles. For example, the sewer crossing at station 13+00 along Jordan Drive is shown located above the water in the watermain profile. However, according to the plans it should be lower than the water with about 3.87 feet of separation. Verify the correct inverts at all crossings and update the profiles accordingly. **Comment removed due to the phase change.**
61. The water valve on Jordan Drive station 3+00 is on top of the storm drain pipe. Relocate the water valve and revise the plans accordingly. **Comment removed due to the phase change.**
62. Verify the number of Fogus Grandifolio (FG) in the plan view. The quantity provided in the landscape plant schedule doesn't match the plan view. **Comment removed due to the phase change.**
63. Per City of Milford's zoning code Chapter 230-20(B), there shall be a minimum of two feet of separation between the driveway and the side property line. Revise the plans accordingly so they meet this requirement. **Addressed.**
64. Provide the finished floor elevation for each structure on the grading plans. **Addressed.**
65. Per the City of Milford's zoning code Chapter 200-8(G)(F), shade trees are required every 150 feet on center on each side of the road. **Acknowledged – Waiver has been requested.**
66. The water service for lot 105 is shown to be connected to the main at the Tee. Relocate the water service and revise the plans accordingly. **Addressed.**
67. On Utility Plan (C-501), it is difficult to distinguish between existing utility services to remain vs existing to be removed. **Addressed.**
68. Clarify what the circle shown is between Lots 108 and 109. **Addressed.**

69. The clubhouse area used to calculate parking spaces (5200 S.F.) does not match the area labeled in the plan view (5280 S.F.) on sheet C-003. Verify which one is correct and revise accordingly. **Addressed.**
70. Breakdown the EDU for each phase in the data column. Currently the number of EDUs does not match the number of total dwelling units provided. **Addressed.**
71. The horizontal separation between the sanitary sewer lateral and water servicing Lot 97, 100, and 111 is less than 10 feet. Revise the plans to provide at least a 10-foot separation of sanitary sewer and water lines. **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

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DATE OF REVIEW: October 6, 2021

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

INDIVIDUAL REVIEWERS: **Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services**
Dennett E. Pridgeon, CFPS, CFPE, CFI, Sr. Fire Protection Specialist
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist
Desiree B. McCall, CFI, Sr. Fire Protection Specialist
John A. Colpo, Fire Protection Specialist

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

RE: CYPRESS HALL RESIDENTIAL PHASE III (21-043)

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

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

a. **Fire Protection Water Requirements**:
- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (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)
  - In September 2021 the DE State Fire Prevention Regulations are changing to require all fire hydrants to be on 800 ft centers and not more than 300 feet from a fire department connection. Measurements are as the fire apparatus drive.
- 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:**
- For townhouse and duplex 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 S duPont Blvd 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

§ 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]

§ 200-6. Revisions to recorded subdivision plats.

A. For rerecordation of previously subdivided and recorded major subdivision and minor subdivision, the revised plat must be signed by all lot owners within the subdivision who are adjacent to or share a common boundary line with the area of proposed change in addition to 75% of all lot owners within the entire subdivision. The adjacent property owners shall be included as a part of the required 75% of required signatures.

(1) A copy of the subdivision deed restrictions must accompany the application to revise a recorded subdivision plat. If there are procedures regarding revisions to the subdivision outlined in the deed restrictions, the applicant must meet the stricter of the two requirements.

B. Prior to seeking approval of any rerecordation, the owner/applicant shall give notice to all persons indicated by assessment records to be lot owners within the subdivision. The owner/applicant shall provide proof of notification in the form of certified mail receipts for each lot owner to the Department.

C. With the exception of Subsections D and E below, new letters of "No objection" from all agencies granting original approval of a project must be submitted.

D. The following are exempt from the rerecordation signature requirements:

(1) Administratively approved applications such as lot line adjustments where no additional lots are proposed; and

(2) Cases where utility easements are added to a subdivision plan.

E. For minor changes or alterations to recorded subdivision plats, in lieu of formal plan review by the Planning Commission and City Council, said minor changes may be administratively approved at the discretion of the Planning Director or designee, provided that such changes or amendments:

(1) Do not increase density;

(2) Do not substantially alter the road design or layout;

(3) Do not substantially alter the original conditions for approval;

(4) Involve no changes in permitted use of the property;

(5) Do not conflict with the specific requirements of this chapter or Chapter 230, Zoning;

(6) Do not change the general character or content of an approved plan in a material way;

(7) Have no adverse effect on adjoining or surrounding property;

(8) Do not result in any substantial change of major external access points;

(9) Do not decrease the minimum specified yards, setbacks, and open spaces; and

(10) Have no adverse effects on traffic operations.

[Ord. No. 2018-26, § 4, 11-26-2018; Ord. No. 2019-13, § 3, 7-22-2019]

§ 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]

§ 230-19.9. Planned Unit Development.

A. Permitted uses. Uses, accessory uses and signs permitted in any residential district shall be permitted in accordance with the additional requirement and provisions of the article.

B. Minimum requirements, area and width. In a planned unit development, minimum lot area and width may be less than that required by the district regulations, except that no single-family lot shall be less than 4,000 square feet in area nor less than 40 feet in width.

C. Density. A planned unit development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit as outlined in the below table.

Zoning Category	Minimum Lot Area
R-1	10,000 square feet
R-2	8,000 square feet
R-3	3,630 square feet
R-8	3,630 square feet

Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by City Council.

D. Other requirements. Off-street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by City Council. Maximum height shall not exceed 48 feet and four stories maximum.

E. A planned unit development shall be subject to the same review procedures as for a major subdivision as provided in Chapter 200, Subdivision of Land.

F. Neighborhood commercial.

(1) Permitted neighborhood commercial uses. The following neighborhood commercial uses are permitted in a planned unit development:

(a) Retail goods and services.

(b) Child-care center (care for fewer than 24 children).

(c) Food services (grocery/convenience: cafe, coffee shop, but no facility with fuel distribution).

(d) Medical and dental offices, clinics, and laboratories.

(e) Professional and administrative offices.

(f) Repair services, conducted entirely within the building. (Auto repair and similar uses are not permitted.)

(g) Mixed use building (residential, including rentals, with other permitted use).

(h) Laundromats or dry cleaners.

(i) Art, music, or photography studio.

(j) Personnel service (barbershop, salons, video rental, fitness center and similar uses).

(k) Allowable uses (e.g., swimming pools, clubhouse and associated sport and exercise areas, tennis courts).

(2) Floor area standards. Up to 25% of the total acreage within the planned unit development may be available for nonresidential uses including neighborhood commercial, nursing home and hospice care, professional and small business office use, similar uses, but excluding areas reserved for clubhouse, pool, HOA offices and other development amenities. For neighborhood commercial, the maximum interior floor area shall not exceed 6,500 square feet total for any one use on one neighborhood commercial site without a variance.

(3) Hours of operation. Except for the swimming pool, clubhouse and associated sport or exercise areas, neighborhood commercial land uses shall be limited to the following hours of operation 6:00 a.m. to 9:00 p.m., unless otherwise specifically approved by City Council as part of the conditional use approval.

(4) Storage. Except for plants and garden supplies, overnight storage is not permitted.

(5) Parking. Parking spaces for the commercial space shall be determined in accordance with the overall planned unit development submission but in no event shall be less than 80% of the spaces required for standard commercial space.

(6) Control. Ownership of the land and buildings comprising the commercial space may be by individuals, corporations or partnership either in fee simple or as a condominium with limited common area control and shall be subject to the rules and regulations contained in the commercial area tenants association and covenants and restrictions. All commercial tenants shall pay dues and assessments to said association for management and upkeep of the common areas.

G. Planned Unit Developments are subject to the Recreation, Open Space and other Public Facilities sections of this Chapter.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, September 16, 2025 @ 6:00 PM
City Council Hearing: Monday, September 22, 2025 @ 6:00 PM

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

ORDINANCE 2025-16

Application of Cypress Hall Residential for Revised Planned Unit Development of 91.69 +/- acres of land, in an R-3 with PUD Zoning District to be known as Cypress Hall (Residential). Property is located on the west side of S Dupont Blvd, approximately 3,100ft south of Shawnee Road Intersection
Present Use: Planned Unit Development; Proposed Use: Planned Unit Development
Tax Map: 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford to amend the Planned Unit Development Master Plan by modifying the unit count and mix; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on September 16, 2025, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on Monday, September 22, 2025, to make a final determination following further review and additional public comment of the ordinance.

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 Planned Unit Development Master Plan is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Milford Ponds Development.
Section 2. The Preliminary Major Subdivision Plan conforms with public convenience, general welfare and good land use practice.
Section 3. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of the community.
Section 4. These changes and additions will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
Section 5. Dates.
City Council Introduction: September 8, 2025
Planning Commission Review & Public Hearing: September 16, 2025
City Council Public Hearing: September 22, 2025
Effective: Ten Days Following Adoption by City Council

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

08.28.25

Published:
Daily State News 09.03.25

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 CYPRESS HALL RESIDENTIAL – PHASE III

Planning Commission Meeting: September 16, 2025

Application Number / Name	:	MJSP-002-2024 / Cypress Hall Residential – Phase III
Applicant	:	Shawnee Farm, LLC 105 Foulk Road Wilmington, DE 19803
Owner	:	Same
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 with PUD
Present Use	:	Planned Unit Development
Proposed Use	:	Planned Unit Development
Area and Location	:	1.69 +/- acres of land located on the west side of Kirsten Drive between Scottish Fold Way and Lexus Drive.
Property Identification Numbers	:	1-30-3.00-261.01

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

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STAFF ANALYSIS REPORT
August 28, 2025

Application Number / Name	**:**	MJSP-002-2024 / Cypress Hall Residential – Phase III
Property Identification Numbers	**:**	1-30-3.00-261.01
Area and Location	**:**	1.69 +/- acres of land located on the west side of Kirsten Drive between Scottish Fold Way and Lexus Drive.

I. BACKGROUND INFORMATION:

CURRENT REQUEST

- The applicant is seeking Preliminary Major Subdivision approval for Phase III of the Cypress Hall development consisting of 16 single-family semi-detached dwellings.

PROJECT HISTORY

- City Council granted Final Major Subdivision for Cypress Hall - Phase I on June 22, 2009 consisting of 96 townhouses and 288 garden apartments for a total of 384 units. Construction did not commence under the original 2009 approval and the developer elected to resubmit the Cypress Hall – Residential project as a Planned Unit Development in order to allow for flexibility in the design of the proposed apartment area.

- City Council granted approval of a Planned Unit Development application on March 25, 2019 consisting of 96 townhouses, 288 garden apartments and 162 single-family detached dwellings for a total of 546 units.

- City Council granted approval of a revised Planned Unit Development application on March 28, 2022 consisting of 96 townhouses, 288 garden apartments, 118 single-family detached dwellings and 46 single-family semi-detached dwellings for a total of 548 units. The revised PUD Master Plan was recorded with Sussex County Recorder of Deeds under PB 381 PG 49 on September 30, 2022.

- Final Major Subdivision of Phase I was granted by City Council on July 25, 2022.

- Final Site Plan approval of Phase II was granted by the Planning Commission on July 19, 2025.

- The applicant received Preliminary Major Subdivision approval of Phase III from City Council on March 28, 2022, but the preliminary approval expired and the applicant was required to resubmit.

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 application is consistent with the proposed Planned Unit Development and the requested waivers associated with the submission are provided on the title sheet for the Phase III record plans and identified in the Planned Unit Development application. Final Major Subdivision will require agency approvals and address any waivers not specifically approved by City Council with the Planned Unit Development or the Preliminary Major Subdivision applications.

- The following comments must be addressed prior to Final Major Subdivision approval;
    - Final Major Subdivision Plan approval will require approvals or no objection letters from DelDOT, State Fire Marshal's Office, Sussex Conservation District, DHSS Office of Drinking Water and DNREC;
    - Applicant must address remaining City plan review comments (copy of which is included in the packet);
    - Applicant must address any conditions imposed by the Planning Commission and City Council as part of the PUD approval;
    - Applicant must obtain final approval of engineering plans from the City Engineer; and
    - Address additional department and agency comments outlined in Section III.

III. AGENCY & DEPARTMENT COMMENTS:

- **Office of State Planning Coordination**
  No comments provided.

- **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.

- **Sussex Conservation District**
  No comments provided.

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

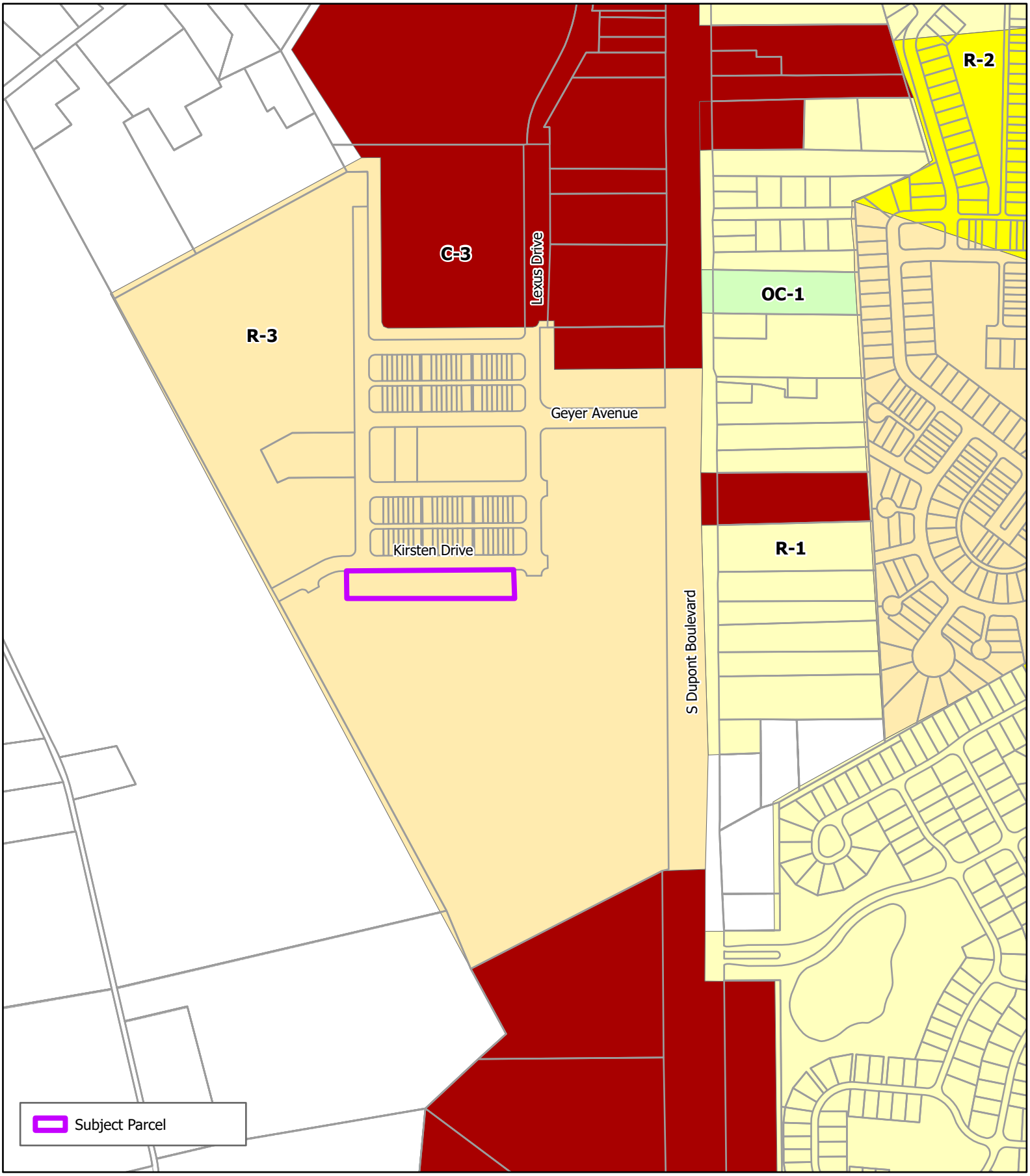
- **Carlisle Fire Company**
  No comments provided.

