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

Council Meeting Agenda
Monday, September 22, 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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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.

091525

091925 Items removed

CITY OF MILFORD

CITY COUNCIL MEETING MINUTES

September 8, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, September 8, 2025.

PRESIDING:	Mayor F. Todd Culotta
IN ATTENDANCE:	Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James, Sr.
ABSENT:	Councilmember Katrina Wilson
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, thanked City Manager Coleman and Rob Pierce for their quick response regarding oxygen tanks in town last week. She also shared that Lynn Morrison, President and CEO of Brandywine Counseling, had signed a trespassing agreement with the police that states that no one is permitted to loiter, trespass, or use the premises after business hours.

Moira Cleary, 510 Truitt Avenue, Milford, DE 19963, expressed concerns about the Truitt Avenue project. She stated that she had been speaking with other community members and noted that while they aren't against a new building, they are against the proposed 39 units.

She explained that this number of units could bring 40-120 people to a very small area. She also mentioned possible drug activity behind a new neighbor's house, which increased her existing concerns about crime, lack of street parking, and people walking behind their homes. She believes that the increase in population from the new development will only worsen these existing issues.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the meeting to order at 6:06 pm.

Roll Call

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

Councilmember Connor and Kalesis were in attendance virtually.

Invocation and Pledge of Allegiance

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

Approval of the Agenda

Due to the monthly finance report not being available in the meeting packet, Mayor Culotta asked for a motion to move it to the next meeting on September 22, 2025.

Councilmember Zychal made the motion to move the finance report to the September 22, 2025, meeting. Councilmember James seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Councilmember Zychal made a motion to remove the Executive session from the agenda. Councilmember James seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Councilmember Marabello made the motion to approve the agenda as amended. Councilmember Zychal seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Approval of Previous Minutes

Councilmember Marabello made the motion to approve August 25, 2025, meeting minutes. Councilmember Zychal seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

2025 08 25 Council Minutes

Recognition

There was no recognition.

Staff Reports

Police Report

Chief Ashe reviewed the August Police report that was submitted in the packet.

Councilmember Stewart made the motion to approve the August Police Report.
Councilmember James seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Police Report - August 2025

City Clerk

City Clerk White reviewed the August City Clerk's report that was submitted in the packet.

Councilmember Zychal made the motion to approve the August City Clerk's report.
Councilmember James seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

City Clerk Report - August 2025

City Manager

City Manager Coleman reported that his first month had been a great month and he had the opportunity to meet with numerous city officials, volunteers and members from the community and the various city departments. He expressed how fortunate Milford is to have individuals who truly care able the community and take pride in the work that they do.

He reported that Public Works Director Willis Shaffer would not be available to review the Public Works report due to being out with his team at Lighthouse Estates handling a four-sewer main break that was occurring. He also reported that Parks & Recreation Director Brad Dennehy and Electric Director Tony Chipola would also not be available to review their reports but their reports were included in the packet.

The remaining department directors reviewed the August departmental reports that were submitted in the packet.

Councilmember Stewart made the motion to approve the August City Manager's report.
Councilmember Marabello seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

City Manager Report - August 2025

Public Works

Public Works Report - August 2025

Electric

Planning & Zoning

Planning Report - August 2025

Parks & Recreation

Memo MP_R Aug 2025 update.pdf

Human Resources

HR Report - August 2025

Economic Development & Community Engagement

ED & Community Engagement Report - August 2025

Information Technology

IT Department Report September 2025

Finance

The finance report was not available for approval.

Monthly Finance Report

The Monthly Finance Report was moved to the September 22, 2025, meeting.

Communications & Correspondence

Councilmember James announced that the Carlisle Fire Company would be having their Crab Feast on Saturday, September 13 and that tickets were still available.

Chief Ashe announced, in regard to Ms. Morris's announcement during the public comment session about the agreement with Brandywine Counseling concerning the homeless, that if there are businesses or other entities, that are having these issues, it's important that they register with the police department. She also thanked Director Bill Pettigrew, the IT staff and City Manager Coleman, for their assistance in fixing an issue with the camera system.

City Clerk White announced the Delaware League of Local Governments monthly dinner meeting on September 25, 2025, at the Modern Maturity Center in Dover, DE.

Delaware League of Local Government - September 25, 2025

Unfinished Business

There was no new business.

New Business

Presentation Dover/Kent MPO Transportation Study-Airport Road between Route 113 and Route 15.

Planning Director Rob Pierce explained that the Dover-Kent MPO is assisting Milford with another transportation study. They're based out of Camden, but they handle transportation planning for the center part of the state of Delaware, which includes Milford. In the past, they've helped Milford with various planning studies, the downtown parking study several years ago and now they've also helped Milford evaluate the 10th Street and Rehoboth Boulevard intersection, the Rehoboth Boulevard corridor and more.

He went on to explain that this year, they have been asked to assist with a transportation study of Airport Road between the Route 113 intersection and the Corporate Center at Route 15.

He introduced Malcolm Jacob, Transportation Planner and Savannah Edwards, Rossi Group Senior Planner who were in attendance virtually and would review the presentation that was submitted in the packet.

Airport Road Study_090825

Authorization/Milford Corporate Center/Deed Restrictions

Director Pierce provided an update on the Corporate Center deed restrictions. The restrictions were drafted by the Planning Department and Economic Development Office in collaboration with Emory Hill and Moore & Rutt.

He highlighted two main points about the restrictions. One, the restrictions are set up so that the City Council will retain ownership and responsibility for the maintenance of stormwater and common areas, similar to what was currently done at Independence Commons and the Greater Milford Business Park. However, a provision has been included that would allow the city to transfer this responsibility to a formal maintenance corporation (like a homeowner's association) in the future.

Second, The Planning Commission will serve as the Architectural Review Committee for the Corporate Center. This is a temporary arrangement until a formal maintenance corporation is established. Director Pierce noted that the architectural guidelines have been updated to require that 5% of the front building facade must be glass, along with specific masonry requirements.

The restrictions must be recorded with Sussex County before any properties are sold to ensure buyers are aware of the rules. The staff is recommending that the Council authorize the mayor to sign the restrictions so they can be recorded.

Councilmember James made the motion that the Council authorize the mayor to execute the prepared Declaration of Restrictions for the Milford Corporate Center. Councilmember Marabello seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

MCC Deed Restrictions - City Council Memo - 090825

Authorization/SW Front Street Lease Agreement/Trinity Development/Façade Awning

Director Pierce explained the conditions of the lease agreement request for an awning that was built within the public right-of-way on Southwest Front Street. The awning was flagged by code enforcement in May with a notice of violation.

He further explained that according to Chapter 197 of the city code, City Council has the authority to permit such construction within the right-of-way by executing a license agreement. This type of agreement has been used in the past for similar situations, such as ADA entrance ramps. The code also specifies that the Planning Director can review and the City Manager can approve the placement of canopies and awnings.

Staff is recommending that the Council authorize the mayor to sign the license agreement, which would permit the awning to remain in its current location, subject to the terms of the agreement.

Councilmember Marabello stated that he regrets that the work was done before approval and would like to ensure that this would not be repeated, especially by the same real estate operation. Director Pierce stated that he would make sure that it did not occur again.

Councilmember Zychal made the motion that the City Council authorize the mayor to execute the license agreement permitting the awning to be located within the right-of-way of Southwest Front Street. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Trinity Redevelopment - License Agreement - City Council Memo - 090825

Authorization/Milford Corporate Center/Chesapeake Utilities/Gas Main/Relocation #2

Director Pierce discussed the remaining conflicts between the gas main and a stormwater pipe on the north side of Route 14. He referenced a memo in the packet that detailed the

project's history and the council's previous action to pay over $130,000 for the first set of relocations.

He explained that staff and engineers from Becker Morgan Group and KCI Technologies have since reviewed the other conflicts. Chesapeake Utilities provided an updated invoice for the remaining relocations, which involves installing about 1,700 feet of gas main. This work is necessary for the stormwater pipes to be constructed as designed.

Director Pierce noted that the cost of these relocations, approximately $220,000, was not initially in the budget. However, he clarified that this cost is equivalent to about $1,500 per acre, and the project remains in a strong financial position compared to its break-even point and the projected market price for the lots.

Staff recommended that the council authorize a payment of $95,061 to Chesapeake Utilities for the remaining portion of the gas pipe relocation, with the funding to come from the Realty Transfer Tax Reserves.

Councilmember Marabello made the motion for the City Council to authorize the payment in an amount not to exceed $95,061 to the Chesapeake Utilities for the relocation of the 6-inch natural gas pipeline to be taken from the Realty Transfer Tax Reserves, and as further outlined in the proposal. Councilmember Zychal seconded.

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Chesapeake Reloc - City Council Memo - 090825

Ordinance Introduction:

Ordinance 2025-16 Cypress Hall/PUD

Director Pierce introduced 2025-16 Cypress Hall as a revised Planned Unit Development application for the Cypress Hall residential project. The project will be reviewed by the Planning Commission on September 16, 2025, and will be brought back to City Council on September 22, 2025, for public comment.

Cypress Hall - PUD - Packet

Ordinance 2025-15 Cypress Hall/Phase III/Preliminary Major Subdivision

Director Pierce introduced Ordinance 2025-15 Cypress Hall/Phase III/Preliminary Major Subdivision. The project will be reviewed by the Planning Commission at the September 16, 2025 meeting, and will be brought back to City Council on September 22, 2025, for public comment.

Cypress Hall - Phase III - Packet

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

The executive session was removed from the agenda.

Adjournment

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

Yes	Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Mayor Culotta adjourned the meeting at 6:52 pm.

PROCLAMATION 2025-15

Suicide Prevention Awareness Month

WHEREAS, September is Suicide Prevention Awareness Month – a time to raise awareness of this stigmatized, and this urgently important crisis; and

WHEREAS, we use this month to shift public perception, spread hope, and share vital information to people affected by suicide; and

WHEREAS, after years of advocacy and preparation, 988 is now available nationwide as the new number to contact for mental health, substance use and suicide crises - a simple, easy-to-remember way for people to get immediate help, regardless of where they live; and

WHEREAS, Suicide is the 12th leading cause of death within the United States with 49,476 people dying by suicide annually and an estimated 1.6 million attempts; and

WHEREAS, The City of Milford publicly places its full support behind those who work in the field of mental health, education, and law enforcement; and

WHEREAS, Suicide has now become the number one killer of police officers in the United States and today is more than triple that of officers fatally injured in the line of duty, according to All H.E.L.P., a nonprofit group that is educating police departments and advocating for benefits for officers suffering from post-traumatic stress; and

WHEREAS, Suicide rates among active-duty military members are presently at an all-time high since recordkeeping began after 9/11, with some branches of the Armed Forces experiencing the highest rate of suicides since before World War II; and

WHEREAS, Suicidal thoughts, much like mental health conditions, can affect anyone regardless of age, gender, or background and are often the result of an untreated mental health condition; and

WHEREAS, Suicidal thoughts, although common, should not be normalized and often indicate a more serious condition that needs to be addressed with the proper mental health professionals; and

WHEREAS, while suicide prevention is important to address year-round, Suicide Prevention Awareness Month provides a dedicated time to come together with collective passion and strength to address this difficult topic because just one conversation can change a life.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, do hereby proclaim September 2025 as Suicide Prevention Awareness Month in the City of Milford and ask our citizens to recognize that taking care of ourselves and others includes taking care of mental health; and

I FURTHER encourage all residents to take the time to check-in with family, friends, neighbors, and coworkers regularly and to communicate their appreciation for their existence by any gesture they deem appropriate--a simple phone call, message, handshake, or hug can go a long way towards helping someone realize that Suicide is not the answer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 22nd day of September 2025.

_____

Mayor F. Todd Culotta

Attest_____

City Clerk Katrina L. White

PROCLAMATION 2025-16

NATIONAL CUSTOMER SERVICE WEEK

WHEREAS, National Customer Service Week was first championed by the International Customer Service Association in 1984, proclaimed a National Event by Congress in 1992, and is now celebrated the first full week of October every year; and

WHEREAS, Customer Service Professionals work the front lines and are often the first to meet new customers and make a positive impact on behalf of the City; and

WHEREAS, Through the use of responsive policies and procedures, and by demonstrating simple courtesy, Customer Service Professionals go a long way toward ensuring customer satisfaction; and

WHEREAS, Having the passion to serve Milford's customers by supporting the City's efforts to deliver safe and reliable power, clean drinking water, sanitary wastewater and solid waste collection and disposal by maintaining a positive attitude when facing adversity, are personal goals of every Customer Service Professional in the City of Milford; and

WHEREAS, We celebrate National Customer Service Week to recognize the phenomenal job that Cash Operations & Revenue Supervisor Suzannah Frederick and her Customer Service Professionals do fifty-two weeks a year and because they understand their significance to the residents and businesses in the City of Milford; and

WHEREAS, The theme of this year's National Customer Service Week is "Mission: Possible" to recognize the value of service and the contributions of our frontline team who pours their time, energy, and compassion into the work of servicing customers, most often without recognition; and

WHEREAS, We applaud the value of the friendly, face-to-face, personal service that the City of Milford Service Professionals Team eagerly provide to residents, property owners, businesses, and industries within our city by constantly looking for ways to assist and improve.

NOW, THEREFORE, BE IT RESOLVED, I, F. Todd Culotta, Mayor of the City of Milford, by the power vested in me, do hereby proclaim October 6-10, 2025 to be National Customer Service Week in the City of Milford.

IN WITNESS WHEREOF, I have hereunto set my and caused the Seal of the City of Milford to be affixed this 22nd day of September 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White

PROCLAMATION 2025-17

RECOGNIZING PUBLIC POWER WEEK, OCTOBER 5-11

A WEEK-LONG CELEBRATION OF THE
CITY OF MILFORD'S YEAR-ROUND SERVICE TO ITS CUSTOMERS

WHEREAS, the utility customers of Milford, Delaware, place a high value on local choice over community services and therefore have chosen to operate a community-owned, not-for-profit electric utility and;

WHEREAS, City of Milford Electric Utility provides our homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, the City of Milford Electric Staff, under the management of Electric Director Tony Chipola and his Professional Utility Team, is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, the City of Milford Electric Utility is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE, I, F. Todd Culotta, do hereby proclaim October 5 to 11, 2025, as "PUBLIC POWER WEEK" in our community as Milford City Council will continue to work to bring low-cost, safe, reliable, and sustainable electricity to community homes and businesses just as it has since the day when the utility was created to serve all customers within Milford's Electrical Service Territory.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 22nd day of September 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White

PROCLAMATION 2025-18

NATIONAL CYBERSECURITY AWARENESS MONTH

WHEREAS, the City of Milford recognizes the vital role technology has in our daily lives and the future of our Nation and State, whereby today many critical infrastructure sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, healthcare, and emergency response systems; and

WHEREAS, internet users, citizens, and information infrastructure face an increasing threat of malicious cyber-attack, significant financial and personal privacy losses due to identity theft and fraud; and

WHEREAS, throughout October, in recognition of Cybersecurity Awareness Month, the Department of Homeland Security is committed to raising awareness about ways to combat the constant and ever-increasing danger from cyber threat actors; and

WHEREAS, Milford's IT Professionals maintain the security of cyberspace and is a shared responsibility in which all of us have a critical role; and

WHEREAS, by integrating cybersecurity into the overall cultures and operations of the City of Milford, the Department leads by example; and

WHEREAS, the Cybersecurity and Infrastructure Security Agency (CISA) a division of the U.S. Department of Homeland Security, and its Cybersecurity Advisor, and the Delaware Department of Technology and Information have declared October as National Cyber Security Awareness Month.

NOW THEREFORE, BE IT RESOLVED, that I, F. Todd Culotta, Mayor of the City of Milford, do hereby proclaim that all residents and businesses within the City of Milford support October 2025 as Cybersecurity Awareness Month; and

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 22nd day of September 2025.

Mayor F. Todd Culotta

Attest:
City Clerk Katrina L. White

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

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

PUBLIC WORKS FACILITY
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THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
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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, 2022.

- 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.

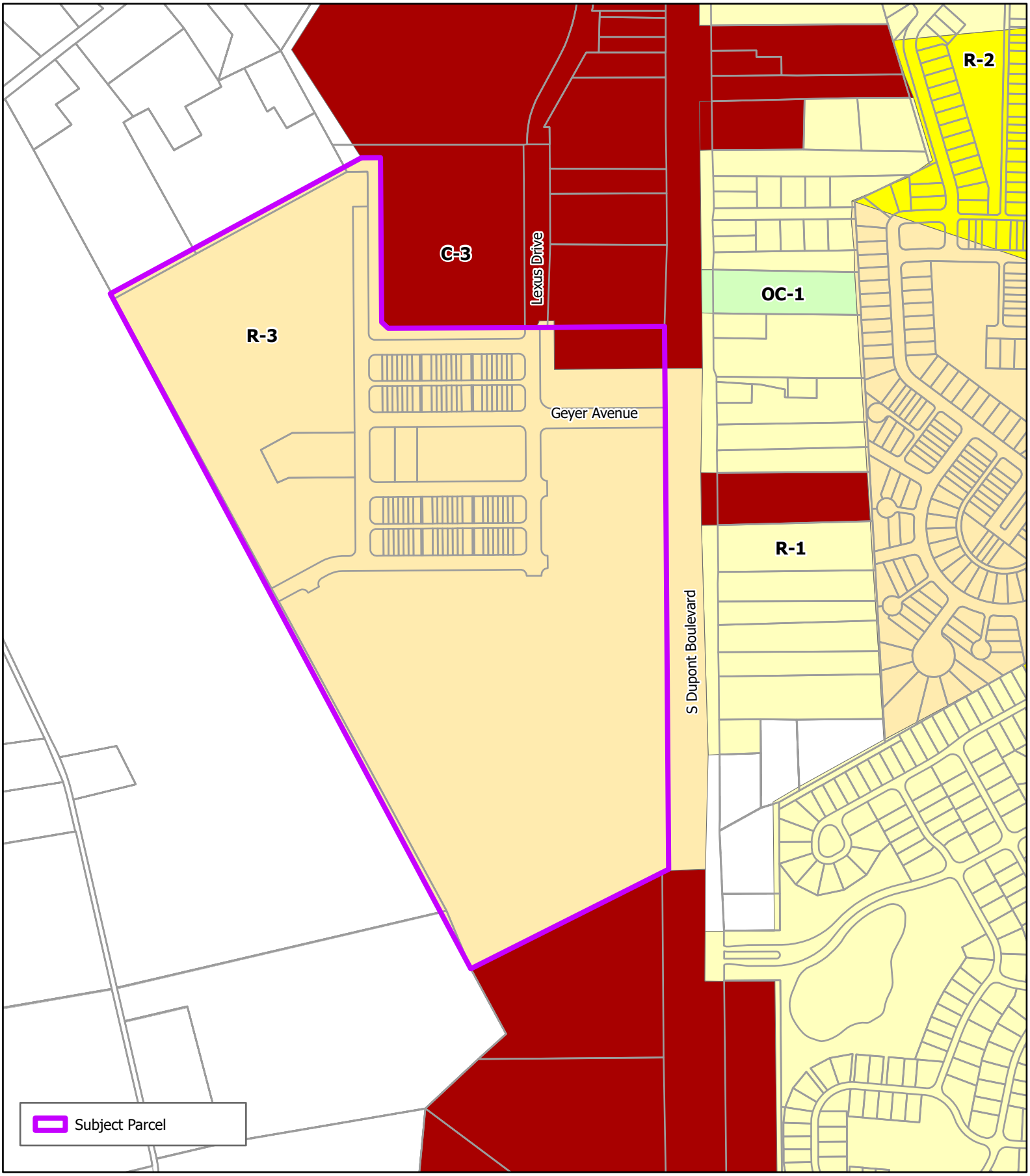
- **Carlisle Fire Company**
  No comments provided.

- **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

Scale: 0 250 500 Feet

Drawn by: WRP

Date: 08/28/2025

Filepath: PUD_CypressHall.aprx

Title:

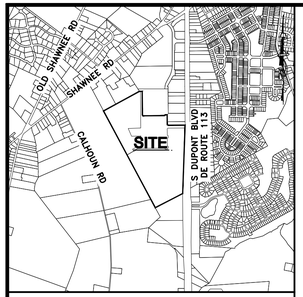
Planned Unit Development

Cypress Hall

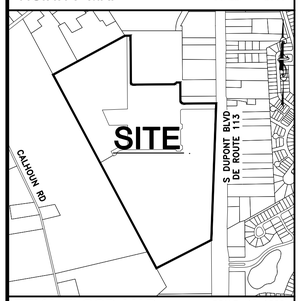
Location & Zoning Map

CYPRESS HALL - RESIDENTIAL

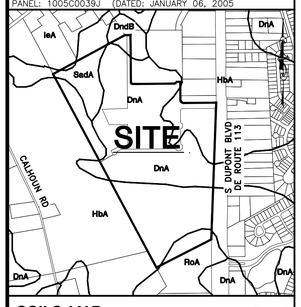
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A005
MAY 2025
PLANNED UNIT DEVELOPMENT
TITLE SHEET



VICINITY MAP SCALE: 1"=2000'



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



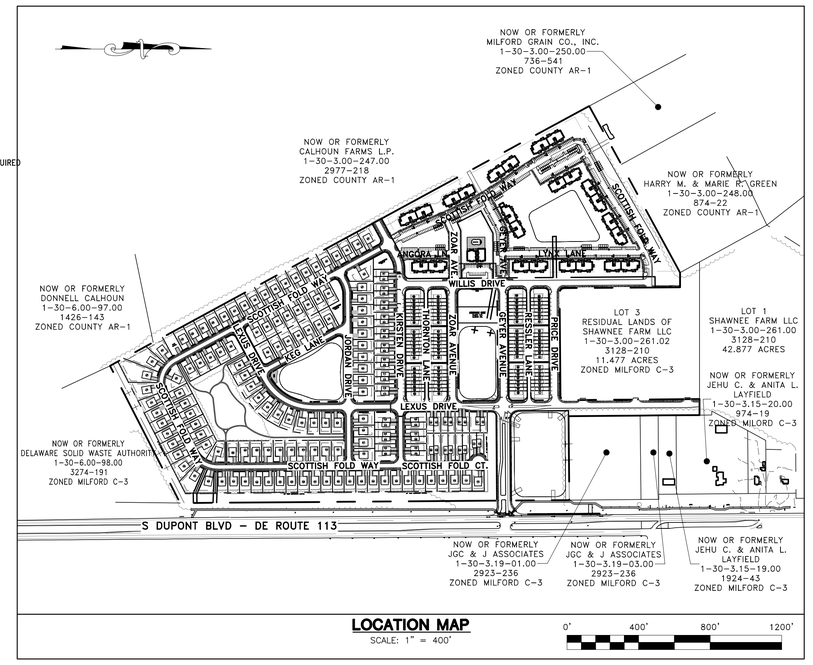
SOILS MAP SCALE: 1"=1000'