- **City of Milford Public Works Department, City Engineer**
  See plan review comments from KCI dated August 5, 2025 and applicant's response letter.

- **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: 0 250 500 Feet

Drawn by: WRP

Date: 08/28/2025

Filepath: MajorSub_CypressHallPHIII.aprx

Title:

Major Subdivision

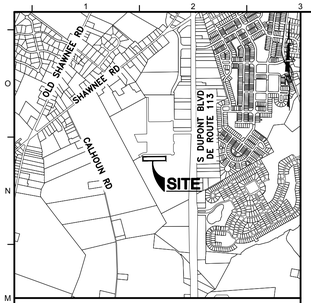
Cypress Hall - Phase III

Location & Zoning Ma

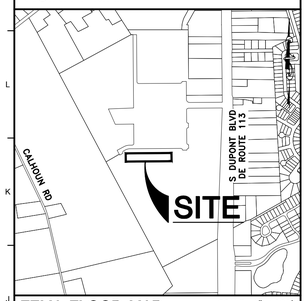
CYPRESS HALL - PHASE 3

CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A005
JULY 2025

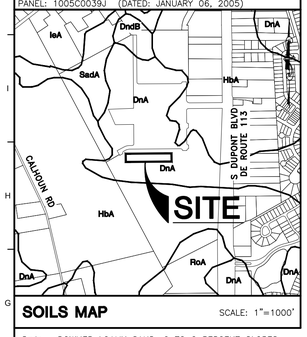
PRELIMINARY MAJOR SUBDIVISION PLAN



VICINITY MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'
PANEL: 10005C0039J (DATED: JANUARY 06, 2005)



SOILS MAP SCALE: 1"=1000'

DnA: DOWNER LOAMY SAND, 0 TO 2 PERCENT SLOPES
HbA: HAMBROOK LOAMY SAND, 0–2 PERCENT SLOPES
RoA: ROSEDALE LOAMY SAND, 2–5 PERCENT SLOPES

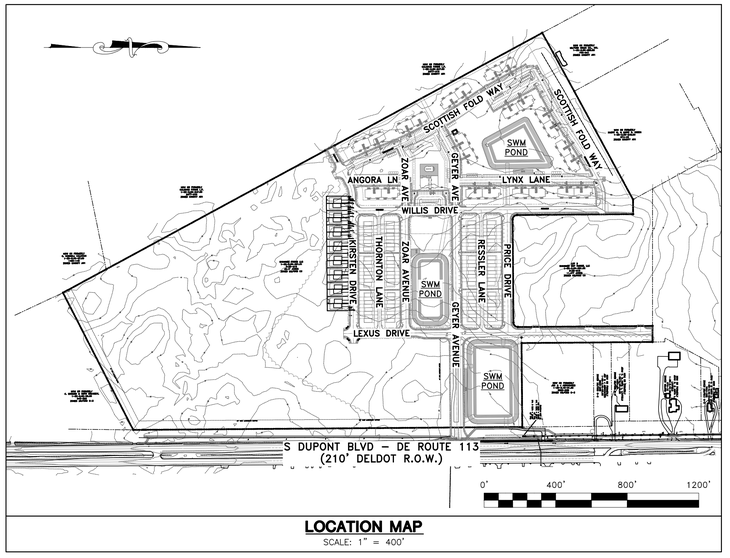
REQUESTED WAIVERS FROM CHAPTER 200 SUBDIVISION OF LAND AND CHAPTER 230 ZONING

1. CHAPTER 200-8(A)(14) PAVEMENT WIDTH OF COLLECTOR ROAD DECREASED FROM 38' TO 28'.
2. CHAPTER 200-8(A)(14) RIGHT OF WAY WIDTH OF LOCAL RESIDENTIAL ROADS DECREASED FROM 60' TO 50'.
3. CHAPTER 230-40(B)(2) FOR SINGLE FAMILY CORNER LOTS ALLOW ONE EDGE OF THE CORNER TO USE A SIDE BUILDING SETBACK RATHER THAN TWO FRONT SETBACKS.
4. CHAPTER 230-21(B) MULTI-FAMILY PARKING REQUIREMENT REDUCED FROM 2.5 SPACES PER DWELLING UNIT TO 2 SPACES PER DWELLING UNIT.
5. CHAPTER 200-8(A)(16) THE LENGTH OF THE CUL-DE-SAC MAY BE INCREASED FROM 400' TO 500'.
6. CHAPTER 200-8(D)(2) THE MAXIMUM BLOCK LENGTH MAY BE EXTENDED FROM 1200' TO 1400'.
7. CHAPTER 200-8(D)(3) THE MINIMUM BLOCK WIDTH MAY BE REDUCED FROM 275' TO 240'.
8. CHAPTER 230-11(D)(3)(g) THE SIDE YARD BUILDING SETBACK FOR ROW OR TOWNHOUSES MAY BE REDUCED FROM 15' TO 8'.
9. CHAPTER 230-11(D)(4)(f) THE SIDE YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 20' TO 8'.
10. CHAPTER 230-11(D)(4)(e) THE REAR YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 30' TO 15'
11. CHAPTER 200-8(A)(14)(a) RATHER THAN PROVIDE STREET PARKING FOR LOTS LESS THAN 60' WIDE WE ARE PROVIDING 3 PARKING SPACES WITHIN EACH LOT.
12. CHAPTER 200-8(G)(1)(f) SHADE TREES ARE PROVIDED AT LEAST EVERY 150' ALTERNATING SIDES OF THE ROAD, NOT 150' BOTH SIDES OF THE ROAD.

DATA COLUMN

TAX MAP ID	1-30-03.00-261.01
EXISTING ZONING	R-3
PROPOSED ZONING	R-3
EXISTING USE	EMPTY LOT / WOODED AREA
PROPOSED USE	PLANNED UNIT DEVELOPMENT
TOTAL PUD SITE AREA	92.034 AC
NET DEVELOPMENT AREA	69.025 AC
TOTAL PHASE 3 SITE AREA	1.690 AC
TOTAL PHASE 4 SITE AREA	29.372 AC
TOTAL PHASE 5 SITE AREA	15.179 AC
MAXIMUM BUILDING HEIGHT	35 FT OR 3 STORIES
PHASE 1 UNITS	
PROPOSED TOWNHOUSES UNITS	96 UNITS
PHASE 2 UNITS	
PROPOSED MULTI-FAMILY UNITS	
ONE BEDROOM (TYPE C BLDG)	60 UNITS (5 BUILDINGS)
TWO BEDROOM (TYPE A BLDG)	180 UNITS (15 BUILDINGS)
THREE BEDROOM (TYPE B BLDG)	48 UNITS (4 BUILDINGS)
TOTAL	288 GARDEN APARTMENTS
PHASE 3 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	16 LOTS
PHASE 4 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	30 LOTS
PROPOSED SINGLE FAMILY DETACHED	64 LOTS
TOTAL SINGLE FAMILY LOTS	94 LOTS
PHASE 5 UNITS	
PROPOSED SINGLE FAMILY DETACHED	55 LOTS
TOTAL DWELLING UNITS PROVIDED	549 DU
PERMITTED DENSITY	
69.025 AC x 3,630 SF	828 DU
PH3 LOT AREA	1.690±AC (73,600 S.F.)
PH4 LOT AREA	15.800±AC (688,070 S.F.)
PH5 LOT AREA	+11.025±AC (480,231 S.F.)
TOTAL LOT AREA	28.510±AC (1,241,901 S.F.)
TREE PLANTING DENSITY REQUIRED	1 TREE PER 10,000 S.F. OF RESIDENTIAL LOT AREA LOT AREA 1,241,901 S.F. ÷ 10,000 S.F. = 124 TOTAL TREES REQUIRED
RECREATIONAL SPACE REQUIRED	275 S.F. x 549 UNITS = 150,975 S.F. (3.466 AC.)
RECREATIONAL SPACE PROVIDED	73,650 S.F. (1.690 AC.) CLUBHOUSE/POOL AREA + 141,139 S.F. (3.240 AC.) RECREATIONAL AREA B 214,789 S.F. (4.930 AC.) TOTAL
PARKING	
CLUBHOUSE SPACES REQUIRED	5,200 S.F. ÷ 150 = 35 SPACES
PARKING SPACES REQUIRED	2 SPACES/UNIT MULTI-FAMILY + 2.5 SPACES/UNIT TOWNHOUSE + 35 CLUBHOUSE SPACES = 851 SPACES
PARKING SPACES PROVIDED	576 MULTI-FAMILY + 240 TOWNHOUSE + 35 CLUBHOUSE = 851 SPACES ADDITIONALLY 55 GARAGE UNITS ARE PROVIDED
TOTAL AMOUNT OF STORMWATER	8.44±AC
TOTAL AMOUNT OF PROPOSED RIGHT-OF-WAY	17.80±AC
PHASE 1 EDU'S	96
PHASE 2 EDU'S	288
PHASE 3 EDU'S	16
PHASE 4 EDU'S	94
PHASE 5 EDU'S	55
CLUBHOUSE EDU'S	6
TOTAL EDU'S	555
SEWER PROVIDER	CITY OF MILFORD
WATER PROVIDER	CITY OF MILFORD
ELECTRIC PROVIDER	CITY OF MILFORD
GAS PROVIDER	CHESAPEAKE UTILITIES
WETLANDS	NONE ARE PRESENT ON SITE
SOURCE WATER PROTECTION AREAS	NONE ARE PRESENT ON SITE
FLOOD ZONE	ZONE X AREA OF MINIMAL FLOOD HAZARD PANEL 10005C0039J EFF. 01/06/2005
FIRE DISTRICT	CARLISLE
SCHOOL DISTRICT	MILFORD
ELECTION DISTRICT	2ND
PERMANENT MONUMENTS FOUND	16
PERMANENT MONUMENTS PLACED	14
HORIZONTAL DATUM	: NAD83
VERTICAL DATUM	: NAVD88

OWNERS/DEVELOPERS	ENGINEER/SURVEYOR
SHAWNEE FARM LLC 105 FOULK RD. WILMINGTON, DELAWARE 19803 (302)422-0945	DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DELAWARE 19963 (302)424-1441



LOCATION MAP
SCALE: 1" = 400'

LEGEND

EXISTING		PROPOSED	
RIGHT-OF-WAY	EX-RW	RIGHT-OF-WAY / BOUNDARY LINE	
ADJACENT PROPERTY LINE		PROPERTY LINE	
EASEMENT	PE	SETBACK	
DELMARVA POWER LINES		EASEMENT	+ +
SWALE/DRAINAGE DITCH		LANDSCAPE BUFFER	
CONTOUR	33	STORM SEWER IDENTIFICATION, CATCH BASIN, MANHOLE, PIPE	
CATCH BASIN, STORM PIPE		SANITARY SEWER IDENTIFICATION, MANHOLE, PIPE, FLOW ARROW, PIPE SIZE	
SANITARY SEWER MANHOLE, PIPE	EX-SS	WATER MAIN, TEE W/ VALVES, PIPE SIZE	
WATER MAIN	EX-W	FIRE HYDRANT ASSEMBLY	
FIRE HYDRANT ASSEMBLY		SIGN	
UTILITY POLE		TREE LINE	
SIGN		PAVEMENT	
FENCE		SIDEWALK	
TREE LINE			

PUD TABLE FOR R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

REQUIREMENTS	SINGLE FAMILY DETACHED DWELLINGS		SINGLE FAMILY SEMI-DETACHED DWELLINGS		TOWNHOUSES OR ROW DWELLINGS		GARDEN OR LOW RISE APARTMENTS	
	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED
MAX DWELLING UNIT PER BUILDING	1	1	2	2	≥ 3 AND ≤8	8	24	24
MINIMUM LOT AREA	7,500 SF	7,500 SF	6,500 SF CORNER, 4,000 SF INTERIOR	6,500 SF CORNER, 4,000 SF INTERIOR	2,000 SF	2,000 SF	2,500 SF/DU	2,500 SF/DU
MAXIMUM LOT COVERAGE	40%	40%	40%	40%	60%	60%	80%	80%
MINIMUM LOT WIDTH	60 FT	60 FT	40 FT	40 FT	20 FT	20 FT	50 FT	50 FT
FRONT YARD SETBACK	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT
SIDE YARD SETBACK	8 FT	8 FT	8 FT	8 FT	10 FT, 30 FT AGGREGATE	8 FT	20 FT	8 FT
REAR YARD SETBACK	15 FT	15 FT	15 FT	15 FT	30 FT	20 FT	30 FT	15 FT
PARKING SPACES	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.0 PER DU
MAXIMUM DENSITY	--	--	--	--	12 DU/AC	12 DU/AC	16 DU/AC	16 DU/AC

INDEX OF SHEETS

C-001	CIVIL TITLE
C-002	CIVIL NOTES
C-003	PHASE PLAN
C-042	EXISTING CONDITIONS PLAN
C-043	EXISTING CONDITIONS PLAN
C-100	RECORD PLAN TITLE
C-101	RECORD PLAN
C-102	RECORD PLAN
C-301	GRADING PLAN
C-401	CONSTRUCTION SITE PLAN
C-402	CONSTRUCTION SITE DETAILS
C-403	CONSTRUCTION SITE DETAILS
C-404	CONSTRUCTION SITE DETAILS
C-405	CONSTRUCTION SITE DETAILS
C-406	CONSTRUCTION SITE DETAILS
C-407	CONSTRUCTION SITE NOTES
C-501	UTILITY PLAN
C-502	UTILITY DETAILS
L-101	LANDSCAPE PLAN

OWNER'S STATEMENT

I, THE UNDERSIGNED, CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO BE ACT AND DESIRE THE PLAN TO BE RECORDED TO ORDINANCE.