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

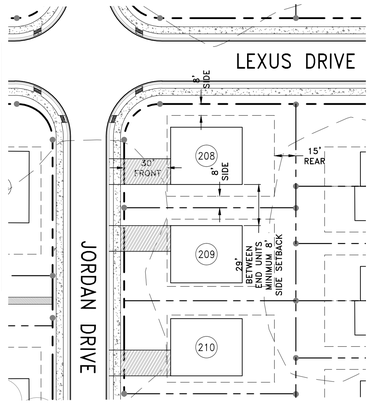
DATA COLUMN

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

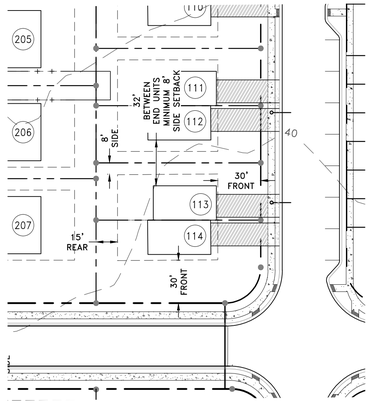
OWNERS/DEVELOPERS	ENGINEER/SURVEYOR
SHAWNEE FARM LLC	DAVIS, BOWEN & FRIEDEL, INC.
105 FOULK RD.	1 PARK AVENUE
WILMINGTON, DELAWARE 19803	MILFORD, DELAWARE 19963
(302)422-0945	(302)424-1441



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
1840-0919
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 900 APTS # 901-924
BUILDING 800 APTS # 801-824
BUILDING 700 APTS # 701-724
BUILDING 600 APTS # 601-624
BUILDING 200 APTS # 201-224
BUILDING 300 APTS # 301-324
BUILDING 400 APTS # 401-424
BUILDING 500 APTS # 501-524
CLUB HOUSE BUILDING 100

SCOTTISH FOLD WAY
ANGORA LANE
LYNX LANE
ZOAR AVE.
GEYER AVE.
WILLIS DRIVE
JORDAN DRIVE
KIRSTEN DRIVE
THORNTON LANE
RESSLER LANE
PRICE DRIVE
LEXUS DRIVE
KEG LANE
SCOTTISH FOLD COURT
S DUPONT BLVD – DE ROUTE 113

OPEN SPACE
SWM POND #1
SWM POND #2
SWM POND #3
SWM POND #4
PROPANE SITE 19,901 S.F. 0.4548 AC.
RECREATIONAL OPEN SPACE

50' WIDE LANDSCAPE BUFFER

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

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MIDDLETOWN, DELAWARE (302) 378-1441
EASTON, MARYLAND (410) 770-4744

PLANNED UNIT DEVELOPMENT PHASING OVERVIEW

CYPRESS HALL - RESIDENTIAL

CEDAR CREEK HUNDRED

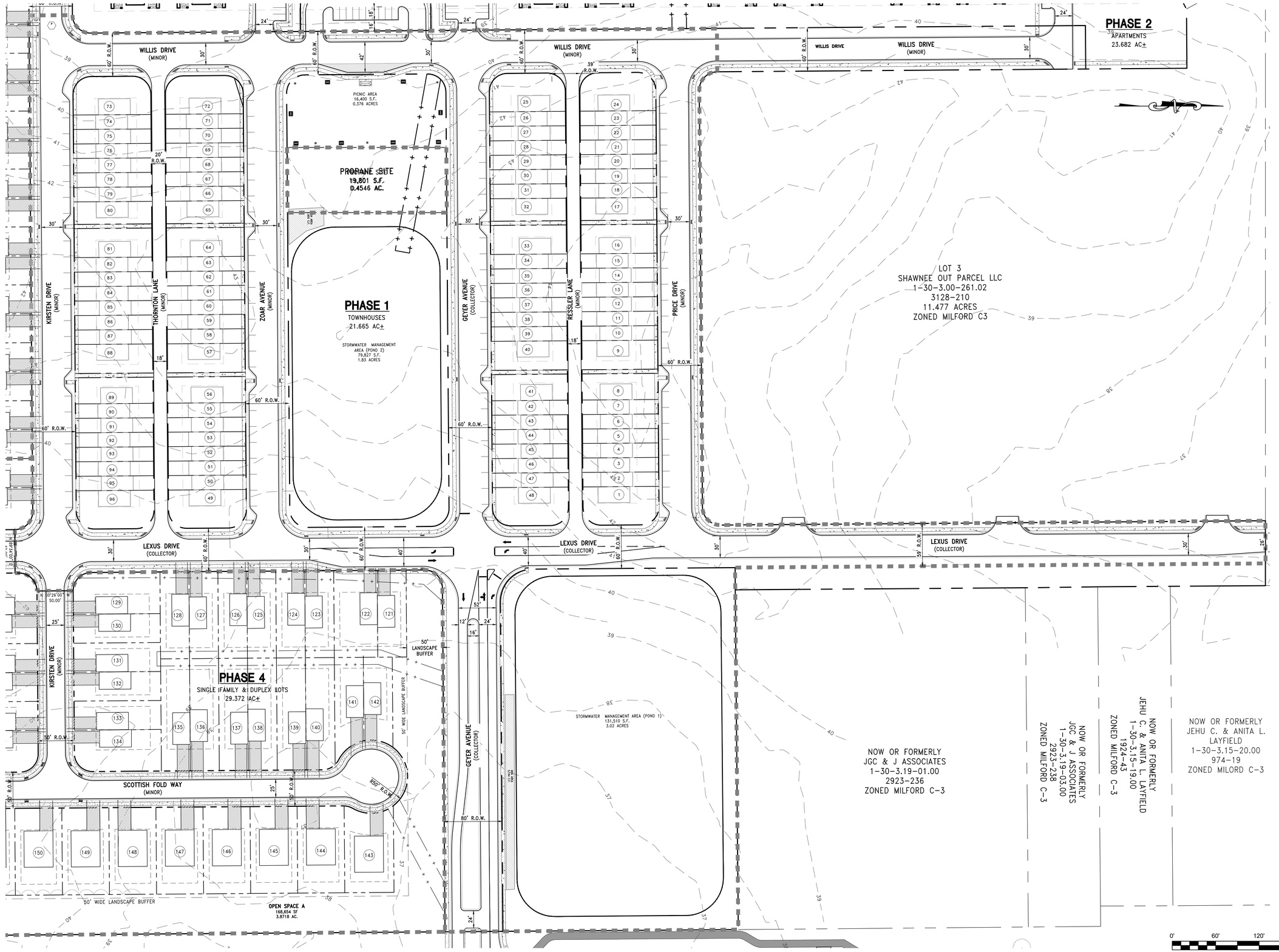
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

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

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



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ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
OCEAN CITY, MARYLAND (302) 537-1441
EASTON, MARYLAND (410) 770-4744

PHASE 1 TOWNHOUSES & PROPANE SITE

CYPRESS HALL - RESIDENTIAL

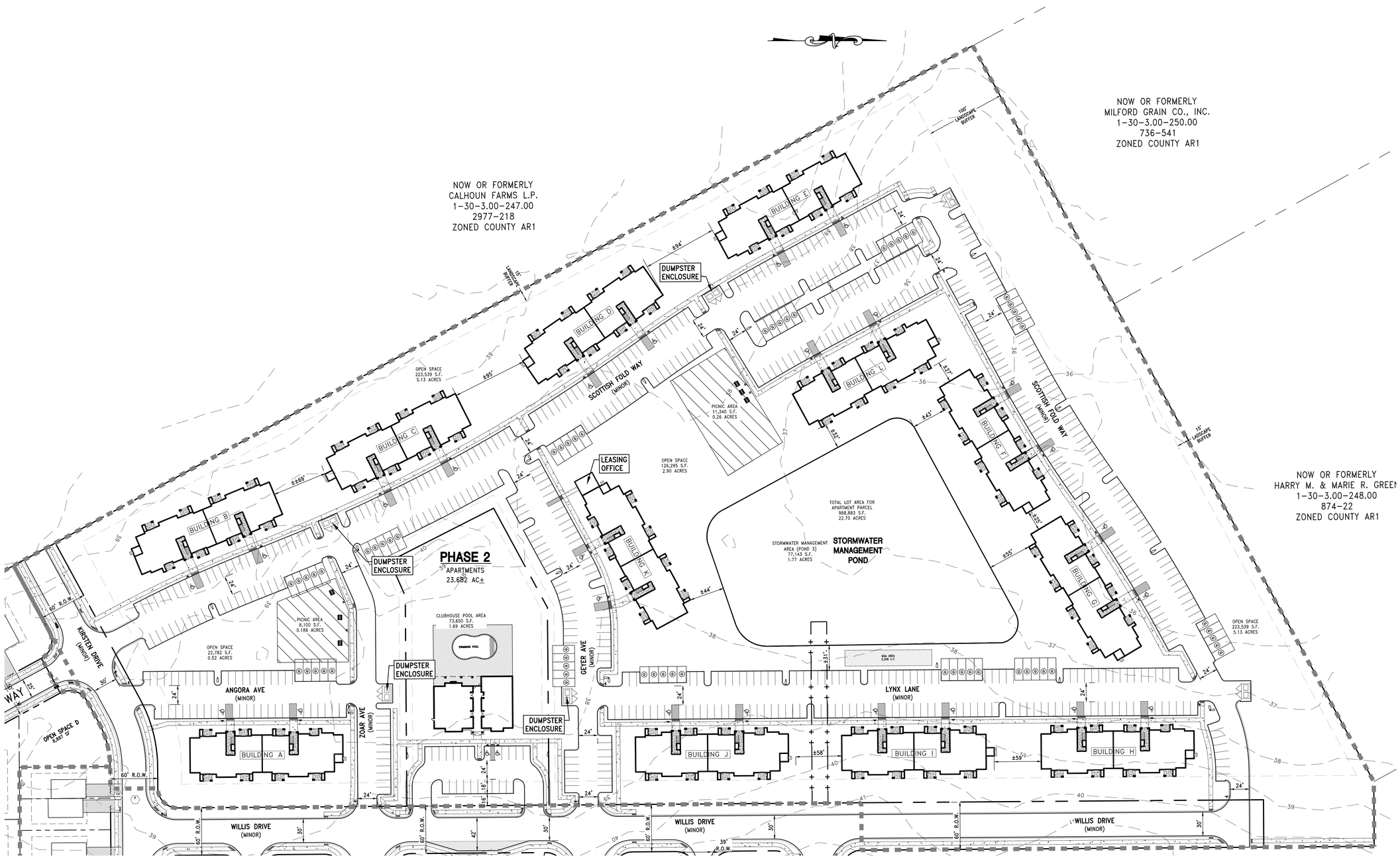
CEDAR CREEK HUNDRED

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

PHASE 2 GARDEN APARTMENTS

CYPRESS HALL - RESIDENTIAL

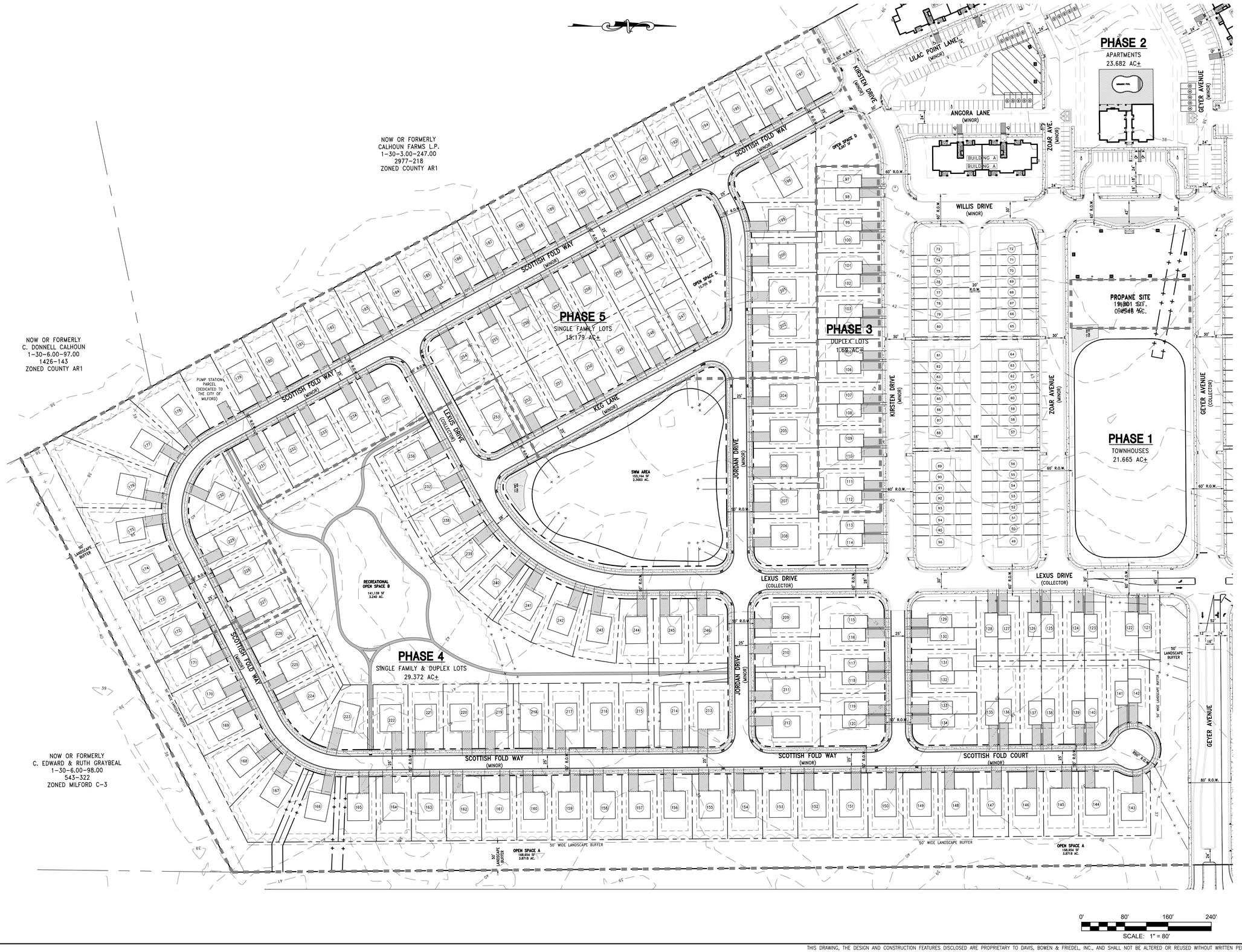
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2025
Scale:	1" = 60'
Dwn.By:	DEG
Proj.No.:	1423A005
Dwg.No.:	PUD-04

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



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ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

PHASES 3, 4, 5 SINGLE AND DUPLEX LOTS

CYPRESS HALL - RESIDENTIAL

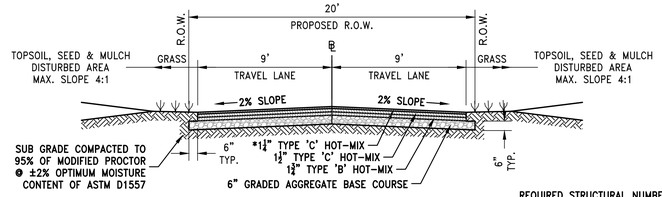
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

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

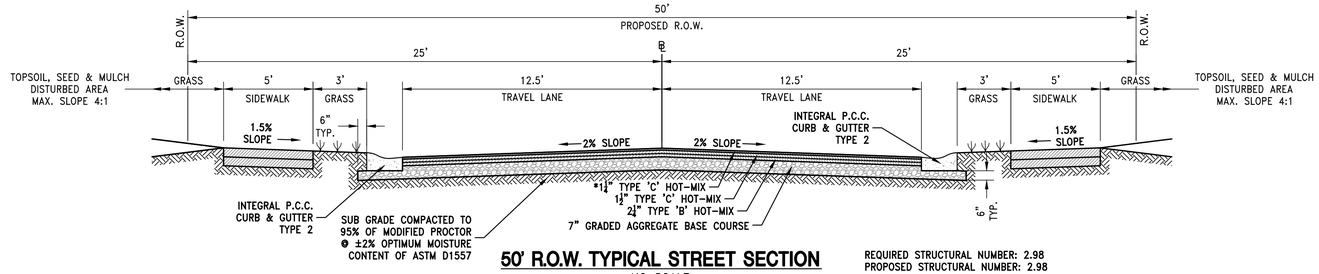


20' R.O.W. TYPICAL STREET SECTION

NO SCALE

RESSLER LANE & THORTON LANE

REQUIRED STRUCTURAL NUMBER: 2.04
PROPOSED STRUCTURAL NUMBER: 2.64

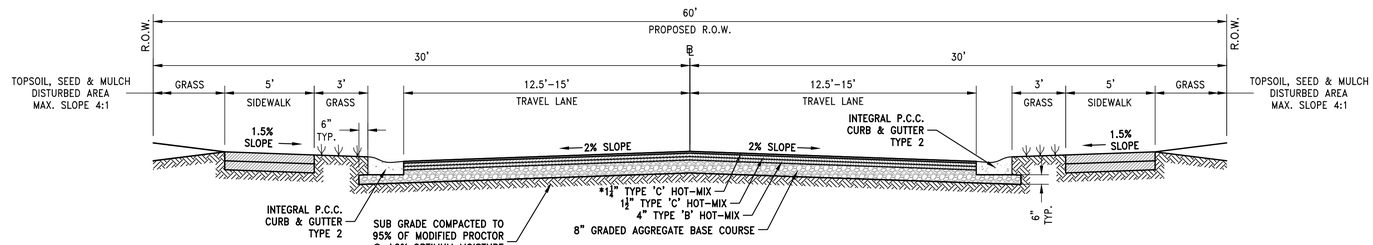


50' R.O.W. TYPICAL STREET SECTION

NO SCALE

JORDAN DRIVE, KEG LANE & SCOTTISH FOLD WAY

REQUIRED STRUCTURAL NUMBER: 2.98
PROPOSED STRUCTURAL NUMBER: 2.98

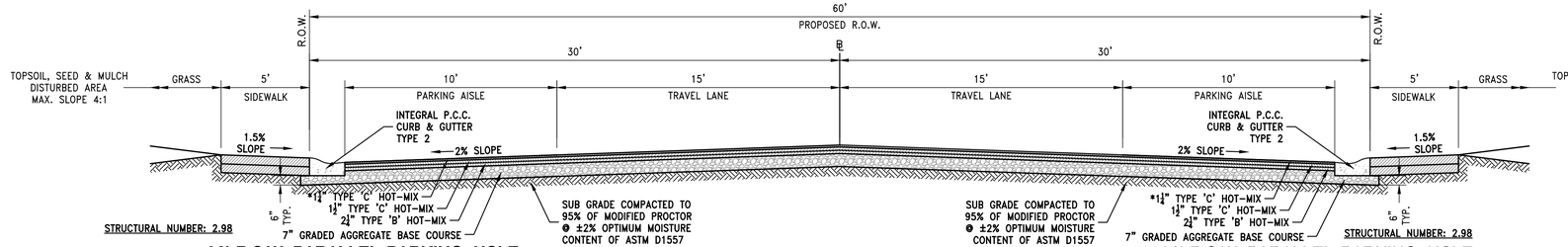


60' R.O.W. TYPICAL STREET SECTION

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

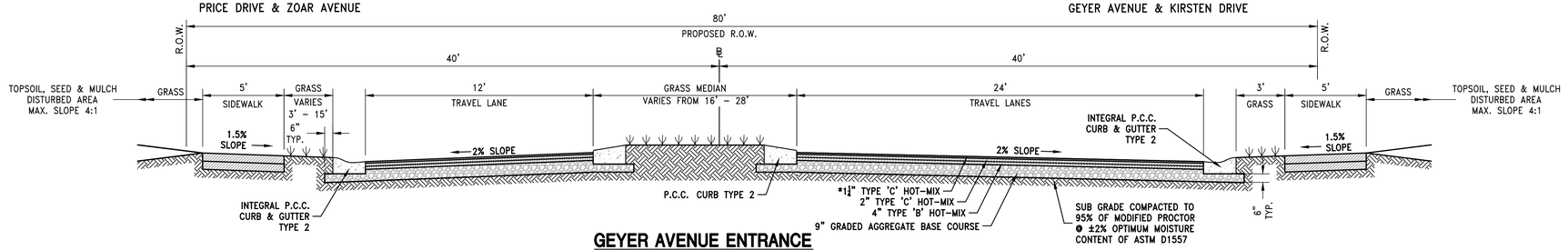
PRICE DRIVE & ZOAR AVENUE

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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EASTON, MARYLAND (410) 770-4744

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

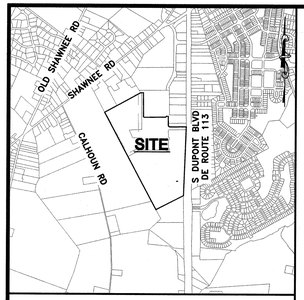
cc: James Puddicombe, P.E. – City Engineer

CYPRESS HALL - RESIDENTIAL

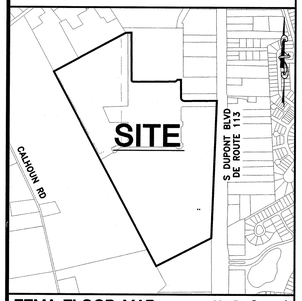
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A001
SEPTEMBER 2021

PLANNED UNIT DEVELOPMENT

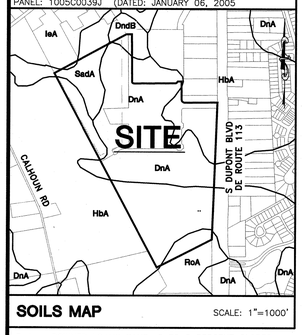
TITLE SHEET



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	

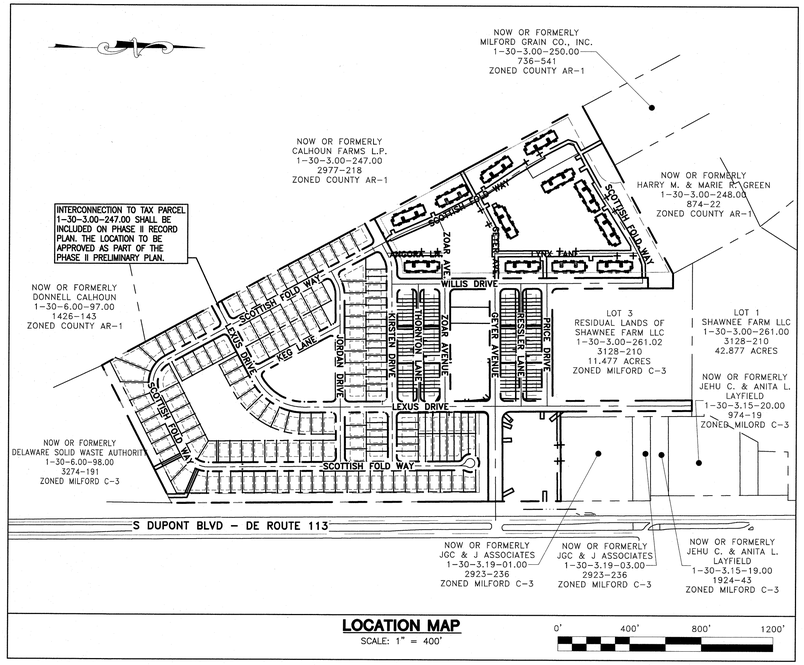
R-3 ZONING SINGLE FAMILY DETACHED	REQUIRED	PROPOSED
LOT SIZE	7,500 S.F.	7,800 S.F.
LOT WIDTH	60'	60'
FRONT YARD SETBACK	30'	30'
SIDE YARD SETBACK	8'	8'
REAR YARD SETBACK	15'	15'
MAXIMUM LOT COVERAGE	45%	
MAXIMUM HEIGHT	35' OR 3 STORIES	
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT	