SHAWNEE FARM LLC
105 FOULK RD.
WILMINGTON, DELAWARE 19803
(302) 422-0945

DATE

ENGINEER'S STATEMENT

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

W. ZACHARY CROUCH, P.E.
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963

DATE

CITY OF MILFORD APPROVAL

MARK WHITFIELD — CITY MANAGER — DATE

CITY PLANNING DEPARTMENT APPROVAL

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

CITY ENGINEER APPROVAL

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

CITY ENGINEER — DATE

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date: JULY 2025
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 1423A005

CIVIL TITLE

Dwg.No.: C-001

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CITY OF MILFORD MAJOR SUBDIVISION NOTES

1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS, BOWEN & FRIEDEL, INC. IN AUGUST 2005.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWEN & FRIEDEL, INC. IN AUGUST 2005. ELEVATIONS ARE BASED ON CONTROL MONUMENT FOUND, WITH AN ELEVATION OF 42.56 NGVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83, CONTROL MONUMENTS FOUND.
4. HYDRIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE SUSSEX COUNTY SOIL SURVEY. SOILS HAVE BEEN INSPECTED BY ENVIRONMENTAL RESOURCES, INC 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. THIS PROPERTY IS NOT LOCATED IN THE FLOOD ZONE AS DETERMINED BY FEMA PANEL 10005C0039J DATED JANUARY 06, 2005.
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 SUBDIVIISION 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. SOURCE WATER PROTECTION AREAS ARE NOT LOCATED ON SITE.
41. FEDERALLY REGULATED WETLANDS ARE NOT PRESENT ON SITE.
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 UTILITYE 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.

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date: JULY 2025
Scale: NONE
Dwn.By: ADM
Proj.No.: 1423A005

CIVIL NOTES

Dwg.No.: **C-002**

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LEGEND

PHASE 3 - 1.690 ACRES, 16 DUPLEX LOTS (97-112)

NOW OR FORMERLY
CALHOUN FARMS L.P.
1-30-3.00-247.00
2977-218
ZONED COUNTY AR1

N 28°27'52" W
1392.04'

NOW OR FORMERLY
C. DONNELL CALHOUN
1-30-6.00-97.00
1426-143
ZONED COUNTY AR1

N 28°27'52" W
274.93'

S 62°53'18" W
861.67'

NOW OR FORMERLY
C. EDWARD & RUTH GRAYBEAL
1-30-6.00-98.00
543-322
ZONED MILFORD C-3

SHAWNEE FARMS LLC
1-30-3.00-261.01
3128-210
46.17 ACRES
ZONED MILFORD C3

50' WIDE LANDSCAPE BUFFER

P.O.B.

S 00°26'00" E 2174.93'

S 00°26'00" E 460.00'

N 89°34'00" E 475.00'

N 89°34'00" E 576.00'

KIRSTEN DRIVE

SCOTTISH FOLD WAY

ANGORA LANE

ZOAR AVE.

GEYER AVE.

WILLIS DRIVE

THORNTON LANE

ZOAR AVENUE

GEYER AVENUE

LEXUS DRIVE

CLUB HOUSE
BUILDING 100
5,200 SQ. FT.
(1 STORY)

SWIMMING POOL

BUILDING 1300
APTS # 1301-1324

BUILDING 200
APTS # 201-224

BUILDING 300
APTS # 301-324

PROPANE SITE
19,801 S.F.
0.4546 AC.

SWM
POND 1

SWM
POND 2

SWM
POND 3

0' 80' 160' 240'

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
SALISBURY, MARYLAND 410.543.9091
MILFORD, DELAWARE 302.424.1444

CYPRESS HALL - PHASE 3

CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date:	JULY 2025
Scale:	1" = 80'
Dwn.By:	ADM
Proj.No.:	1423A005

PHASE PLAN

Dwg.No.: C-003

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BOUNDARY LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 89°34'00" E	81.82'
L2	N 89°50'40" E	58.92'

BOUNDARY CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	25.00'	39.27'	35.36'	S 45°26'00" E	90°00'00"
C2	25.00'	39.28'	35.36'	N 44°33'19" E	90°01'21"

NOW OR FORMERLY
CALHOUN FARMS L.P.
1-30-3.00-247.00
2977-218
ZONED COUNTY AR-1

NOW OR FORMERLY
MILFORD GRAIN CO., INC.
1-30-3.00-250.00
736-541
ZONED COUNTY AR-1

NOW OR FORMERLY
HARRY M. & MARIE R. GREEN
1-30-3.00-248.00
874-22
ZONED COUNTY AR-1

NOW OR FORMERLY
C. DONNELL CALHOUN
1-30-6.00-97.00
1426-143
ZONED COUNTY AR-1

SHAWNEE FARM LLC
1-30-3.00-261.01
3128-210
46.19 ACRES
ZONED MILFORD C-3

NOW OR FORMERLY
DELAWARE SOLID WASTE AUTHORITY
1-30-6.00-98.00
3274-191
ZONED MILFORD C-3

LOT 3
RESIDUAL LANDS OF
SHAWNEE FARM LLC
1-30-3.00-261.02
3128-210
11.477 ACRES
ZONED MILFORD C-3

LOT 1
SHAWNEE FARM LLC
1-30-3.00-261.00
3128-210
42.877 ACRES

NOW OR FORMERLY
JGC & J ASSOCIATES
1-30-3.19-01.00
2923-236
ZONED MILFORD C-3

NOW OR FORMERLY
JEHU C. & ANITA L. LAYFIELD
1-30-3.15-19.00
1924-43
ZONED MILFORD C-3

NOW OR FORMERLY
JEHU C. & ANITA L.
LAYFIELD
1-30-3.15-20.00
974-19
ZONED MILORD C-3

NOW OR FORMERLY
JEHU C. & ANITA L. LAYFIELD
& SHAWNEE FARM LLC
1-30-3.00-261.00
ZONED C-3

NOW OR FORMERLY
M. & R. PROPERTIES, LLC

SWM
POND #3

SWM
POND #2

SWM
POND #1

PROPANE SITE
19,801 S.F.
0.4546 AC.

TOTAL: 3047.48'

N 28°27'52" W 2772.55'

N 28°27'52" W

N 28°27'52" W
274.93'

S 62°53'18" W
861.67'

N 61°15'18" E 372.54'

N 61°30'07" E 688.23'

S 00°26'00" E 648.77'

576.09'
N 89°34'00" E

N 00°27'21" W 752.41'

S 00°27'21" E 732.72'

500.00'
N 89°29'12" E

S 00°26'00" E 2174.93'

P.O.B.

P.O.B.

N:322531.922
E:649628.033

C1

C2

L1

L2

REMAINING PORTIONS OF
CYPRESS HALL COMMERCIAL
SHALL BE BUILT TO
CYPRESS HALL COMMERCIAL
APPROVED PLANS

WIRE FENC
7.44' APP.
ENCROACH

50' WIDE LANDSCAPE BUFFER

U.S. ROUTE 113 205' WIDE

0' 120' 240' 360'

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date: JULY 2025
Scale: 1" = 120'
Dwn.By: ADM
Proj.No.: 1423A005

EXISTING CONDITIONS PLAN

Dwg.No.: **C-042**

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LEGEND

VEGETATION TO BE CLEARED

SEWER SERVICE, WATER SERVICE, OR CATCH BASIN TO BE RELOCATED

15,942 SF TO BE CLEARED

SHAWNEE FARMS LLC
1-30-3.00-261.01
3128-210
46.17 ACRES
ZONED MILFORD C3

KRISTEN DRIVE

SCOTTISH FOLD WAY

ZOAR AVENUE

GETER AVENUE

ANGORA LANE

WILLIS DRIVE

PHASE 2

SWIMMING POOL

CLUB HOUSE
BUILDING 100
5,200 SQ FT.
(1 STORY)

BUILDING 1300
APTS # 1301-1324

BUILDING 200
APTS # 201-224

BUILDING 300
APTS # 301-324

PROPANE SITE
19,801 S.F.
0.4546 AC.

SWM
POND #2
PHASE 1

0' 50' 100' 150'

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

CYPRESS HALL - PHASE 3

CEDAR CREEK HUNDRED

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date: JULY 2025
Scale: 1" = 50'
Dwn.By: ADM
Proj.No.: 1423A005

EXISTING CONDITIONS PLAN

Dwg.No.: C-043

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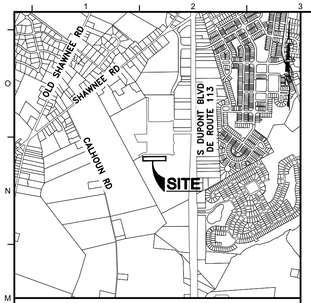
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CYPRESS HALL PHASE 3

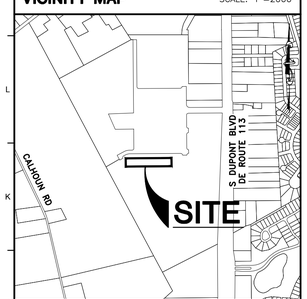
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A005

JULY 2025

RECORD PLAN

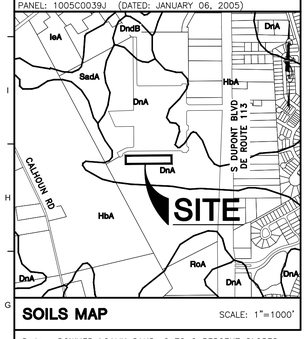


VICINITY MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'

PANEL: 1005C0039J (DATED: JANUARY 06, 2005)



SOILS MAP SCALE: 1"=1000'

DnA: DOWNER LOAMY SAND, 0 TO 2 PERCENT SLOPES
HbA: HAMBROOK LOAMY SAND, 0–2 PERCENT SLOPES
RoA: ROSEDALE LOAMY SAND, 2–5 PERCENT SLOPES

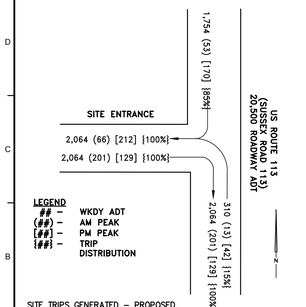
DATA COLUMN

TAX MAP ID	1-30-03.00-261.01
EXISTING ZONING	R-3
PROPOSED ZONING	R-3
EXISTING USE	EMPTY LOT / WOODED AREA
PROPOSED USE	PLANNED UNIT DEVELOPMENT
TOTAL PUD SITE AREA	92.034 AC
NET DEVELOPMENT AREA	69.025 AC
TOTAL PHASE 3 SITE AREA	1.690 AC
TOTAL PHASE 4 SITE AREA	29.372 AC
TOTAL PHASE 5 SITE AREA	15.179 AC
MAXIMUM BUILDING HEIGHT	35 FT OR 3 STORIES
PHASE 1 UNITS	
PROPOSED TOWNHOUSES UNITS	96 UNITS
PHASE 2 UNITS	
PROPOSED MULTI-FAMILY UNITS	
ONE BEDROOM (TYPE C BLDG)	60 UNITS (5 BUILDINGS)
TWO BEDROOM (TYPE A BLDG)	180 UNITS (15 BUILDINGS)
THREE BEDROOM (TYPE B BLDG)	48 UNITS (4 BUILDINGS)
TOTAL	288 GARDEN APARTMENTS
PHASE 3 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	16 LOTS
PHASE 4 UNITS	
PROPOSED SINGLE FAMILY SEMIDETACHED	30 LOTS
PROPOSED SINGLE FAMILY DETACHED	64 LOTS
TOTAL SINGLE FAMILY LOTS	94 LOTS
PHASE 5 UNITS	
PROPOSED SINGLE FAMILY DETACHED	55 LOTS
TOTAL DWELLING UNITS PROVIDED	549 DU
PERMITTED DENSITY	
69.025 AC + 3,630 SF	828 DU
PH3 LOT AREA	1.690±AC (73,600 S.F.)
PH4 LOT AREA	15.800±AC (688,070 S.F.)
PH5 LOT AREA	+11.025±AC (480,231 S.F.)
TOTAL LOT AREA	28.510±AC (1,241,901 S.F.)
TREE PLANTING DENSITY REQUIRED	1 TREE PER 10,000 S.F. OF RESIDENTIAL LOT AREA LOT AREA 1,241,901 S.F. ÷ 10,000 S.F. = 124 TOTAL TREES REQUIRED
RECREATIONAL SPACE REQUIRED	275 S.F. x 549 UNITS = 150,975 S.F. (3.466 AC.)
RECREATIONAL SPACE PROVIDED	73,650 S.F. (1.690 AC.) CLUBHOUSE/POOL AREA + 141,139 S.F. (3.240 AC.) RECREATIONAL AREA B 214,789 S.F. (4.930 AC.) TOTAL
PARKING	
CLUBHOUSE SPACES REQUIRED	5,200 S.F. ÷ 150 = 35 SPACES
PARKING SPACES REQUIRED	2 SPACES/UNIT MULTI-FAMILY
+	2.5 SPACES/UNIT TOWNHOUSE
+	35 CLUBHOUSE SPACES = 851 SPACES
PARKING SPACES PROVIDED	576 MULTI-FAMILY + 240 TOWNHOUSE
+	35 CLUBHOUSE = 851 SPACES ADDITIONALLY 55 GARAGE UNITS ARE PROVIDED
TOTAL AMOUNT OF STORMWATER	8.44±AC
TOTAL AMOUNT OF PROPOSED RIGHT-OF-WAY	17.80±AC
PHASE 1 EDU'S	96
PHASE 2 EDU'S	288
PHASE 3 EDU'S	16
PHASE 4 EDU'S	94
PHASE 5 EDU'S	55
CLUBHOUSE EDU'S	6
TOTAL EDU'S	555
SEWER PROVIDER	CITY OF MILFORD
WATER PROVIDER	CITY OF MILFORD
ELECTRIC PROVIDER	CITY OF MILFORD
GAS PROVIDER	CHESAPEAKE UTILITIES
WETLANDS	NONE ARE PRESENT ON SITE
SOURCE WATER PROTECTION AREAS	NONE ARE PRESENT ON SITE
FLOOD ZONE	ZONE X AREA OF MINIMAL FLOOD HAZARD PANEL 1005C0039J EFF. 01/06/2005
FIRE DISTRICT	CARLISLE
SCHOOL DISTRICT	MILFORD
ELECTION DISTRICT	2ND
PERMANENT MONUMENTS FOUND	16
PERMANENT MONUMENTS PLACED	14
HORIZONTAL DATUM	: NAD83
VERTICAL DATUM	: NAVD88