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

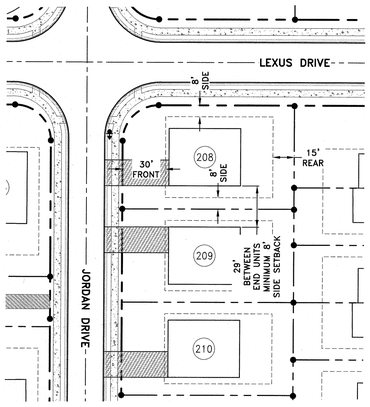
R-3 ZONING REQUIREMENTS GARDEN APARTMENTS	
MINIMUM LOT SIZE ALLOWED	2,500 S.F.
MINIMUM LOT WIDTH	50'
FRONT YARD SETBACK	30'
SIDE YARD SETBACK	8'
REAR YARD SETBACK	15'
MAXIMUM LOT COVERAGE	20%
MAXIMUM HEIGHT	35' OR 3 STORIES
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT
MAXIMUM DENSITY	16 UNITS PER ACRE
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

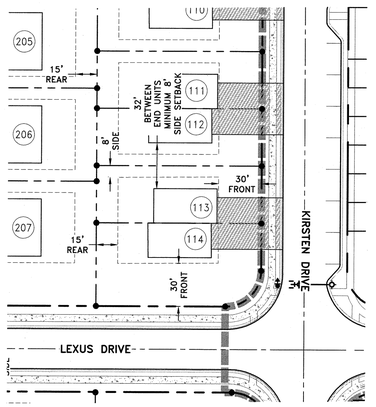


LOCATION MAP
SCALE: 1" = 400'
0' 400' 800' 1200'



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

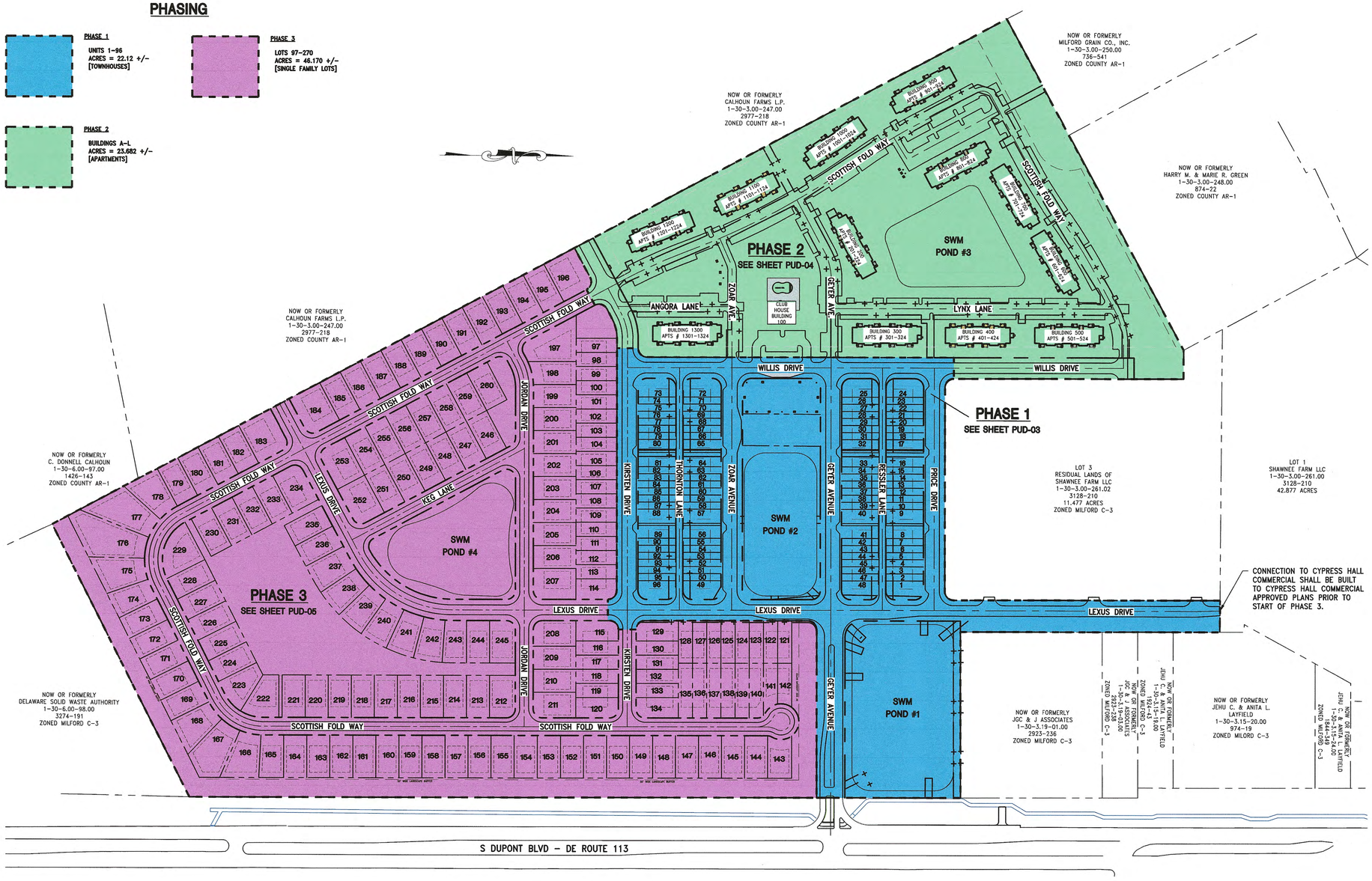
PUD-01

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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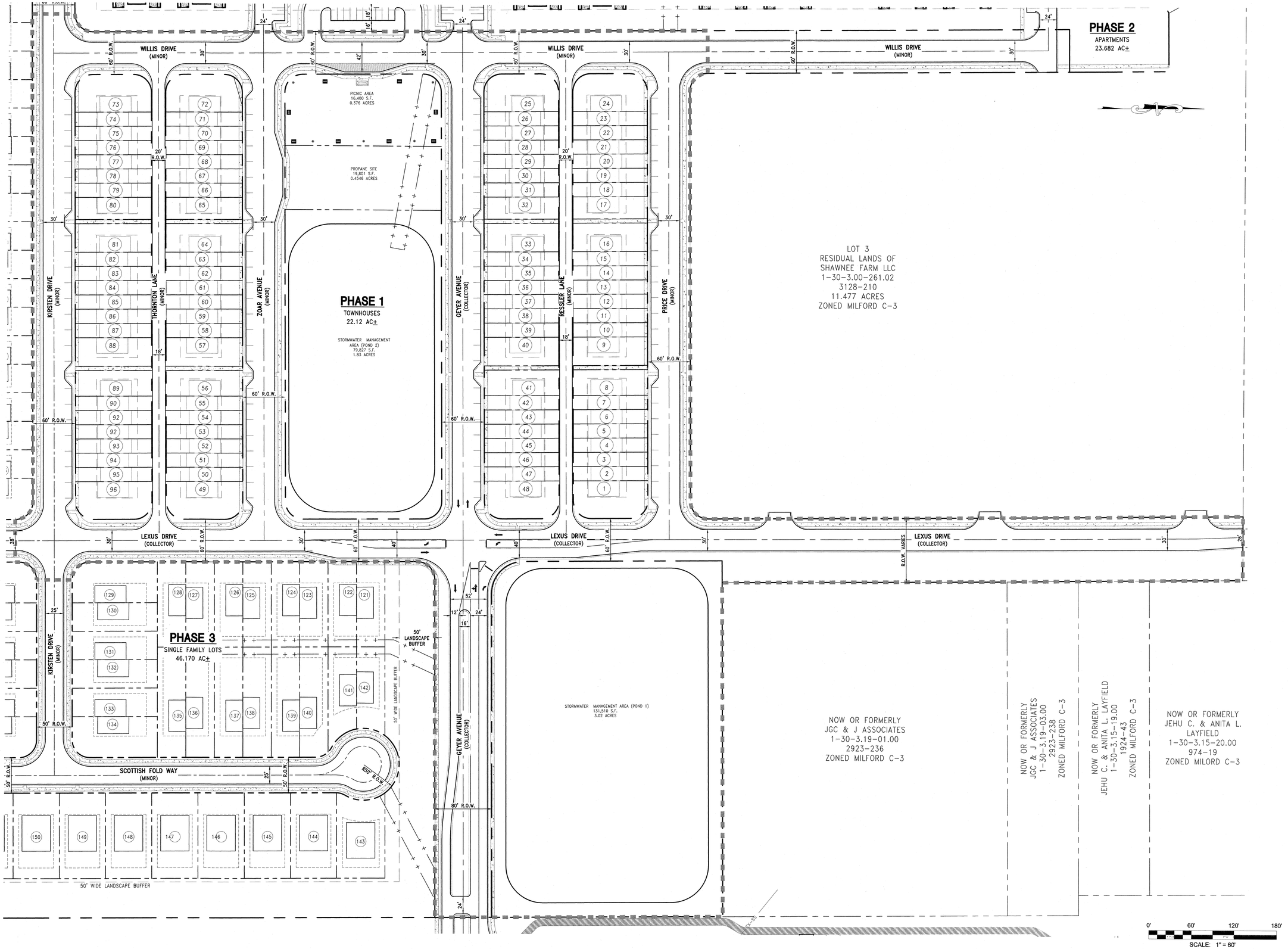
REGISTERED PROFESSIONAL ENGINEER
ZACHARY CROUCH
No. 12
SEP 14 2022

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



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

PHASES 1 & 4 TOWNHOUSES & PROPANE SITE

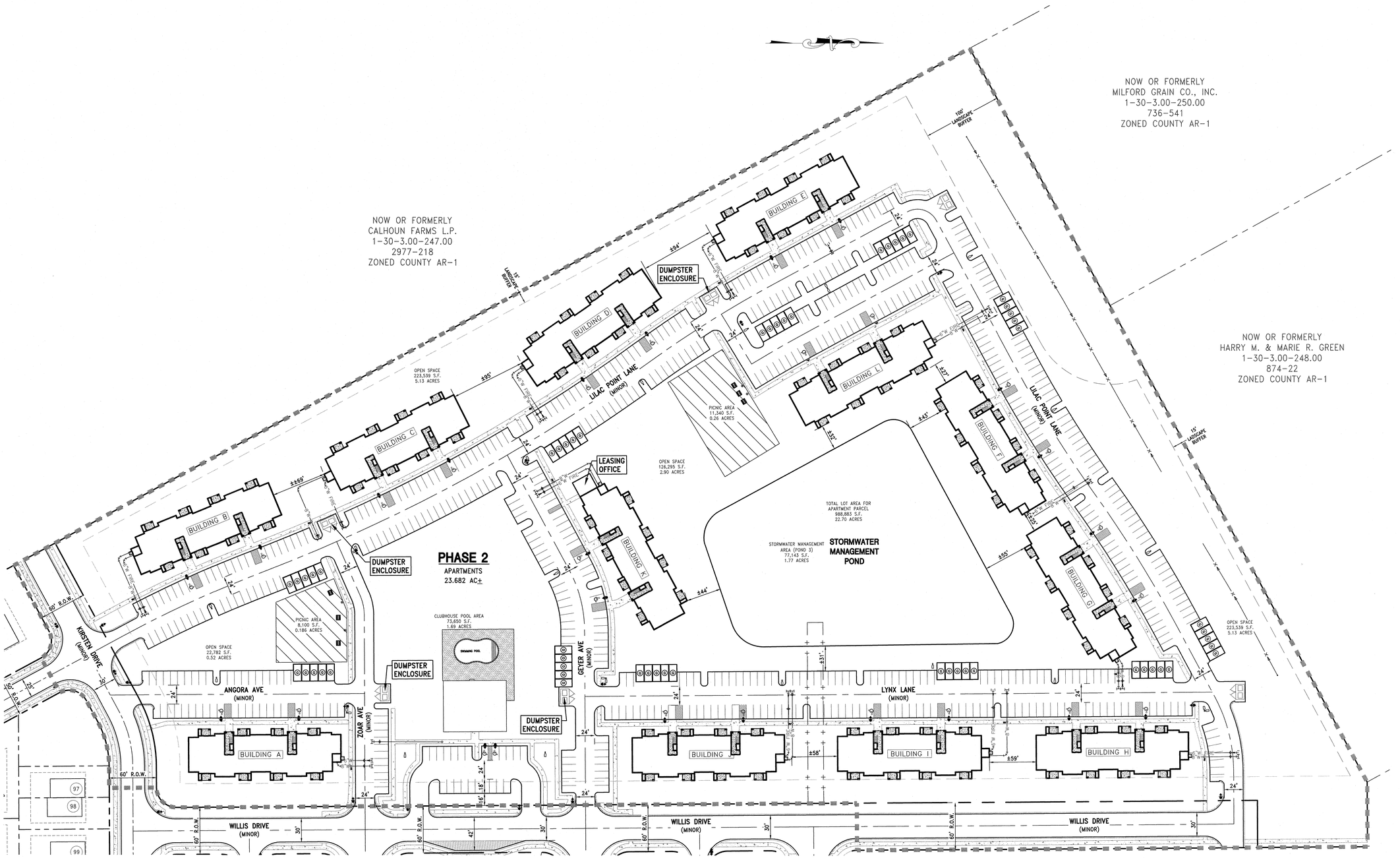
CYPRESS HALL - RESIDENTIAL
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