OWNERS/DEVELOPERS	ENGINEER/SURVEYOR
SHAWNEE FARM LLC	DAVIS, BOWEN & FRIEDEL, INC.
105 FOULK RD.	1 PARK AVENUE
WILMINGTON, DELAWARE 19803	MILFORD, DELAWARE 19963
(302)422-0945	(302)424-1441

TRAFFIC GENERATION DIAGRAM

ROAD
US ROUTE 113 (SUSSEX COUNTY ROAD 113)
FUNCTIONAL CLASSIFICATION – OTHER PRINCIPAL ARTERIAL
ROADWAY AADT = 17,672 (2023 DELAWARE VEHICLE VOLUME SUMMARY)
10 YR PROJECTED AADT = 20,500
POSTED SPEED LIMIT – 55 MPH
TRAFFIC PATTERN GROUP – 5
K-FACTOR – 11.4 D-FACTOR 57.6 TRUCK % – N/A



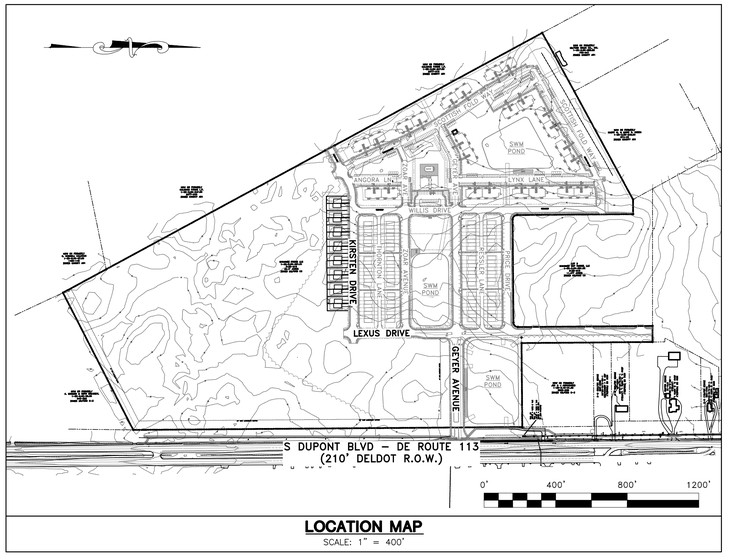
SITE TRIPS GENERATED – PROPOSED

TYPE OF DEV.	ITE CODE	# UNITS	AM	PM	WKDY ADT
SINGLE-FAMILY DETACHED HOMES	210	118	87	116	1,175
SINGLE-FAMILY ATTACHED HOMES	215	143	68	81	1,032
MULTIFAMILY (LOW-RISE) HOMES	221	228	112	144	1,921
TOTAL		549	267	341	4,128

NOTES:
TRIP GENERATION IS BASED ON ITE TRIP GENERATION MANUAL 11TH EDITION.
ONE EXISTING RESTRICTED ACCESS
PEAK HOUR HV% OF PROPOSED SITE = 5%
DESIGN VEHICLE: SU–30.

DELDOT GENERAL NOTES

1. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO ITS APPROVAL.
2. NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL.
3. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
4. UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATED WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DELDOT'S DISCRETION, AND IN CONFORMANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
5. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE CITY OF MILFORD FOLLOWING THE COMPLETION OF THE STREETS BY THE DEVELOPER TO THE SATISFACTION OF THE CITY. THE CITY ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE STATE.
6. THE SIDEWALK SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE FOR THE SIDEWALK.
7. ALL LOTS SHALL HAVE ACCESS FROM THE INTERNAL SUBDIVISION STREET.
8. DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
9. LOTS WILL BE PERMITTED TO HAVE ACCESS POINTS THAT COMPLY WITH THE DEVELOPMENT COORDINATION MANUAL (DCM) SPACING REQUIREMENTS OF CHAPTER 1 AND LIMITATIONS ON NUMBER OF ACCESS POINTS ESTABLISHED IN DCM CHAPTER 7. HORSESHOE DRIVEWAYS AND SECONDARY ENTRANCES REQUIRE ADDITIONAL DELDOT REVIEW AND SEPARATE PERMITTING. RESTRICTIONS AS DESCRIBED IN THE DCM CHAPTER 7 MAY PROHIBIT SOME SECONDARY ENTRANCE REQUESTS FROM BEING GRANTED.
10. TO MINIMIZE RUTTING AND EROSION OF THE ROADSIDE DUE TO ON-STREET PARKING, DRIVEWAY AND BUILDING LAYOUTS MUST BE CONFIGURED TO ALLOW FOR VEHICLES TO BE STORED IN THE DRIVEWAY BEYOND THE RIGHT-OF-WAY, WITHOUT INTERFERING WITH SIDEWALK ACCESS AND CLEARANCE.
11. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
12. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS ON THE DEDICATED SUBDIVISION STREET RIGHT-OF-WAY IN ACCORDANCE WITH SECTION 3.2.4.1 OF THE DEVELOPMENT COORDINATION MANUAL, AND THE REQUIREMENTS OF THE LAND USE AGENCY. RIGHT-OF-WAY MONUMENTS SHALL BE PLACED ALONG THE RIGHT-OF-WAY LINES, AT A MINIMUM ON ONE SIDE OF THE STREET AT EVERY CHANGE IN HORIZONTAL ALIGNMENT TO PROVIDE A PERMANENT REFERENCE FOR THE RE-ESTABLISHING THE CENTERLINE AND RIGHT-OF-WAY LINE.



LOCATION MAP
SCALE: 1" = 400'

LEGEND

EXISTING		PROPOSED	
RIGHT–OF–WAY	EX–RW	RIGHT–OF–WAY / BOUNDARY LINE	
ADJACENT PROPERTY LINE		PROPERTY LINE	
EASEMENT	PE	SETBACK	
SWALE/DRAINAGE DITCH		EASEMENT	
CONTOUR	33	LANDSCAPE BUFFER	
FIRE HYDRANT ASSEMBLY		TREE LINE	
UTILITY POLE			
SIGN			
FENCE			
TREE LINE			

PUD TABLE FOR R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

REQUIREMENTS	SINGLE FAMILY DETACHED DWELLINGS		SINGLE FAMILY SEMI–DETACHED DWELLINGS		TOWNHOUSES OR ROW DWELLINGS		GARDEN OR LOW RISE APARTMENTS	
	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED	REQUIRED	MINIMUM PROVIDED
MAX DWELLING UNIT PER BUILDING	1	1	2	2	≥ 3 AND ≤8	8	24	24
MINIMUM LOT AREA	7,500 SF	7,500 SF	6,500 SF CORNER, 4,000 SF INTERIOR	6,500 SF CORNER, 4,000 SF INTERIOR	2,000 SF	2,000 SF	2,500 SF/DU	2,500 SF/DU
MAXIMUM LOT COVERAGE	40%	40%	40%	40%	60%	60%	80%	80%
MINIMUM LOT WIDTH	60 FT	60 FT	40 FT	40 FT	20 FT	20 FT	50 FT	50 FT
FRONT YARD SETBACK	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT	30 FT
SIDE YARD SETBACK	8 FT	8 FT	8 FT	8 FT	10 FT, 30 FT AGGREGATE	8 FT	20 FT	8 FT
REAR YARD SETBACK	15 FT	15 FT	15 FT	15 FT	30 FT	20 FT	30 FT	15 FT
PARKING SPACES	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.5 PER DU	2.0 PER DU
MAXIMUM DENSITY	--	--	--	--	12 DU/AC	12 DU/AC	16 DU/AC	16 DU/AC

REQUESTED WAIVERS FROM CHAPTER 200 SUBDIVISION OF LAND AND CHAPTER 230 ZONING

1. CHAPTER 200-8(A)(14) PAVEMENT WIDTH OF COLLECTOR ROAD DECREASED FROM 38' TO 28'.
2. CHAPTER 200-8(A)(14) RIGHT OF WAY WIDTH OF LOCAL RESIDENTIAL ROADS DECREASED FROM 60' TO 50'.
3. CHAPTER 230-40(B)(2) FOR SINGLE FAMILY CORNER LOTS ALLOW ONE EDGE OF THE CORNER TO USE A SIDE BUILDING SETBACK RATHER THAN TWO FRONT SETBACKS.
4. CHAPTER 230-21(B) MULTI-FAMILY PARKING REQUIREMENT REDUCED FROM 2.5 SPACES PER DWELLING UNIT TO 2 SPACES PER DWELLING UNIT.
5. CHAPTER 200-8(A)(16) THE LENGTH OF THE CUL-DE-SAC MAY BE INCREASED FROM 400' TO 500'.
6. CHAPTER 200-8(D)(2) THE MAXIMUM BLOCK LENGTH MAY BE EXTENDED FROM 1200' TO 1400'.
7. CHAPTER 200-8(D)(3) THE MINIMUM BLOCK WIDTH MAY BE REDUCED FROM 275' TO 240'.
8. CHAPTER 230-11(D)(3)(g) THE SIDE YARD BUILDING SETBACK FOR ROW OR TOWNHOUSES MAY BE REDUCED FROM 15' TO 8'.
9. CHAPTER 230-11(D)(4)(f) THE SIDE YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 20' TO 8'.
10. CHAPTER 230-11(D)(4)(e) THE REAR YARD BUILDING SETBACK FOR GARDEN OR LOW RISE APARTMENTS REDUCED FROM 30' TO 15'
11. CHAPTER 200-8(A)(14)(a) RATHER THAN PROVIDE STREET PARKING FOR LOTS LESS THAN 60' WIDE WE ARE PROVIDING 3 PARKING SPACES WITHIN EACH LOT.
12. CHAPTER 200-8(G)(1)(f) SHADE TREES ARE PROVIDED AT LEAST EVERY 150' ALTERNATING SIDES OF THE ROAD, NOT 150' BOTH SIDES OF THE ROAD.

OWNER'S STATEMENT

I, THE UNDERSIGNED, CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO BE ACT AND DESIRE THE PLAN TO BE RECORDED TO ORDINANCE.

SHAWNEE FARM LLC — DATE
105 FOULK RD.
WILMINGTON, DELAWARE 19803
(302) 422–0945

ENGINEER'S STATEMENT

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

W. ZACHARY CROUCH, P.E. — DATE
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963

CITY OF MILFORD GENERAL NOTES

1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS BOWEN AND FRIEDEL, INC, IN 2005.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWEN, & FRIEDEL, INC. ELEVATIONS ARE BASED ON CONTROL MONUMENT IRON ROD CAP SET 51, WITH AN ELEVATION OF 38.51 NGVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENT IRON ROD CAP SET 51.
4. HYDRIC SOILS ARE INDICATED AS NOT BEING PRESENT ACCORDING TO THE SUSSEX COUNTY SOIL SURVEY.
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. THIS SITE IS FLOOD ZONE X BASED ON FEMA FIRM PANEL NUMBER 10005C0043K EFF. 3/16/2015.
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 ASSOCIATED 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 SUBDIVISION 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 DEVELOPERS 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 B

NOTE:

1. A 5-FOOT-WIDE GENERAL UTILITY EASEMENT ON EACH SIDE OF THE LOT LINE, 10-FOOT GENERAL UTILITY EASEMENT ALONG THE REAR PROPERTY, AND 15-FOOT-WIDE GENERAL UTILITY EASEMENT ALONG THE FRONT OF THE LOT LINE SHALL BE PROVIDED.

LOT CURVE TABLE

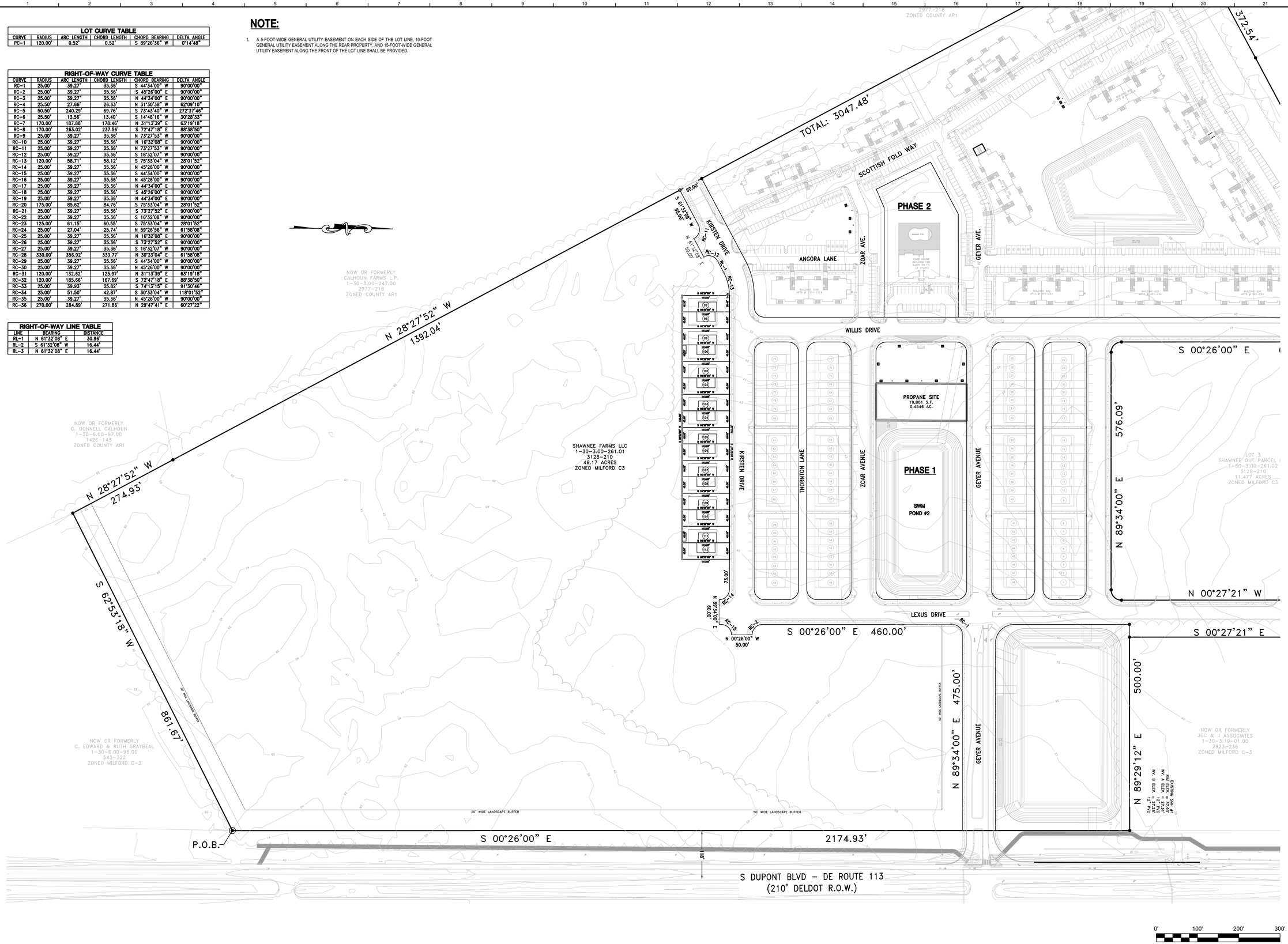
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
PC-1	120.00'	0.52'	0.52'	S 89°26'36" W	0°14'48"

RIGHT-OF-WAY CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
RC-1	25.00'	39.27'	35.36'	S 44°34'00" W	90°00'00"
RC-2	25.00'	39.27'	35.36'	S 45°26'00" E	90°00'00"
RC-3	25.00'	39.27'	35.36'	N 44°34'00" E	90°00'00"
RC-4	25.50'	27.66'	26.33'	N 31°30'38" W	62°09'10"
RC-5	50.50'	240.29'	69.76'	S 73°43'40" W	272°37'46"
RC-6	25.50'	13.56'	13.40'	S 14°48'16" W	30°28'33"
RC-7	170.00'	187.88'	178.46'	N 31°13'39" E	63°19'18"
RC-8	170.00'	263.02'	237.56'	S 72°47'18" E	88°38'50"
RC-9	25.00'	39.27'	35.36'	N 73°27'53" W	90°00'00"
RC-10	25.00'	39.27'	35.36'	N 16°32'08" E	90°00'00"
RC-11	25.00'	39.27'	35.36'	N 73°27'53" W	90°00'00"
RC-12	25.00'	39.27'	35.36'	S 16°32'07" W	90°00'00"
RC-13	120.00'	58.71'	58.12'	S 75°33'04" W	28°01'52"
RC-14	25.00'	39.27'	35.36'	N 45°26'00" W	90°00'00"
RC-15	25.00'	39.27'	35.36'	S 44°34'00" W	90°00'00"
RC-16	25.00'	39.27'	35.36'	N 45°26'00" W	90°00'00"
RC-17	25.00'	39.27'	35.36'	N 44°34'00" E	90°00'00"
RC-18	25.00'	39.27'	35.36'	S 45°26'00" E	90°00'00"
RC-19	25.00'	39.27'	35.36'	N 44°34'00" E	90°00'00"
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RC-22	25.00'	39.27'	35.36'	S 16°32'08" W	90°00'00"
RC-23	125.00'	61.15'	60.55'	S 75°33'04" W	28°01'52"
RC-24	25.00'	27.04'	25.74'	N 59°26'56" W	61°58'08"
RC-25	25.00'	39.27'	35.36'	N 16°32'08" E	90°00'00"
RC-26	25.00'	39.27'	35.36'	S 73°27'52" E	90°00'00"
RC-27	25.00'	39.27'	35.36'	S 16°32'07" W	90°00'00"
RC-28	330.00'	356.92'	339.77'	N 30°33'04" E	61°58'08"
RC-29	25.00'	39.27'	35.36'	S 44°34'00" W	90°00'00"
RC-30	25.00'	39.27'	35.36'	N 45°26'00" W	90°00'00"
RC-31	120.00'	132.62'	125.97'	N 31°13'39" E	63°19'18"
RC-32	120.00'	185.66'	167.69'	S 72°47'18" E	88°38'50"
RC-33	25.00'	39.93'	35.82'	S 74°13'15" E	91°30'46"
RC-34	25.00'	51.50'	42.87'	S 30°33'04" W	118°01'52"
RC-35	25.00'	39.27'	35.36'	N 45°26'00" W	90°00'00"
RC-36	270.00'	284.89'	271.86'	N 29°47'41" E	60°27'22"

RIGHT-OF-WAY LINE TABLE

LINE	BEARING	DISTANCE
RL-1	N 61°32'08" E	30.96'
RL-2	S 61°32'08" W	16.44'
RL-3	N 61°32'08" E	16.44'



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CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date:	JULY 2025
Scale:	1"=100'
Dwn.By:	ADM
Proj.No.:	1423A005

RECORD PLAN

Dwg.No.: **C-101**

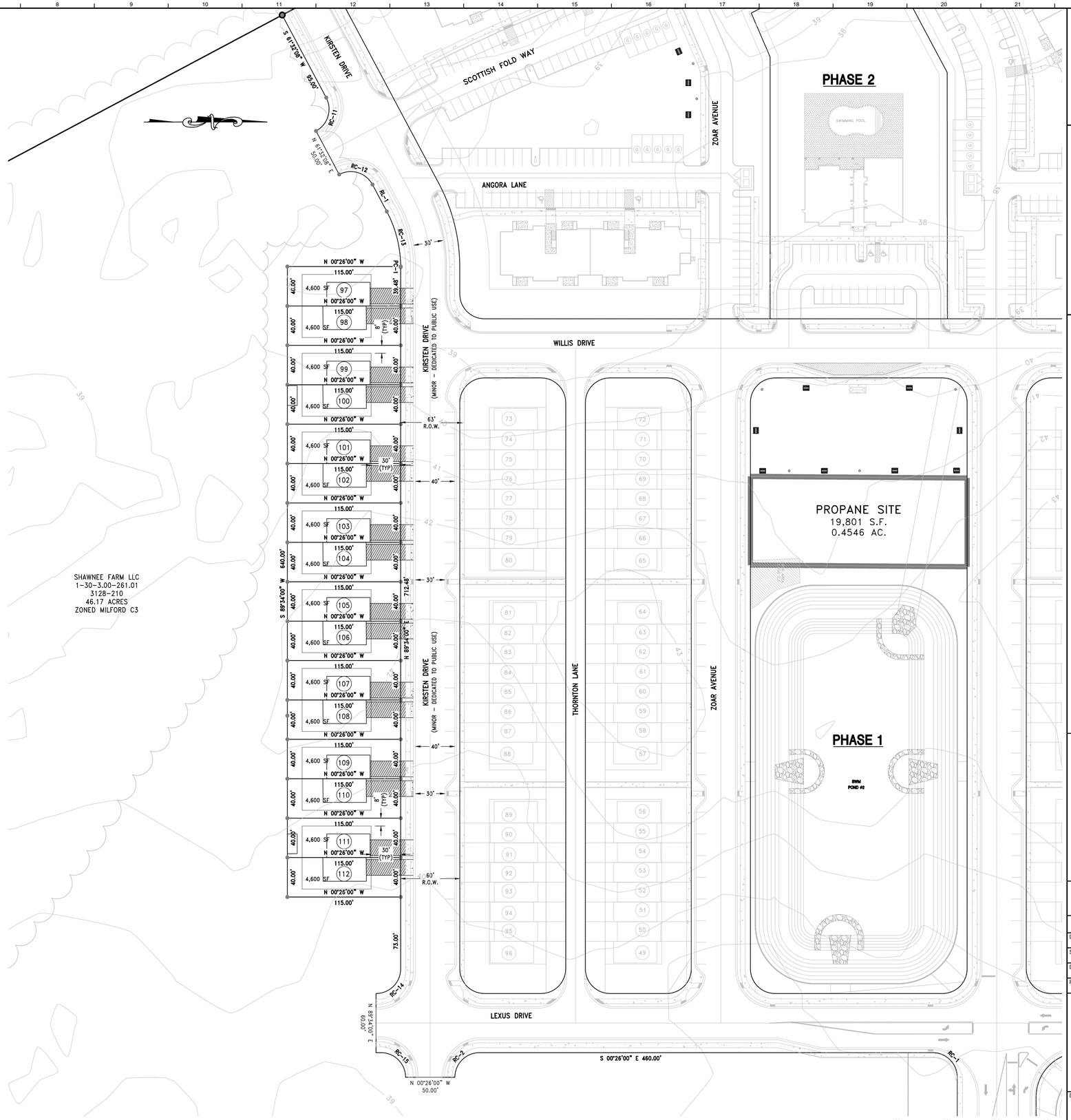
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LOT CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
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CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

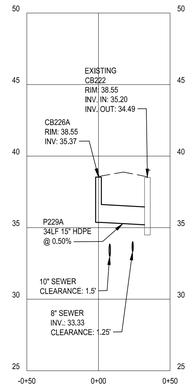
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Dwn.By:	ADM
Proj.No.:	1423A005

RECORD PLAN

Dwg.No.:
C-102

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CB226A-CB222
STORM PROFILE

SCALE: 1"=50' HORIZ.
1"= 5' VERT.

NOW OR FORMERLY
CALHOUN FARMS L.P.
1-30-3.00-247.00
2977-218
ZONED COUNTY AR-1

SHAWNEE FARMS LLC
1-30-3.00-261.01
3128-210
46.17 ACRES
ZONED MILFORD C3

PHASE 2

PHASE 1

SWM POND #2

SWIMMING POOL

KIRSTEN DRIVE (MINOR)

WILLIS DRIVE

ANGORA LANE

SCOTTISH FIELD WAY

ZOAR AVENUE

THORNTON LANE

LEXUS DRIVE (COLLECTOR)

97 43.31 FF
98 43.31 FF
99 43.76 FF
100 43.76 FF
101 44.35 FF
102 44.35 FF
103 44.94 FF
104 44.94 FF
105 45.53 FF
106 45.53 FF
107 46.08 FF
108 46.08 FF
109 46.07 FF
110 46.02 FF
111 45.98 FF
112 45.98 FF

0' 50' 100' 150'
SCALE: 1"=50'

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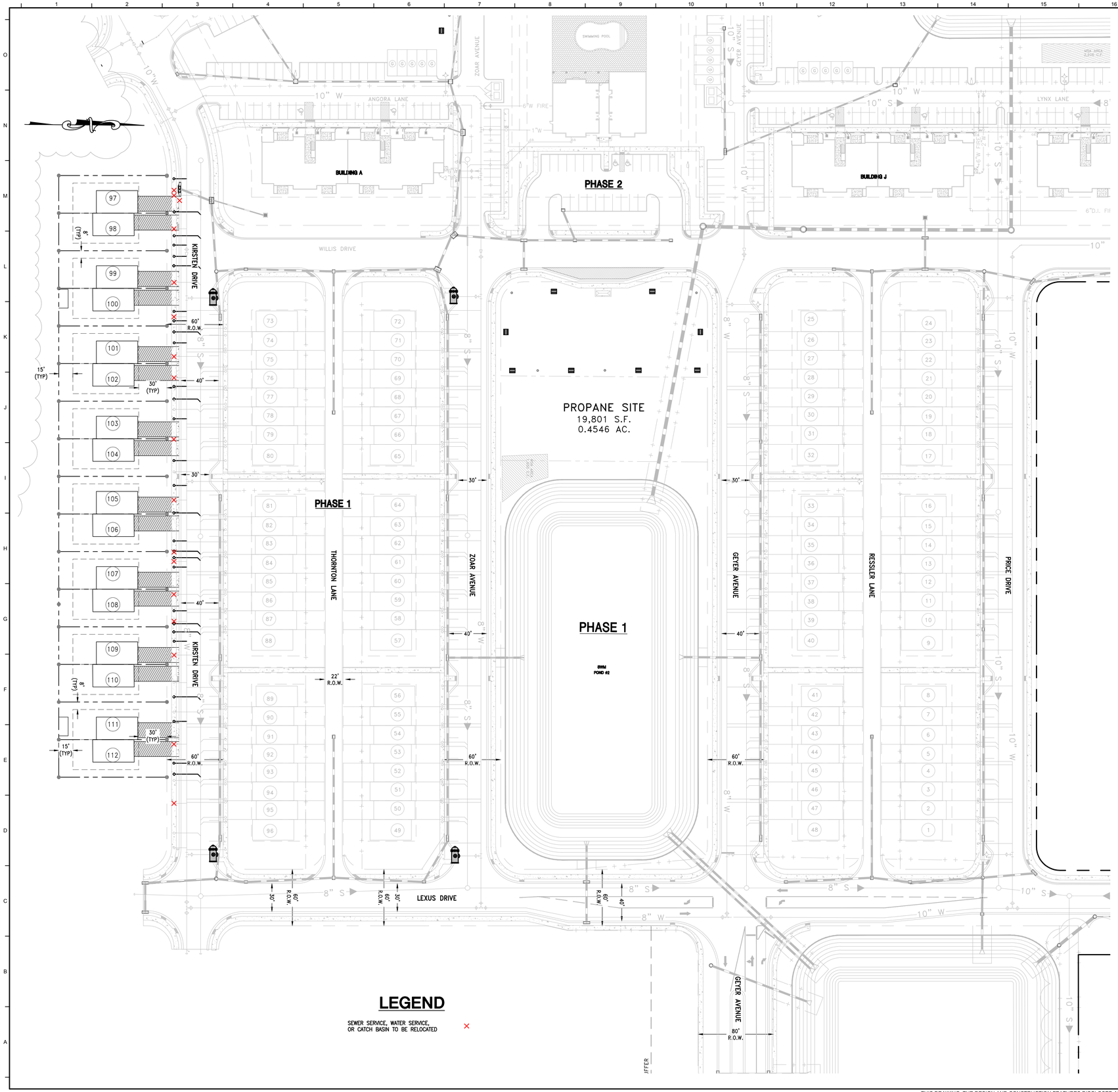
CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

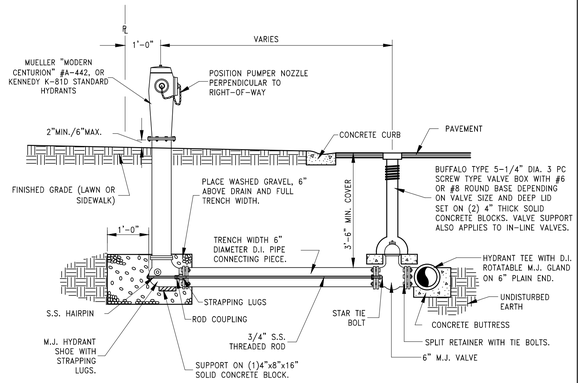
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GRADING PLAN

Dwg.No.: C-301

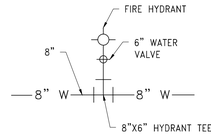
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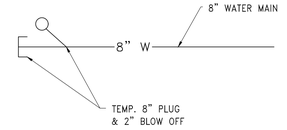
FIRE HYDRANT DETAIL

SCALE: N.T.S.