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

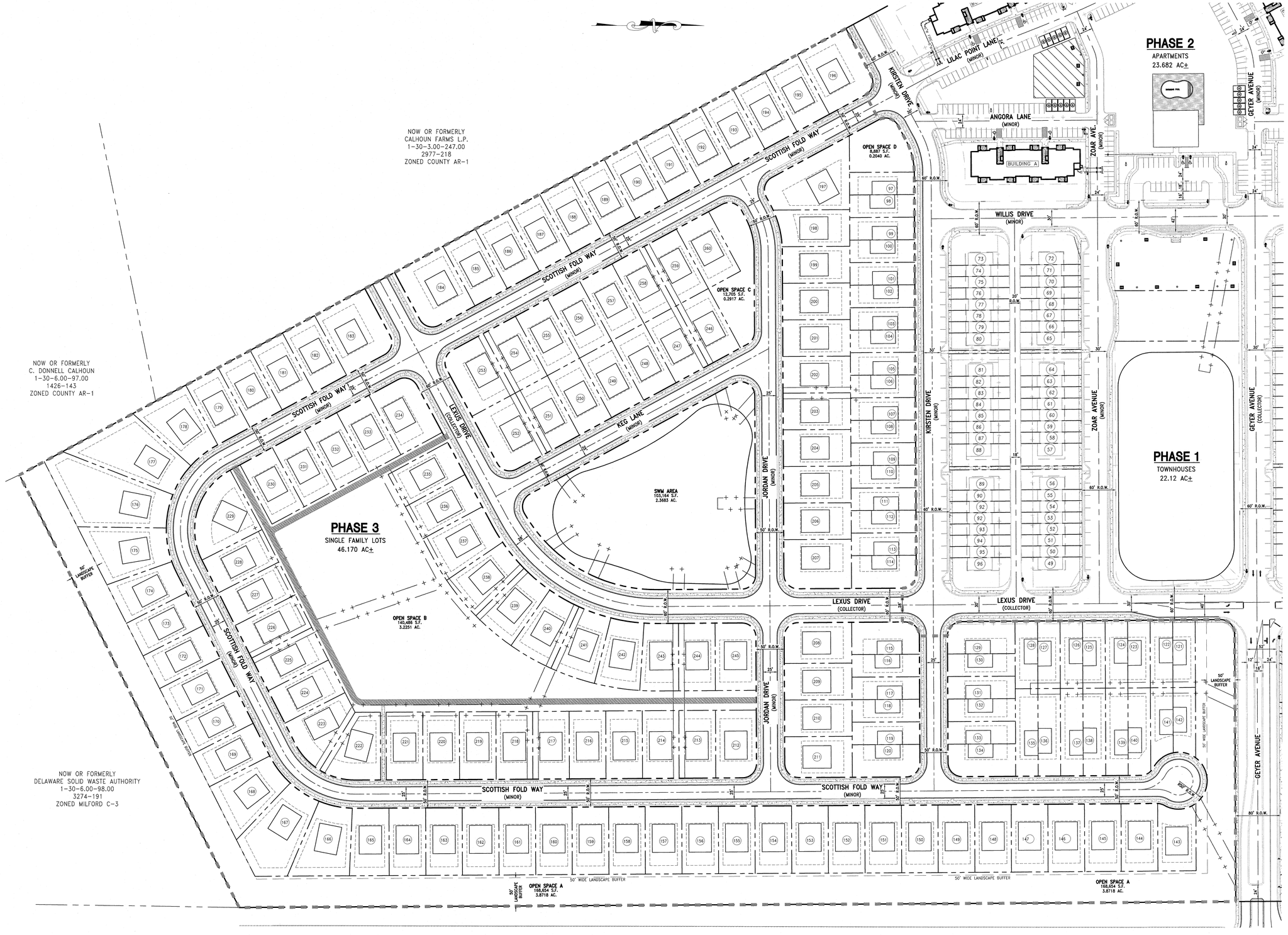
CYPRESS HALL - RESIDENTIAL

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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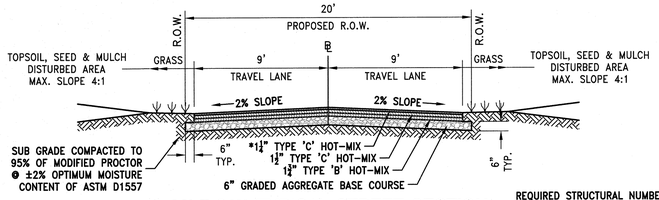
PHASE 3 SINGLE AND TWO-FAMILY LOTS

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

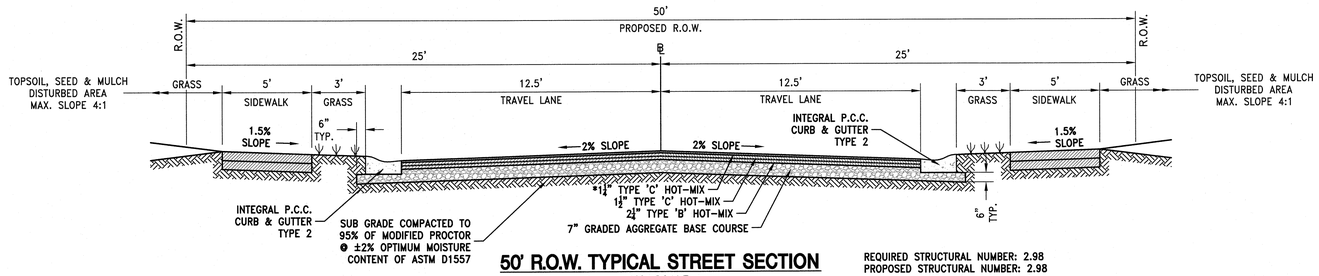


20' R.O.W. TYPICAL STREET SECTION

NO SCALE

RESSLER LANE & THORTON LANE

REQUIRED STRUCTURAL NUMBER: 2.04
PROPOSED STRUCTURAL NUMBER: 2.64

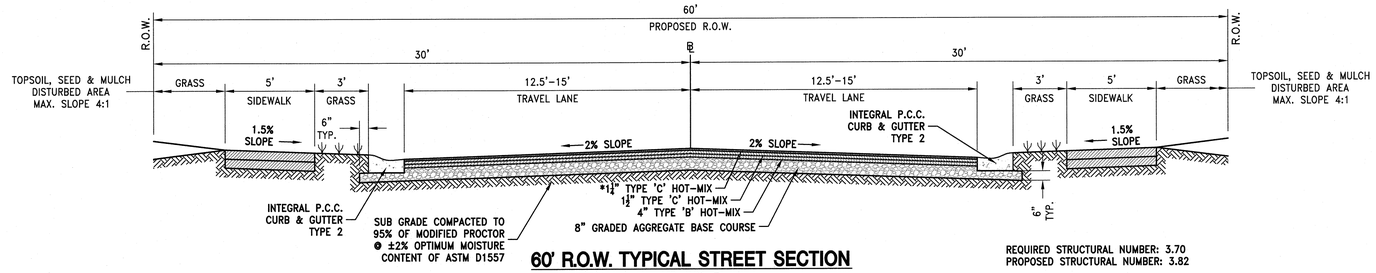


50' R.O.W. TYPICAL STREET SECTION

NO SCALE

JORDAN DRIVE, KEG LANE & SCOTTISH FOLD WAY

REQUIRED STRUCTURAL NUMBER: 2.98
PROPOSED STRUCTURAL NUMBER: 2.98

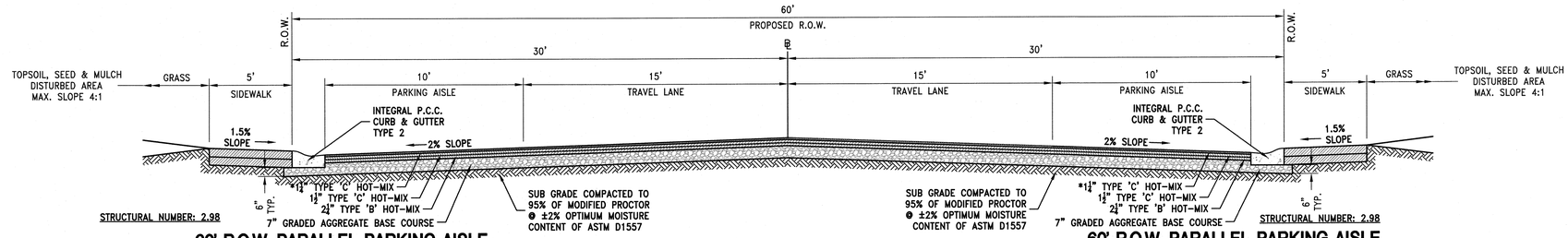


60' R.O.W. TYPICAL STREET SECTION

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

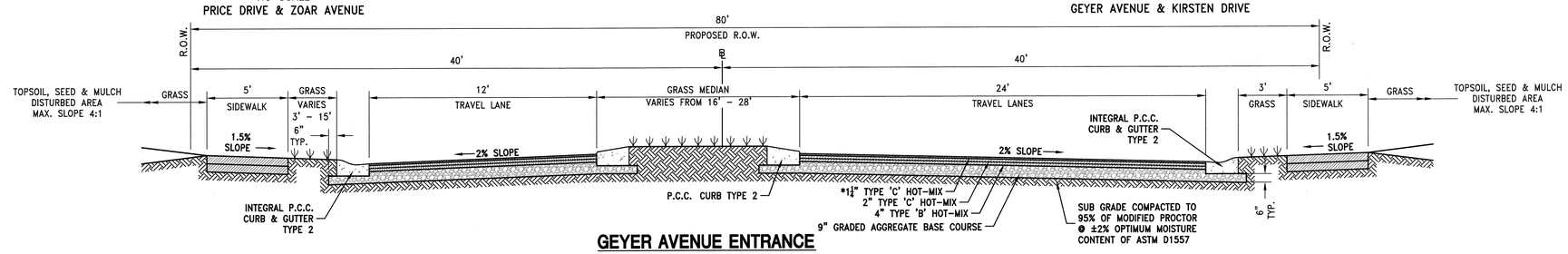
PRICE DRIVE & ZOAR AVENUE

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

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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.

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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.**

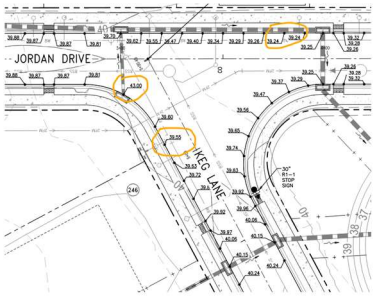
23. Currently, the eastern water valve at the intersection of Jordan Drive and Lexus Drive is too close to the adjacent storm drain. Revise the plan accordingly to provide adequate horizontal separation from other utilities at all valve clusters. **Addressed.**
24. Dimension the utility crossings in 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
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:

****

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

September 5, 2025

To Planning Commission and City Council,

I am writing regarding the pending amendment to the Cypress Hall Planned Unit Development and the Preliminary Major Subdivision for Phase III. While this project has received multiple approvals since 2009, the present amendment represents a new conditional use request under Milford City Code (§230-48.1) and must be evaluated on its own merits. There is no legal obligation for Council to approve an amendment that fails to meet the standards required by law (1).

History of Cypress Hall Approvals

2009 – Original Subdivision Approval
Council approved 96 townhouses and 288 garden apartments (total 384 units) (2)(Exhibit A).

2019 – PUD Conversion (Ordinance 2019-09)
Council approved conversion into a Planned Unit Development: 96 townhouses, 288 garden apartments, and 162 single-family detached dwellings (total 546 units) (3).
Deviations granted:

- Apartment parking reduced from 2.5 to 2 spaces per unit (20 percent reduction) (3)
- Units per apartment building increased from 12 to 24 (100 percent increase) (3)
- Corner-lot setback changed from 2 front yards to 1 front yard (50 percent reduction) (3)

2022 – Revised PUD Approval (Ordinance 2022-11)
Council approved 96 townhouses, 288 garden apartments, 118 single-family detached, and 46 duplex units (total 548 units) (4).

- Apartments remained in Phase II (4)
- Phase III revised to include 118 single-family and 46 duplex units (4)
- 50-foot wooded buffer along DSWA property added (4)

New deviations granted:

- Cul-de-sac length increased from 400 feet to 500 feet (25 percent increase) (4)
- Block length increased from 1,200 feet to 1,500 feet (25 percent increase) (4)
- Block width reduced from 275 feet to 240 feet (12.7 percent reduction) (4)

2025 – Current Request (Ordinance 2025-16)
Applicant now seeks approval for 96 townhouses, 288 garden apartments, 119 single-family detached, and 46 duplex units (total 549 units) (5).

- Adds one single-family dwelling (118 to 119) (5)
- Splits former Phase III into three phases (5):
  – Phase III: 16 duplexes
  – Phase IV: 30 duplexes and 64 single-family homes
  – Phase V: 55 single-family homes

Packet-confirmed outstanding items in 2025

- Missing outside agency approvals including DelDOT, State Fire Marshal, Sussex Conservation District, DHSS Office of Drinking Water, and DNREC (5).
- The review list in the packet shows these approvals as “Comment Remains” (5).
- The packet requires utility easements of 5 feet (each side), 10 feet (rear), and 15 feet (front); this item is flagged “Comment Remains” (5).

Legal Grounds for Denial in 2025

Conditional Uses Are Discretionary
A Planned Unit Development is a conditional use. Conditional uses are not entitlements and must meet legal standards for approval. Each request must be evaluated anew against Chapter 230 and Chapter 200. Council may deny if inconsistent with the Code or Comprehensive Plan, or if adverse to public health, safety, or welfare (1).

Comprehensive Plan Consistency
The Comprehensive Plan designates Cypress Hall as Moderate-Density Residential, which supports a mix of single-family homes, duplexes, townhouses, and apartments (6). Although this land use category aligns with the housing types proposed, it does not override the requirements of Milford’s Code or guarantee approval of a Planned Unit Development.

The Cypress Hall subdivision was first approved in 2009 (2) and later converted into a Planned Unit Development in 2019 (3). It was amended again in 2022 (4). The pending 2025 request (5) goes further, breaking Phase III into multiple phases and intensifying density with 174 townhouses and 72 single-family homes. This is a significant departure from the balance originally contemplated and creates traffic, school, and utility burdens beyond what the Comprehensive Plan envisioned (6).

Health, Safety, and Welfare Impacts
Townhome-heavy density will generate hundreds of additional daily vehicle trips, increase

school enrollment without classroom capacity, and strain water, sewer, and stormwater systems (5)(7). Council has authority to deny if these impacts threaten public welfare.

Pattern of Variances and Deviations
Across 2019, 2022, and 2025, the applicant has repeatedly sought exceptions to Milford's Code, weakening basic standards (3)(4)(5):

- Parking requirements reduced from 2.5 to 2.0 spaces per unit (20 percent reduction)
- Apartment building size increased from 12 to 24 units (100 percent increase)
- Corner-lot setbacks reduced from 2 front yards to 1 (50 percent reduction)
- Cul-de-sac length increased from 400 feet to 500 feet (25 percent increase)
- Block length increased from 1,200 feet to 1,500 feet (25 percent increase)
- Block width reduced from 275 feet to 240 feet (12.7 percent reduction)

These are not minor technicalities. They reduce emergency access, diminish connectivity and green space, and escalate density, traffic, and stormwater runoff (7).

Material Change in Phasing
The applicant has repeatedly reorganized phases, first Phase III, now Phases III–V. Each reconfiguration triggers a renewed technical review by staff and erodes public accountability (5).

Environmental and Infrastructure Impacts

Wildlife habitat and buffers: While the 50-foot wooded buffer along the DSWA boundary is being retained (4)(5), the reconfigured Phases III–V clear additional farmland, hedgerows, and wooded interior areas for housing. Combined with reduced block widths and expanded cul-de-sacs, these changes result in a net loss of open space and habitat (5).

Traffic and DelDOT: If the traffic analysis is outdated, incomplete, or shows failing movements without mitigation, Council can deny based on roadway safety and level of service. Milford's population has surged in recent years, from just over 11,000 in 2020 (8) to an estimated 14,600–14,900 in 2025 (9), meaning the city added approximately 3,400 to 3,700 new residents since the PUD was first approved. Based on average household size (2.55), this translates into more than 6,000 to 7,000 additional daily vehicle trips on Milford's roadway network; volumes that strain intersections and corridors already identified by DelDOT as high-crash and failing without mitigation (36)(37).

Delaware's traffic safety record confirms that this growth translates directly into roadway risk. State Police reported that fatalities have remained elevated since 2019, with a peak of 166

deaths in 2022, the highest in 15 years, and 132 deaths in 2024, including 30 in Kent County and 35 in Sussex County (36). In 2025 year-to-date, roughly 55% of all fatal crashes have occurred in Kent and Sussex Counties combined (37). Milford's primary corridors, US-113 (Dupont Boulevard), DE-1/Bay Road, and DE-14, have experienced recurring fatal crashes in recent years, including a four-vehicle fatal crash on Bay Road in January 2024 (42), a pedestrian fatality on Dupont Boulevard in June 2020 (44), and a multi-vehicle fatal crash on DE-1 (Coastal Highway) approach in July 2025 (43). These crashes are not isolated incidents but rather part of a sustained pattern of fatal and serious-injury collisions along the very roads Cypress Hall will depend on for access. DelDOT's US-113 study projects a 70% increase in travel times by 2030 without major improvements (38), and federal safety audits have targeted US-113 through Milford for pedestrian hazards since 2023 (39)(40). Intersection reviews for US-113/SR-14 and US-113/Johnson Road already show failing levels of service even without added development (45). Together, this record demonstrates that approving additional density without updated mitigation will compound already unsafe conditions and directly threaten public welfare.

Hospital Emergency Department capacity: Bayhealth Sussex Campus, Milford's primary hospital, has experienced sharp increases in demand. Emergency transports rose from roughly 17,000 (2020) to about 19,000 (2022), a ~12% increase (Exhibit B, 27). The hospital reports an average ER wait time of approximately 3.9 hours, the third longest in Delaware, with total time in the ED averaging 182 minutes (slightly below the state average of 189 minutes) (25)(26). Occupancy data show that in 2021 beds were over 110% occupied, and ICU occupancy reached 88.5% in 2022, with several hundred patients held in the ED awaiting ICU placement (27). The Sussex Campus includes 30 ED bays and two trauma bays and is designated a Level III trauma center (28). As of 2024, Bayhealth added 40 new medical/surgical beds and planned an ICU expansion from 10 to 16 beds. A Total Care urgent/emergency hybrid facility also opened in July 2023, providing some relief by diverting lower-acuity cases (29). Even with these expansions, Bayhealth's average ER wait time remains prolonged—about 3 hours and 40 minutes—confirming that Milford's only hospital continues to operate near or above capacity (25)(26). Approving hundreds of additional homes at Cypress Hall without proportional investment in emergency medical capacity will not only lengthen response times but also extend emergency room wait times and worsen bed shortages, posing a direct threat to public health and safety.

The water system remains a central concern. The 2025 Council packet shows that DHSS Office of Drinking Water approval remains unresolved, with the review marked "Comment Remains" (5). Milford's 2018 Comprehensive Plan, as amended, underscores that development must

align with public infrastructure capacity and funding, emphasizing that water service expansion demands significant investment of public funds (6). More troubling, Milford still has lead service lines that have not been replaced, despite federal requirements under the EPA Lead and Copper Rule Revisions (14). Lead exposure poses serious health risks, especially for children, and the City has an obligation to remove this hazard before approving further growth. In April 2025, Milford voters approved up to $8.5 million for a new water tower, supply well, and treatment facility (15). Council should align unit releases in Cypress Hall with these water infrastructure milestones.

Milford's stormwater system is already strained by increased impervious cover and inadequate drainage. The 2025 Council packet identifies stormwater approvals as unresolved, with review items still flagged "Comment Remains" (5). Until a complete design demonstrates no adverse off-site flooding and compliance with both DNREC and City standards, Council retains full authority to deny. Inadequate stormwater is not just a technical issue, it directly impacts health, safety, and welfare by increasing flood risk, damaging roads, and overwhelming natural buffers.

Future approvals must be conditioned on demonstrated capacity of downstream ditches, culverts, and ponds, with requirements for long-term maintenance funding and green infrastructure integration.

Milford's sewer and drainage systems are similarly strained. Wastewater from Milford is conveyed to Kent County's Regional Resource Recovery Facility near Frederica, which has a design capacity of 20 MGD and discharges to the Murderkill River under NPDES DE0020338 (33). While the county has initiated biosolids and sludge-dryer upgrades to expand capacity (34), DNREC issued a new conciliation order in 2025 citing *violations and stressing system* strain during wet-weather events (35). Milford itself continues to rehabilitate its local collection network and pump stations: projects include relocating the Second Street pump station, installing bypass pumping capacity, decommissioning the Baltimore Air Coil pump station in favor of a gravity main, and constructing a new regional pump station to serve the Milford Corporate Center (7)(36).

These pending upgrades demonstrate that current sewer infrastructure is at or near its limits. Growth approvals should be conditioned on verified sewer capacity at both the city collection system and the county treatment facility, with priority given to reducing inflow and infiltration and ensuring new development does not outpace wastewater treatment availability.