TYPICAL FIRE HYDRANT

SCALE: N.T.S



TEMPORARY END PLUG

SCALE: N.T.S.

UTILITY NOTES:

1. WATER SUPPLY BY CITY OF MILFORD. ALL WORK AND MATERIALS SHALL BE C-900 WITH A DR OF 18.0 OR LESS AND RATED FOR A WORKING PRESSURE OF AT LEAST 150 PSI, IN ACCORDANCE WITH CITY OF MILFORD STANDARDS AND SPECIFICATIONS.
2. DISINFECTION REQUIREMENTS SHALL MEET STANDARDS AND SPECIFICATIONS OF THE DELAWARE DEPARTMENT OF HEALTH AND SOCIAL SERVICES OR EQUIVALENT TO THE AMERICAN WATER WORKS ASSOCIATION STANDARDS C60-08.
3. ALL WATER MAINS SHALL BE LOCATED AT LEAST 10 FEET HORIZONTALLY FROM SANITARY SEWER AND SHALL HAVE A MINIMUM VERTICAL SEPARATION OF 18 INCHES AT CROSSINGS.
4. ALL PVC MAINS SHALL HAVE A MINIMUM COVER OF 3.5 FEET.
5. THE ENTIRE WATER DISTRIBUTION SYSTEM MUST BE IN COMPLIANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE STATE DIVISION OF PUBLIC HEALTH.
6. THE CONTRACTOR SHALL ADJUST WATER LINE LOCATION AS REQUIRED TO AVOID CONFLICTS WITH OTHER UTILITIES.
7. THE CONTRACTOR SHALL PROVIDE BUTTRESSES FOR ALL HORIZONTAL AND VERTICAL BENDS AS REQUIRED PER STANDARDS AND SPECIFICATIONS OF THE CITY OF MILFORD.
8. WATER, SEWER AND STORMDRAIN DETAILS SHALL BE PER CITY OF MILFORD STANDARDS. www.cityofmilford.com
9. GRAVITY SEWER MAINS SHALL BE SDR-35 PVC UNLESS OTHERWISE NOTED ON THE PLANS. GRAVITY SEWER FITTINGS SHALL BE MINIMUM SDR-26 PVC.
10. SEWER LATERALS SHALL BE AT LEAST 6" DIAMETER AND NOT BE LESS THAN 2% SLOPE.

FIRE PROTECTION NOTES:

1. ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS.
2. PROPOSED BUILDING CONSTRUCTION IS NFPA TYPE V, WOOD FRAME HOUSES.
3. NATURAL GAS SUPPLIER: CHESAPEAKE UTILITIES CORP.
4. BUILDINGS ARE NOT PROTECTED BY AUTOMATIC SPRINKLERS.

0' 50' 100' 150'

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CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

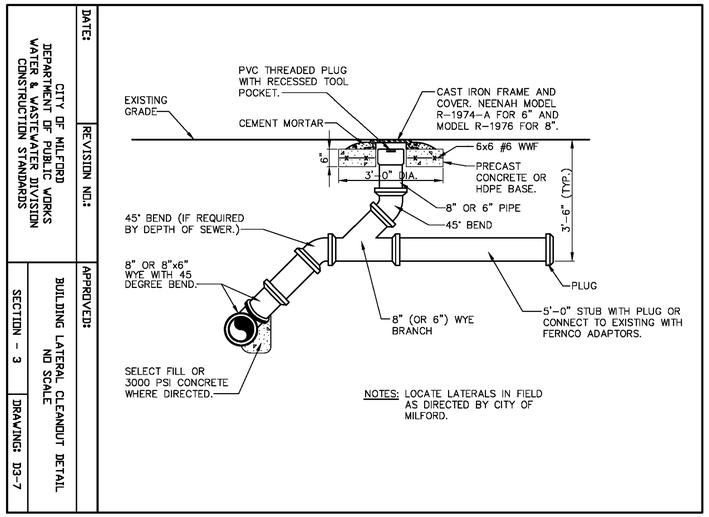
Date: JULY 2025
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Proj.No.: 1423A005

UTLITY PLAN

Dwg.No.: C-501

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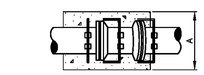


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

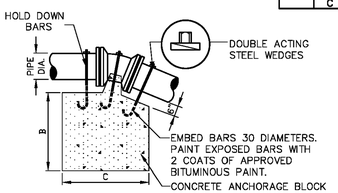
DATE: | REVISION NO.: | APPROVED:

BUILDING LATERAL CLEANOUT DETAIL
NO SCALE

SECTION - 3 | DRAWING: D3-7



PLAN



PROFILE

DIMENSION SCHEDULE						
BEND		PIPE DIAMETER				
		6"	8"	10"	12"	16"
11 1/4°	A	1'-6"	1'-6"	2'-5"	3'-0"	1'-4"
	B	1'-3"	1'-9"	1'-9"	2'-0"	1'-0"
	C	2'-0"	2'-6"	2'-9"	3'-0"	4'-0"
22 1/2°	A	2'-0"	3'-4"	3'-8"	4'-0"	4'-4"
	B	1'-9"	2'-3"	2'-6"	2'-6"	2'-6"
	C	2'-6"	2'-8"	3'-10"	4'-0"	5'-6"
45°	A	2'-6"	3'-0"	4'-0"	4'-6"	5'-2"
	B	2'-6"	2'-9"	3'-0"	3'-6"	4'-6"
	C	3'-0"	4'-0"	4'-6"	4'-9"	8'-0"

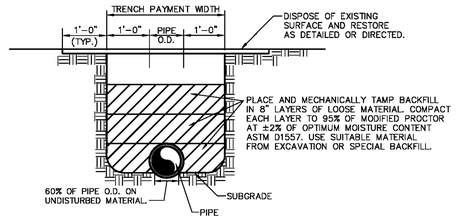
BAR SCHEDULE				
SIZE	REINFORCING BARS			
	11 1/4°	22 1/2°	45°	
6"	3 #6	3 #6	3 #6	
8"	3 #6	3 #6	3 #6	
10"	3 #6	3 #6	3 #6	
12"	3 #6	3 #6	3 #6	
16"	3 #6	3 #6	3 #6	

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

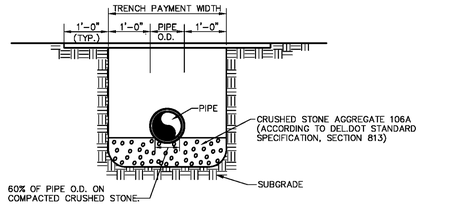
DATE: | REVISION NO.: | APPROVED:

VERTICAL DOWNWARD BEND DETAIL
NO SCALE

SECTION - 2 | DRAWING: D2-11



TRENCH BACKFILL



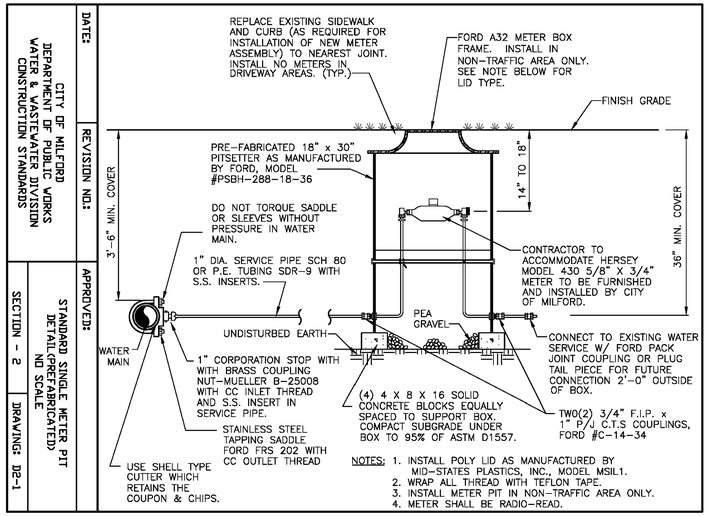
CRUSHED STONE BEDDING

DATE: | REVISION NO.: | APPROVED:

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

TRENCH BACKFILL & PIPE BEDDING DETAIL
NO SCALE

SECTION - 1 | DRAWING: D1-1

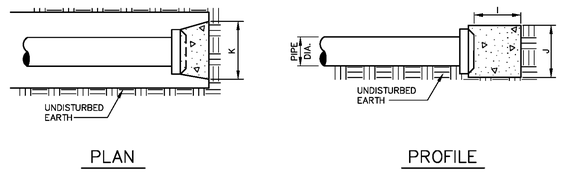


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

STANDARD SINGLE METER PIT DETAIL (PREFABRICATED)
NO SCALE

SECTION - 2 | DRAWING: D2-1



PLAN PROFILE

DIMENSION SCHEDULE						
PIPE DIA.	6"	8"	10"	12"	16"	
I	6"	8"	8"	10"	1'-0"	
J	1'-0"	1'-4"	1'-8"	2'-0"	2'-8"	
K	1'-5"	1'-11"	2'-5"	2'-10"	3'-9"	

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

PLUG DETAIL
NO SCALE

SECTION - 2 | DRAWING: D2-8

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
SALISBURY, MARYLAND 410.543.9091
MILFORD, DELAWARE 302.424.1441

CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

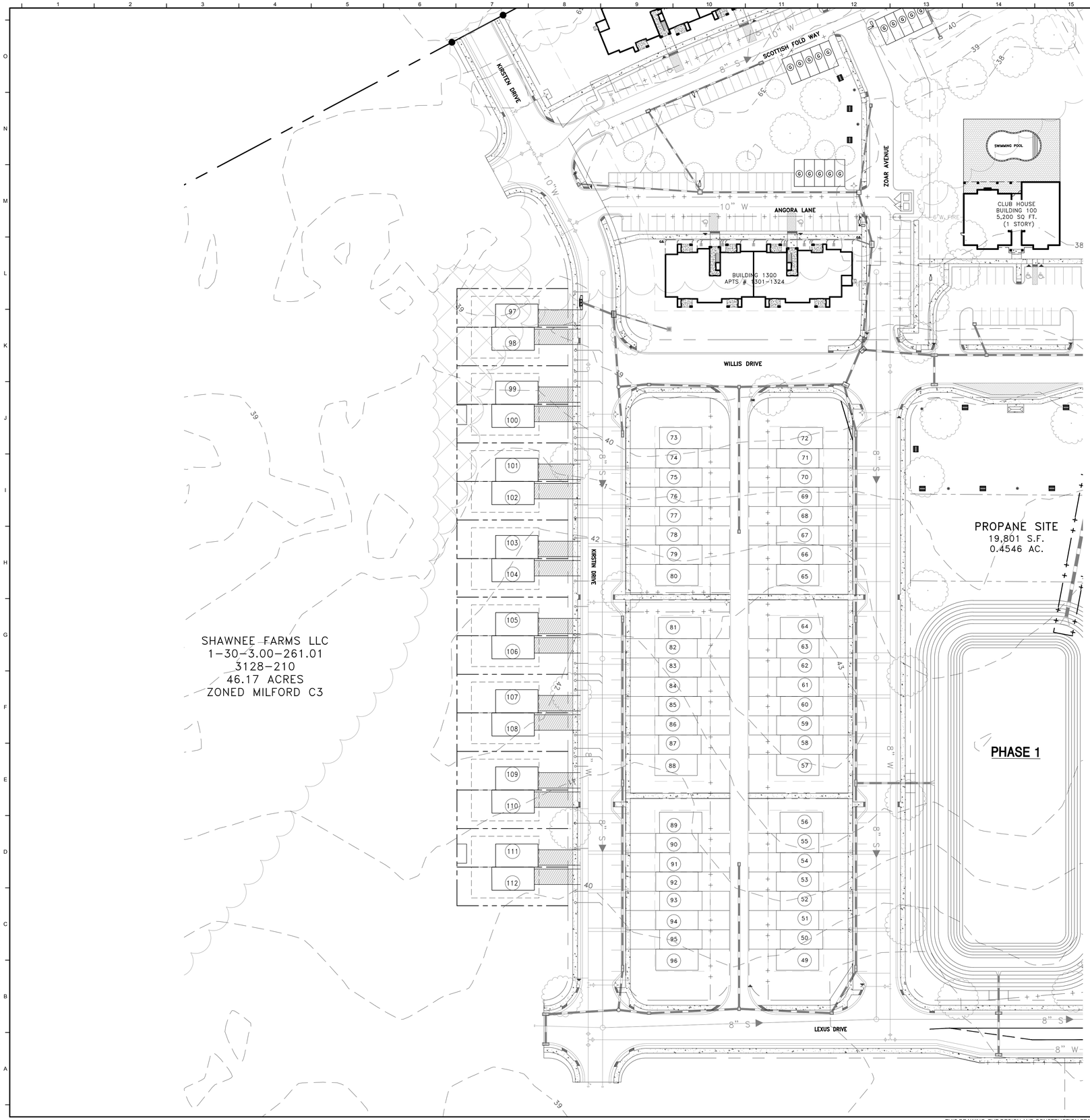
Date: JULY 2025
Scale: 1"=100'
Dwn.By: ADM
Proj.No.: 1423A005

UTILITY DETAILS

Dwg.No.:
C-502

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P:\1423\1423A005 - cypress hall-single family\Design\Current\PHASE 3\1423A005-C-505-UTILITY DETAILS.dwg Jul 14, 2025 - 3:45pm mcka



REQUIRED PLANTING

PHASE 3 LOT AREA 73,600 SF ÷ 10,000 SF = 8 TREES REQUIRED

THE 3 EXISTING TREES COUNT TOWARDS THE REQUIREMENT,
THE REMAINING 5 TREES SHALL BE INSTALLED IN PHASE 4 AREA.

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

CYPRESS HALL - PHASE 3

CEDAR CREEK HUNDRED

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Date: JULY 2025
Scale: 1" = 50'
Dwn.By: ADM
Proj.No.: 1423A005

LANDSCAPE PLAN

Dwg.No.: **L-101**

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P:\1423\1423A005 - cypress hall single family\Design\Current\PHASE 3\1423A005A-100-LANDSCAPE PLAN.dwg Jul 14, 2025 - 3:45pm mcka

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

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

July 14, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attn: Mr. Rob Pierce, Planning Director

Re: Cypress Hall – Phase 3 Preliminary Plans
City of Milford
DBF Project Number: 1423A005

Dear Mr. Pierce:

We received a review letter performed by KCI Technologies of the Cypress Hall Residential Phase 3 Preliminary Plans dated July 09, 2025. We offer the following responses for your consideration.

36. CAD files will need to be submitted to the City Electric Division when Final Construction Plans are submitted so that the electric design can be updated. Comment Remains. Coordinate subdivision electric design with the Electric Department. Addressed with comment – Per engineer's response the CAD files will be provided.
The CAD files will be provided with this submission.

37. Submit the following approvals for final approval:
Agency approvals will be forwarded upon receipt.
    a. DelDOT. Comment Remains.
    b. Sussex Conservation District. Comment Remains.
    c. DHSS. Comment Remains.
    d. Fire Marshal. Comment Remains.

47. A 5-foot-wide general utility easement on each side of the lot line, 10-foot general utility easement along the rear property, and 15-foot-wide general utility easement along the front of the lot line shall be provided. Comment Remains.
A note has been added to the record plans stating as such.

69. The clubhouse area used to calculate parking spaces (5200 S.F.) does not match the area labeled in the plan view (5280 S.F.) on sheet C-003. Verify which one is correct and revise accordingly.
The plan view has been revised to 5200 SF.

70. Breakdown the EDU for each phase in the data column. Currently the number of EDUs does not match the number of total dwelling units provided.
The EDU's have been broken down by phase as requested, they don't match the dwelling units because the clubhouse has its own EDU's.

71. The horizontal separation between the sanitary sewer lateral and water servicing Lot 97, 100, and 111 is less than 10 feet. Revise the plans to provide at least a 10-foot separation of sanitary sewer and water lines.
The services have been revised to provide at least 10 feet of separation.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Timothy M. Metzner, RLA, LEED AP ND
Associate / Sr. Landscape Architect

TMM
P:\1423\1423A005 - Cypress Hall Single Family\Submit\2025-07-14 COM PH3\Comment Response Letter PH3.docx

ISO 9001:2015 CERTIFIED
ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS
600 White Clay Center Drive, Suite 200 • Newark, DE, 19711 • Phone 302.731.9176

August 05, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: **Cypress Hall – Phase 3 Preliminary Major Subdivision Plan and Record Plan** KCI Job No. 00006472_00001.016 – Task 11 (*formerly 131803632*)

Dear Mr. Pierce,

As requested, KCI Technologies performed a review of the Cypress Hall Residential Phase 3 Preliminary Major Subdivision Plan dated July 2025, and the Record Plan dated July 2025. These reviews were performed based on the City's Standard Specifications, Codes, and general engineering best practices.

We offer preliminary plan approval for Cypress Hall Phase 3. Submit final plans with your next submission. Please provide a point-by-point response letter.

1. Address the following on the cover sheet:
    a. Revise the title of the plan set to refer to "Preliminary Major Subdivision Plan" instead of just "Major Subdivision." **Addressed.**
    b. Provide calculations for the proposed 550 EDUs. The number of EDUs listed appears to be inconsistent with the number of proposed lots. Please revise as necessary. **Addressed.**
    c. Sheets SWM-1.0 through SWM-5.5 are not included in the plan set. Either add them to the set or revise the Index of Sheets accordingly. **Addressed.**
    d. Currently, some sheets in the plan set are not listed in the Index of Sheets (Sheet 003, C-201, 202, 203, etc.). Include all sheets from the plan set in the Index of Sheets and revise the plans accordingly. **Addressed.**
    e. Currently, there are two maps that are labeled as "Location Map." One should be called Vicinity Map - revise accordingly. **Addressed.**
    f. Provide the existing and proposed zoning in the Data Column. **Addressed.**
    g. Provide existing and proposed use in the Data Column. **Addressed.**

h. Provide the PUD density calculation per Chapter 230-19.9 in the Data Column. **Addressed.**

i. Update the total open space and recreational open space requirements per Chapter 230-19.7(A)(5) in the Data Column. Comment Remains. The Open Space calculation is correctly listed in the Data Column. However, it is incorrectly stated in the PUD Data Column. **Addressed.**

j. Add the tree planting density requirement per Chapter 230-19.8(F)(2) in the Data Column. Comment Remains. Provide the total number of trees required to be planted in Phase III. Comment Remains – Verify the area used for the tree planting density in the Data Column and in the landscaping plans. **Addressed.**

k. Create a PUD column on the cover sheet and move the following information from the Data Column into the PUD column:

- R-3 Zoning Single-Family Semi-detached.
- R-3 Zoning Single-Family Detached.
- R-3 Zoning Townhouse.
- R-3 Zoning Garden Apartments.
- Parking Spaces Required.
- Parking Spaces Provided.

Comment Remains. The PUD Data Column does not include all the unit types. This should be like the PUD Data Column format from the expired application, except for updating the code requirement information. Addressed with comment - Add "PUD Table" to the title of the R-3 Garden Apartment and Townhouse District table. **Addressed.**

2. Ensure the information for each of the areas in the PUD Column has the correct required data from the current code and list what is provided. Comment Remains – The minimum required lot area for a single-family semi-detached dwelling is 6,500 sf for a corner lot and 4,000 sf for an interior lot. The minimum required side yard setback for a townhouse is 10 feet, aggregate 30 feet, revise accordingly. Comment Remains – Revise the information in both the site plan and the record plan. **Addressed.**

3. Update the listed waivers to reflect waivers from the current code, including Chapter 200-8(A)(14) regarding right-of-way width and pavement width. Please note that the City Code has additional width requirements for streets with lots having less than 60 feet of frontage. Comment Remains. The items under "Previously Approved Deviations from R-3 Zoning Code" are expired and are being requested again. These should be re-labeled to requested waivers/deviations. "Additional Conditions Required" should also be under requested waivers/deviations. "Additional Approved Deviations From R-3 Zoning Code" are expired and are being requested again. These should be re-labeled to requested

waivers/deviations. Comment Remains – The title of the waiver list should include "Chapter 200 Waivers". In addition, the landscaping plan does not provide street trees every 150 linear feet. Adjust the plan or request a waiver and add the waiver requested to the cover sheet. Comment Remains – The list title should read "Requested Waivers from Chapter 200 Subdivision of Land and Chapter 230 Zoning." Revise the tile of the waiver list in the site plan and in the record plan. **Addressed.**

4. The "Site Plan" in the index sheet should be renamed "Record Plans" per the City's review checklist. Update each sheet title. **Addressed.**
5. Update the with the attached major Subdivision Notes and ensure all items are filled in appropriately. **Addressed.**
6. Fix the overlapping lot numbering labels on the Phase Plan, sheet C-003. Addressed with Comment. Although the lot numbers have been fixed, the street names are now overlapping. Revise. **Addressed.**
7. Provide the right-of-way of South Dupont Boulevard including the width and the party responsible for the maintenance. **Addressed.**
8. Label or provide a legend for curb, sidewalk, sign, sidewalk width, crosswalk, grass strip between the sidewalk, and handicap ramps locations on the site plan and revise the plan accordingly. Addressed with Comment. Show the location of the detectable warning surface for the ADA ramps. **Addressed.**
9. Clarify what recreation amenities will be provided in Open Space Area B to meet the recreational open space requirement. In addition, when final plans are submitted, provide details of the recreational open space area (walking path material, bench locations, etc.). **Addressed.**
10. Label all signs on the plan or provide a sign legend for phase 3. **Addressed.**
11. The cul-de-sac shall be renamed to "_____ Court" instead of Scottish Fold Way. In addition, road names must meet the requirement of Chapter 200-8(A)(17) and will require approval from Sussex County 911 addressing. Comment Remains. Comment Remains – Provide Sussex County 911 approval for the road names. **Comment Remains.**
12. Add a north arrow to Sheet C-303. **Addressed.**
13. Provide flow directional arrows for drainage pipes on the grading plans. Comment Remains. Some of the arrows appear to suggest that the pipe flow is revised. Some of the pipes still do not have arrows. Revise accordingly. **Addressed.**
14. Currently, there are a number of storm drain pipes that have slope less than the required 0.3%. Revise the storm drainpipes so the storm drainpipes meet this requirement. Comment Remains. Provide calculations that prove all proposed pipes meet the DelDOT required 3 fps at full flow based on figure 6-24 on page 6-50 of the DelDOT Road Design Manual. Revise as needed. Comment Remains. **Addressed for Phase 3.**

15. It appears that the storm drainpipes have different line styles for the pipes in this phase than the previous phases. Provide consistent line styles in plans. **Addressed.**
16. Provide separation dimensions for all crossing utilities within the storm drain profiles. Comment Remains. The separation between storm drainpipe '609' and sanitary sewer pipe 'SS47' is less than the required 12". Revise the plans accordingly. Comment Remains – Provide vertical separation dimensions for all crossing utilities within the storm drain profiles. In addition, the vertical separation between storm drain P609 and sanitary sewer SS47 is less than 12", revise accordingly. **Comment removed due to the phase change.**
17. Provide a note regarding the party responsible for maintenance of SWM ponds. **Addressed.**
18. Cleanouts and water meters shall be shown centered in the sidewalks when final plans are submitted. In addition, driveway layouts will have to be provided when final plans are submitted. This can either be done by showing the driveways on the plan or with typical lot layout details. Comment Remains. There are many cleanouts and water meters that are located within the driveways. This is not acceptable according to the City. Revise the plans so that all structures are centered within the sidewalk but outside of the driveways. **Addressed.**
19. Sanitary sewer laterals shall not be less than 2% slope. Add a note to the plans indicating minimum sanitary sewer slope. **Addressed.**
20. The developer should modify the sewer system to reduce or eliminate grinder pumps in the sewer system. Consider modifying sewer slopes to the minimum allowable 0.28%, eliminating the 0.1-foot drop in manholes, and allowing for 3 feet of cover, this could significantly reduce or eliminate grinder pumps. The developer should also reassess finished floor elevations to ensure compatibility with revised sewer inverts. Comment Remains. The pump station appears to be in Phase 3.4 but is required to serve portions of phase 3.2. Additionally, the pump station should be designed and sized to accommodate the vacant farm to the west. Gravity sewer should be constructed at maximum depth minimum slope from the pump station to proposed MH 37 and then to the farm to the west 130-3.00-247.00 & 1-30-6.00-097.00. Comment Remains – Final design shall demonstrate how the pump station and collection system will accommodate the project phasing and adjacent parcels. The city will require a sewer stub to the adjacent parcel to the west to be served by the proposed pump station. **Comment removed due to the phase change. This comment shall be addressed in Phase 4.**
21. Water valves shall be provided for each leg adjacent to the stub for the Delaware Solid Waste Authority property (parcel 1-30-6.00-98.00). **Addressed.**
22. The water service for lots 161, 179, 183, and 203 are proposed through the catch basin. In addition, the water service for lots 162 and 163 are very close to the catch basin. Revise the plans so the water service is away from any structure. **Addressed.**

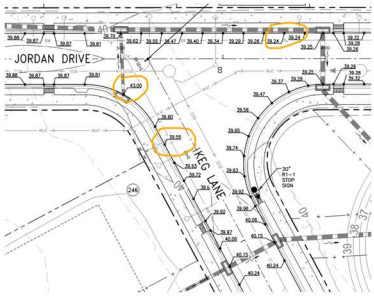
23. Currently, the eastern water valve at the intersection of Jordan Drive and Lexus Drive is too close to the adjacent storm drain. Revise the plan accordingly to provide adequate horizontal separation from other utilities at all valve clusters. **Addressed.**
24. Dimension the utility crossings in the sewer profiles showing the vertical separation. Comment Remains. The separation between the sewer and storm drain pipe 'P657' as well as the sewer and water crossings between sewer pipe 'SS41' and 'SS88' do not meet the separation requirements. Provide concrete encasement and/or revise to meet the separation requirements. Comment Remains – The vertical separation between SS50 and P-657 is still less than the required vertical separation, revise accordingly. **Comment removed due to the phase change.**
25. The sanitary sewer line between MH51 and MH53 is very close to the curb line. We recommend revisions to the alignment. **Addressed.**
26. Sanitary sewer lateral for lot 154 is very close to the water valve. Revise accordingly and shift the sanitary sewer lateral so it is away from the water valve. **Addressed.**
27. The fire hydrant next to lots 229 is outside the right-of-way. This is not allowed, revise accordingly. **Addressed.**
28. Certain sections of the proposed sewer are only 5 feet deep. Although this meets the coverage requirements, in areas where storm drain is running parallel this could create conflicts with the laterals. Verify all lateral crossings and revise the plans as necessary. **Comment Noted.**
29. Provide a sanitary sewer stub from Existing MH 53 to Route 113 between Lots 165/166 in lieu of the sewer stub between Lots 168/169. It may be easier for DSWA to connect to a manhole in the right-of-way of Route 113 with a force main in the future than going through the woods and their site. **Addressed.**
30. Extend the water line to Route 113 right-of-way instead of to the DSWA property to allow for future extensions. **Addressed.**
31. Provide a sanitary sewer stub to the farm to the west out of proposed MH 34A within the Kirsten Drive right-of-way. The sanitary sewer pipe from existing MH 26 to proposed MH 34A to the stub shall be run at maximum depth and a minimum slope of 0.28%. **Addressed.**
32. On the Preliminary Landscape Plan, show how the subdivision will be screened from the Delaware Solid Waste Authority property (parcel 1-30-6.00-98.00) and Route 113. **Addressed.**
33. Provide a tree planning and preservation plan that meets the requirement of City of Milford zoning code Chapter 230-19.8(f). The code requires a rate of 1 tree per 10,000 square feet. Comment Remains. Add the tree calculation to the landscaping plan overview sheet. **Addressed.**
34. Street trees shall meet the requirement of city of Milford zoning code Chapter 200-8(G)(f), revise accordingly. Comment Remains. Street trees are to be provided every 150

feet on both sides of the street. Adjust plans or request a waiver and add it to the cover sheet. Comment Remains – The landscape plan does not provide street trees every 150 linear feet. Adjust the plan or request a waiver and add the waiver requested to the cover sheet. **Addressed – Waiver has been requested.**

35. Will there be any landscape screening provided between the proposed development and the existing farm to the west? **Comment Noted.**
36. CAD files will need to be submitted to the City Electric Division when Final Construction Plans are submitted so that the electric design can be updated. Comment Remains. Coordinate subdivision electric design with the Electric Department. **Addressed with comment – Per engineer's response the CAD files will be provided.**
37. Submit the following approvals for final approval:
    a. DelDOT. **Comment Remains.**
    b. Sussex Conservation District. **Comment Remains.**
    c. DHSS. **Comment Remains.**
    d. Fire Marshal. **Comment Remains.**
38. Manholes and the pumping station are not being shown on the overall utility plan. Revise accordingly. Comment Remains. **Comment removed due to the phase change.**
39. There are many locations throughout the plan set that text overlaps and is difficult to read. Revise as necessary. **Addressed.**
40. Currently, the catch basin 'CB-605' and pipes 'P649' and 'P606' do not meet the requirements for the HGL separation from the top of the basin. Per the DelDOT road design manual greater than 1 foot is required between the hydraulic grade line and the grate. Revise the design to meet this requirement. Comment Remains. **Comment removed due to the phase change.**
41. Dimension the utility crossings in the water profiles to show the vertical separation meets the minimum sewer or storm separation requirements for SS35, P609, P649, SS41. Comment Remains – Per city of Milford's checklist, there shall be a minimum of 18" vertical separation between water and sanitary sewer crossings. Revise the plans accordingly so this requirement is met. **Comment removed due to the phase change.**
42. Provide proposed sanitary pump station design information including drawings and details for review. Comment Remains. **Comment Remains – Per engineer's response, the pump station design will be completed as part of Phase 5.**
43. The date in the title block (June 2023) does not match the date in the plan title (November 2024). Revise the date in the title block to match the date in the plan title. **Addressed.**
44. Per Chapter 200-8(A)(14), Scottish Fold Court is required to be 30 feet wide. In addition, Kristen Drive is required to be 36 feet wide (to include 6 feet of on-street parking on both sides of street since the lot widths are less than 60 feet), adjust the width or request a waiver and add the waiver request to the cover sheet. Comment Remains – Per city of

Milford's zoning code 200-8(14)(b) on-street parking shall be required on both sides of the street due to the lot widths**. Addressed with comment – Waiver has been requested.**

45. Per city of Milford's zoning code Section 200-8(G)(h), permanent monuments shall be placed along the project boundary and the right-of-way at all corners and tangent point prior to final settlement for the property. **Addressed.**
46. Chapter 200-8(D)(2) states "block length shall not exceed 1,200 feet or be less than 500 feet in length between street lines." There are some block lengths that appear to be less than 600 feet. A waiver would need to be approved. Comment Remains – Provide the corresponding code location for the requested waivers provided. **Addressed.**
47. Per the city of Milford's zoning code Section 200-8(C)(2), a 5-foot-wide general utility easement on each side of the lot line, 10-foot general utility easement along the rear property, and 15-foot-wide general utility easement along the front of the lot line shall be provided. Comment Remains. Comment Remains – The utility easements should be shown on the plans, revise accordingly. **Addressed.**
48. Currently, there are two water services provided for lot number 238. Remove one and revise the plans accordingly. **Comment removed due to the phase change.**
49. Lots 103-114 along Kirsten Drive are missing sanitary sewer and water services. **Addressed.**
50. Revise the grading to have a positive drainage at the intersection of Jordan Drive and KEG Lane. See the image below. **Comment removed due to the phase change.**



INTERSECTION OF JORDAN DRIVE AND KEG LANE

51. There are some proposed contours on the grading plans that are not tied into the existing contours. All proposed contours shall tie-in to existing contours. Revise the plans accordingly. **Addressed for Phase 3.**
52. Currently, there are locations where the grading indicates steep slopes, less than 2:1 between the lots. For example, the grading between lots 155 and 154 is less than 2:1, revise the grading accordingly so the slope is not less than 2:1. **Addressed for Phase 3.**
53. Label the 10-year HGL in the storm drain profile. **Comment removed due to the phase change.**
54. Currently, a number of storm drain pipes have a slope of less than 0.3%. All storm drain pipes shall have a minimum slope of 0.3%, revise accordingly. **Comment removed due to the phase change.**

55. Currently, the vertical separation between sanitary sewer pipe SS69 and storm drain 701 on the storm drain profile sheet C-307 is less than 12", revise accordingly or provide concrete encasement for the sanitary sewer SS69. In addition, there shall be a minimum 12" vertical separation between storm drain, sanitary sewer, and water. There shall be a minimum 18" vertical separation between sanitary sewer and water, revise the plans so these requirements are met. **Comment removed due to the phase change.**
56. Provide a DelDOT minimum cover/maximum angle worksheet for HDPE and RCP pipes with the final submission. **Comment removed due to the phase change.**
57. All areas where the existing water is stubbed and the proposed is shown to tie in shall have a label denoting the removal of the cap and blow off and continue the proposed 8" water main. **Comment removed due to the phase change.**
58. Note should be added to the utility notes that sewer laterals shall have a minimum diameter of six inches. **Addressed.**
59. Many of the utility crossings are labeled incorrectly based on the pipe schedule and plan view. Verify which are correct and revise the plans so all information matches throughout. **Comment removed due to the phase change.**
60. Many of the utility crossings are not shown at the correct inverts within the profiles. For example, the sewer crossing at station 13+00 along Jordan Drive is shown located above the water in the watermain profile. However, according to the plans it should be lower than the water with about 3.87 feet of separation. Verify the correct inverts at all crossings and update the profiles accordingly. **Comment removed due to the phase change.**
61. The water valve on Jordan Drive station 3+00 is on top of the storm drain pipe. Relocate the water valve and revise the plans accordingly. **Comment removed due to the phase change.**
62. Verify the number of Fogus Grandifolio (FG) in the plan view. The quantity provided in the landscape plant schedule doesn't match the plan view. **Comment removed due to the phase change.**
63. Per City of Milford's zoning code Chapter 230-20(B), there shall be a minimum of two feet of separation between the driveway and the side property line. Revise the plans accordingly so they meet this requirement. **Addressed.**
64. Provide the finished floor elevation for each structure on the grading plans. **Addressed.**
65. Per the City of Milford's zoning code Chapter 200-8(G)(F), shade trees are required every 150 feet on center on each side of the road. **Acknowledged – Waiver has been requested.**
66. The water service for lot 105 is shown to be connected to the main at the Tee. Relocate the water service and revise the plans accordingly. **Addressed.**
67. On Utility Plan (C-501), it is difficult to distinguish between existing utility services to remain vs existing to be removed. **Addressed.**
68. Clarify what the circle shown is between Lots 108 and 109. **Addressed.**

69. The clubhouse area used to calculate parking spaces (5200 S.F.) does not match the area labeled in the plan view (5280 S.F.) on sheet C-003. Verify which one is correct and revise accordingly. **Addressed.**
70. Breakdown the EDU for each phase in the data column. Currently the number of EDUs does not match the number of total dwelling units provided. **Addressed.**
71. The horizontal separation between the sanitary sewer lateral and water servicing Lot 97, 100, and 111 is less than 10 feet. Revise the plans to provide at least a 10-foot separation of sanitary sewer and water lines. **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: October 6, 2021

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

INDIVIDUAL REVIEWERS: **Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services**
Dennett E. Pridgeon, CFPS, CFPE, CFI, Sr. Fire Protection Specialist
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist
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John A. Colpo, Fire Protection Specialist

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

RE: CYPRESS HALL RESIDENTIAL PHASE III (21-043)

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

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

a. **Fire Protection Water Requirements**:
- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (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)
  - In September 2021 the DE State Fire Prevention Regulations are changing to require all fire hydrants to be on 800 ft centers and not more than 300 feet from a fire department connection. Measurements are as the fire apparatus drive.
- 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:**
- For townhouse and duplex 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 S duPont Blvd 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

§ 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]

§ 200-6. Revisions to recorded subdivision plats.

A. For rerecordation of previously subdivided and recorded major subdivision and minor subdivision, the revised plat must be signed by all lot owners within the subdivision who are adjacent to or share a common boundary line with the area of proposed change in addition to 75% of all lot owners within the entire subdivision. The adjacent property owners shall be included as a part of the required 75% of required signatures.

(1) A copy of the subdivision deed restrictions must accompany the application to revise a recorded subdivision plat. If there are procedures regarding revisions to the subdivision outlined in the deed restrictions, the applicant must meet the stricter of the two requirements.

B. Prior to seeking approval of any rerecordation, the owner/applicant shall give notice to all persons indicated by assessment records to be lot owners within the subdivision. The owner/applicant shall provide proof of notification in the form of certified mail receipts for each lot owner to the Department.

C. With the exception of Subsections D and E below, new letters of "No objection" from all agencies granting original approval of a project must be submitted.

D. The following are exempt from the rerecordation signature requirements:

(1) Administratively approved applications such as lot line adjustments where no additional lots are proposed; and

(2) Cases where utility easements are added to a subdivision plan.

E. For minor changes or alterations to recorded subdivision plats, in lieu of formal plan review by the Planning Commission and City Council, said minor changes may be administratively approved at the discretion of the Planning Director or designee, provided that such changes or amendments:

(1) Do not increase density;

(2) Do not substantially alter the road design or layout;

(3) Do not substantially alter the original conditions for approval;

(4) Involve no changes in permitted use of the property;

(5) Do not conflict with the specific requirements of this chapter or Chapter 230, Zoning;

(6) Do not change the general character or content of an approved plan in a material way;

(7) Have no adverse effect on adjoining or surrounding property;

(8) Do not result in any substantial change of major external access points;

(9) Do not decrease the minimum specified yards, setbacks, and open spaces; and

(10) Have no adverse effects on traffic operations.

[Ord. No. 2018-26, § 4, 11-26-2018; Ord. No. 2019-13, § 3, 7-22-2019]

§ 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]

§ 230-19.9. Planned Unit Development.

A. Permitted uses. Uses, accessory uses and signs permitted in any residential district shall be permitted in accordance with the additional requirement and provisions of the article.

B. Minimum requirements, area and width. In a planned unit development, minimum lot area and width may be less than that required by the district regulations, except that no single-family lot shall be less than 4,000 square feet in area nor less than 40 feet in width.

C. Density. A planned unit development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit as outlined in the below table.

Zoning Category	Minimum Lot Area
R-1	10,000 square feet
R-2	8,000 square feet
R-3	3,630 square feet
R-8	3,630 square feet

Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by City Council.

D. Other requirements. Off-street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by City Council. Maximum height shall not exceed 48 feet and four stories maximum.

E. A planned unit development shall be subject to the same review procedures as for a major subdivision as provided in Chapter 200, Subdivision of Land.

F. Neighborhood commercial.

(1) Permitted neighborhood commercial uses. The following neighborhood commercial uses are permitted in a planned unit development:

(a) Retail goods and services.

(b) Child-care center (care for fewer than 24 children).

(c) Food services (grocery/convenience: cafe, coffee shop, but no facility with fuel distribution).

(d) Medical and dental offices, clinics, and laboratories.

(e) Professional and administrative offices.

(f) Repair services, conducted entirely within the building. (Auto repair and similar uses are not permitted.)

(g) Mixed use building (residential, including rentals, with other permitted use).

(h) Laundromats or dry cleaners.

(i) Art, music, or photography studio.

(j) Personnel service (barbershop, salons, video rental, fitness center and similar uses).

(k) Allowable uses (e.g., swimming pools, clubhouse and associated sport and exercise areas, tennis courts).

(2) Floor area standards. Up to 25% of the total acreage within the planned unit development may be available for nonresidential uses including neighborhood commercial, nursing home and hospice care, professional and small business office use, similar uses, but excluding areas reserved for clubhouse, pool, HOA offices and other development amenities. For neighborhood commercial, the maximum interior floor area shall not exceed 6,500 square feet total for any one use on one neighborhood commercial site without a variance.

(3) Hours of operation. Except for the swimming pool, clubhouse and associated sport or exercise areas, neighborhood commercial land uses shall be limited to the following hours of operation 6:00 a.m. to 9:00 p.m., unless otherwise specifically approved by City Council as part of the conditional use approval.

(4) Storage. Except for plants and garden supplies, overnight storage is not permitted.

(5) Parking. Parking spaces for the commercial space shall be determined in accordance with the overall planned unit development submission but in no event shall be less than 80% of the spaces required for standard commercial space.

(6) Control. Ownership of the land and buildings comprising the commercial space may be by individuals, corporations or partnership either in fee simple or as a condominium with limited common area control and shall be subject to the rules and regulations contained in the commercial area tenants association and covenants and restrictions. All commercial tenants shall pay dues and assessments to said association for management and upkeep of the common areas.

G. Planned Unit Developments are subject to the Recreation, Open Space and other Public Facilities sections of this Chapter.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, September 16, 2025 @ 6:00 p.m.
City Council Hearing: Monday, September 22, 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 2025-15
Application MJSP 002-2024 / Cypress Hall Residential – Phase III
Applicant & Owner: Shawnee Farm, LLC
105 Foulk Road
Wilmington, DE 19803
Application Type: Preliminary Major Subdivision
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 with PUD
Present Use: Planned Unit Development
Proposed Use: Planned Unit Development
Area and Location: 1.69 +/- acres of land located on the west side of
Kirsten Drive between Scottish Fold Way and Lexus Drive.
Tax Map & Parcel: 1-30-3.00-261.01

WHEREAS, the applicant is seeking Preliminary Major Subdivision approval for Phase III of the Cypress Hall development consisting of 16 single-family semi-detached dwellings; 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, September 16, 2025; and

WHEREAS, Milford City Council held a Public Hearing on Monday, September 22, 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: September 8, 2025
Planning Commission Review & Public Hearing: September 16, 2025
City Council Public Hearing: September 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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