Schools at a Breaking Point

For Cypress Hall specifically, applying the same household and school-age assumptions (2.55 persons/DU; ~22% school-age), full build-out of 549 units would equate to approximately 1,400 residents, including an estimated 300 or more school-age students district-wide. The reconfigured Phases III–V alone (165 units) equate to about 420 residents and approximately 90–95 students (10)(13). This projected enrollment growth compounds existing pressures in the district. As Vice President of Milford School Board, Matt Bucher recently highlighted:

- Elementary (K–4): Morris, Banneker, Mispillion, and Ross will reach max capacity within 3-4 years
- Milford Middle (5–6): Opened with over 700 students and capacity is 1000
- Central Academy (7–8): Built for 9th grade only, is being stretched unsustainably
- High School (9–12): Already 200+ students over capacity, growing 20–30 students per year

Accessibility & ADA compliance: The Delaware Department of Education's FY26 capital report states that the proposed Milford High School Renovation & Expansion is intended to "correct vital life, health, and safety issues in the current facility including ADA compliance" (21). This confirms that accessibility upgrades remain unaddressed in the existing building. Parents of Milford students have testified that their children with limited mobility, as well as students who use wheelchairs, cannot attend classes on the second floor due to accessibility barriers (24). Approving major new housing before funding and implementing those corrections would risk compounding inequities for students and families with disabilities.

Future Needs: The district filed a $76 million Certificate of Necessity for expansion; state funding is competitive, and a 30 percent local match is required (13).

Bottom line: Each new housing approval today will add families and students tomorrow, without sufficient classrooms or equitable facilities to serve them. Milford should pause major residential approvals until the school district has both adequate capacity and compliance with accessibility standards.

Legal Risks Related to Accessibility and Civil Rights Compliance

Milford High School's documented accessibility barriers raise not only educational adequacy concerns, but potential civil rights implications under federal law. The Delaware Department of Education's FY26 capital request confirms that the district has not yet corrected "vital life, health, and safety issues… including ADA compliance" (21). The district's request for $76

million via a Certificate of Necessity (13) underscores the scale and urgency of these deficiencies.

If the City approves significant residential growth, particularly developments likely to include families with school-age children, before such ADA corrections are funded and implemented, it could expose the City and school district to legal scrutiny under:

- Title II of the Americans with Disabilities Act (ADA), which prohibits public entities including public schools from denying services or access to individuals with disabilities; and
- The Equal Protection Clause of the Fourteenth Amendment, which prohibits states and municipalities from enacting policies that result in the discriminatory provision of public services.

Approving residential development while knowingly increasing enrollment into *non-accessible public schools* may be construed as a form of disparate impact discrimination, particularly if no reasonable accommodations or a concrete plan for accessibility improvements are in place. Federal enforcement actions or private litigation under these laws often focus on whether public entities failed to proactively address foreseeable accessibility burdens caused by their own planning and permitting decisions.

Therefore, until the school district's Certificate of Necessity is funded and its ADA improvements are underway, the City should treat approval of major new housing, especially family-oriented units, as a potential civil rights exposure and impose appropriate conditions on any such approvals.

2019 Voices Ignored

During the March 25, 2019 City Council hearing, multiple residents and officials warned against deviations (12):

- Nina Pletcher – said it set a dangerous precedent and posed liability for trash truck access
- Jennifer Contravo – raised concerns about reduced apartment parking and overflow
- Sam Passwaters – questioned road durability for heavy trucks
- Carl King Jr. – warned grain dust, noise, and odor would affect residents

Officials also raised alarms (12):

- Fire Company President Kevin Donovan – warned fire ladders and trucks could not maneuver alleys if cars parked

- Public Works Director Mark Whitfield – said automated trash trucks could not service 20-foot alleys, requiring costly alternatives

Although Council approved the plan in 2019, today's review must be based on current facts and legal standards. Since then, population growth, rising traffic fatalities, school overcrowding, and unresolved water and sewer issues confirm that the risks identified in 2019 have now materialized.

Summary

Cypress Hall has been reshaped multiple times since 2009 (2)(3)(4)(5), each time increasing density and stretching infrastructure further. The 2025 amendment is not a minor adjustment; it is the latest in a series of exceptions that chip away at the integrity of our zoning standards. Council retains clear legal authority to deny this amendment (1)(11). Doing so will protect health, safety, and welfare, uphold the Comprehensive Plan (6), and restore public confidence that community concerns are heard.

Thank you,

Julie Morris
74 Cedar Beach Road, Milford DE 19963

References

1. Milford City Code, Chapter 230 & 200 – Conditional use standards.
2. Milford City Council Minutes, 2009 Subdivision Approval – Cypress Hall.
3. Ordinance 2019-09, Milford City Council – Cypress Hall PUD Conversion.
4. Ordinance 2022-11, Milford City Council – Cypress Hall PUD Revision.
5. Ordinance 2025-16 Draft & Council Packet – Cypress Hall Phase III–V.
6. Milford Comprehensive Plan (2018, as amended).
7. Milford Planning Staff Reports, 2019–2025.
8. U.S. Census Bureau, 2020 Census – Milford population 11,190.
9. World Population Review & Delaware Demographics – 2025 estimate 14,600–14,900.
10. Census QuickFacts – Average household size (2.55) and % school-age population (~22%).
11. Steen v. County Council of Sussex County, 1989; Delaware Supreme Court zoning precedents.
12. Milford City Council Minutes, March 25, 2019 Hearing.
13. Milford School Board Reports & Certificate of Necessity filing (2024–2025).
14. U.S. Environmental Protection Agency – Lead and Copper Rule Revisions (LCRR), federal replacement mandate.
15. Delaware Public Media – Milford water referendum approval (April 27, 2025).
16. City of Milford – 2025 Consumer Confidence Report (CCR).
17. WBOC News – Carlisle Fire Company plans Southeast Milford substation (2025).
18. Bay to Bay News – Carlisle Fire Company signs MOU with City of Milford (2024).
19. Milford Live – Carlisle Fire Company and City MOU updated (2024).
20. City of Milford Workshop Minutes – Carlisle Fire Company budget/staffing challenges (2024).

21. Delaware Department of Education, FY26 Budget Request HB-169 Reporting – Milford High School Renovation & Expansion (ADA compliance).

22. Delaware DOE – Capital Budget Appendix, FY26.

23. City of Milford Ordinances 2022-26 & 2023-26 (Cypress Hall Phase approvals and sign plan).

24. Parent testimony regarding Milford High School accessibility barriers for students with limited mobility (community input).

25. AtlanticCaring – Delaware ER Wait Times Report (Bayhealth Sussex Campus, 2023).

26. HospitalCompare.io – Bayhealth Sussex Campus Profile (ER wait times, 2023).

27. Delaware Health and Social Services – Bayhealth presentation to DHCC (2023) showing occupancy, ICU strain, patient days.

28. Bayhealth.org – Sussex Campus ED overview (30 bays, 2 trauma bays, Level III trauma designation).

29. Bayhealth press releases and local media coverage – July 2023 opening of the Total Care urgent/emergency facility and July 2024 expansion adding 40 medical/surgical beds and increasing ICU from 10 to 16 beds.

30. Spotlight Delaware – Kent County paramedic staffing shortage and recruitment incentives (Aug. 2025).

31. Sussex County EMS – System overview noting long transport times due to geography and seasonal surges (accessed 2025).

32. Kent County Regional Resource Recovery Facility – NPDES Permit DE0020338 and DRBC docket (2021/2022 reports).

33. Kent County RRRF Biosolids/Sludge-Dryer Expansion Project – County budget & DRBC filings (2023–2024).

34. DNREC – Conciliation and Compliance Order re: Kent County Sewer System (2025).

35. DNREC Application & Milford Council Materials – Regional Pump Station for Milford Corporate Center (2024).

36. Delaware State Police – 2024 Annual Traffic Statistical Report (statewide totals, county breakdowns).

37. Delaware Office of Highway Safety – Fatal Crash Index (2025 YTD by county).

38. DelDOT – US-113 Milford Area Study (projected 70% increase in travel times by 2030 without improvements).

39. Federal Highway Administration – Delaware HSIP Report (2023) noting pedestrian safety audit on US-113 in Milford.

40. Federal Highway Administration – Delaware HSIP Report (2024) noting continuation of Milford pedestrian audit.

41. DelDOT – Public Crash Data Dashboard (filterable Milford crash data).

42. Delaware State Police News Release – Four-vehicle fatal crash, Bay Road near Exit 83 (January 18, 2024).

43. Delaware State Police News Releases – Four-vehicle fatal crash, Milford Coastal Highway approach (July 11, 2025).

44. Delaware State Police News Release – Pedestrian fatality, Dupont Boulevard, Milford (June 12, 2020).

45. DelDOT Traffic Impact Study Reviews – US-113/SR-14 and US-113/Johnson Road intersections, LOS deficiencies and mitigation requirements.

Exhibit A: Cypress Hall Density History

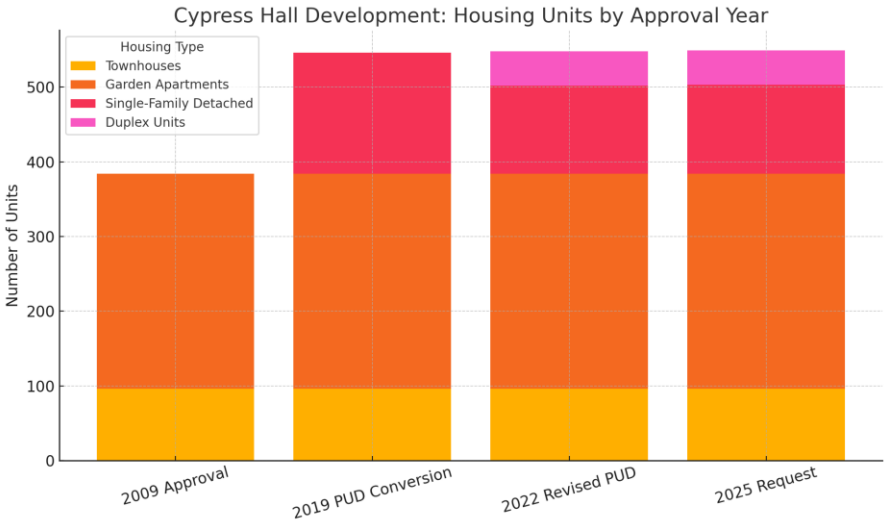
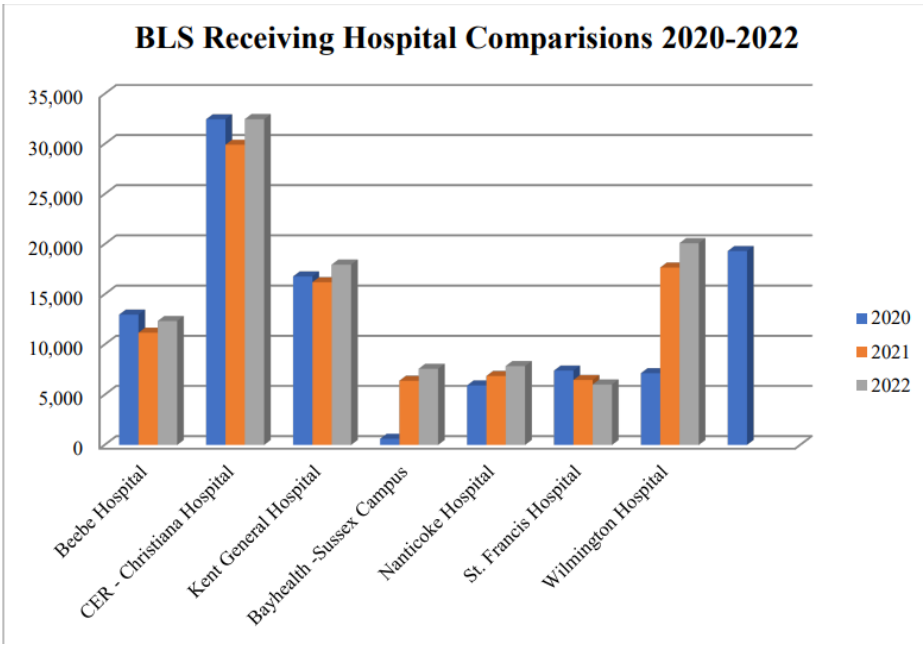


Exhibit B: Basic life Support DE Emergency annual report



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

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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, 2022.

- 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.

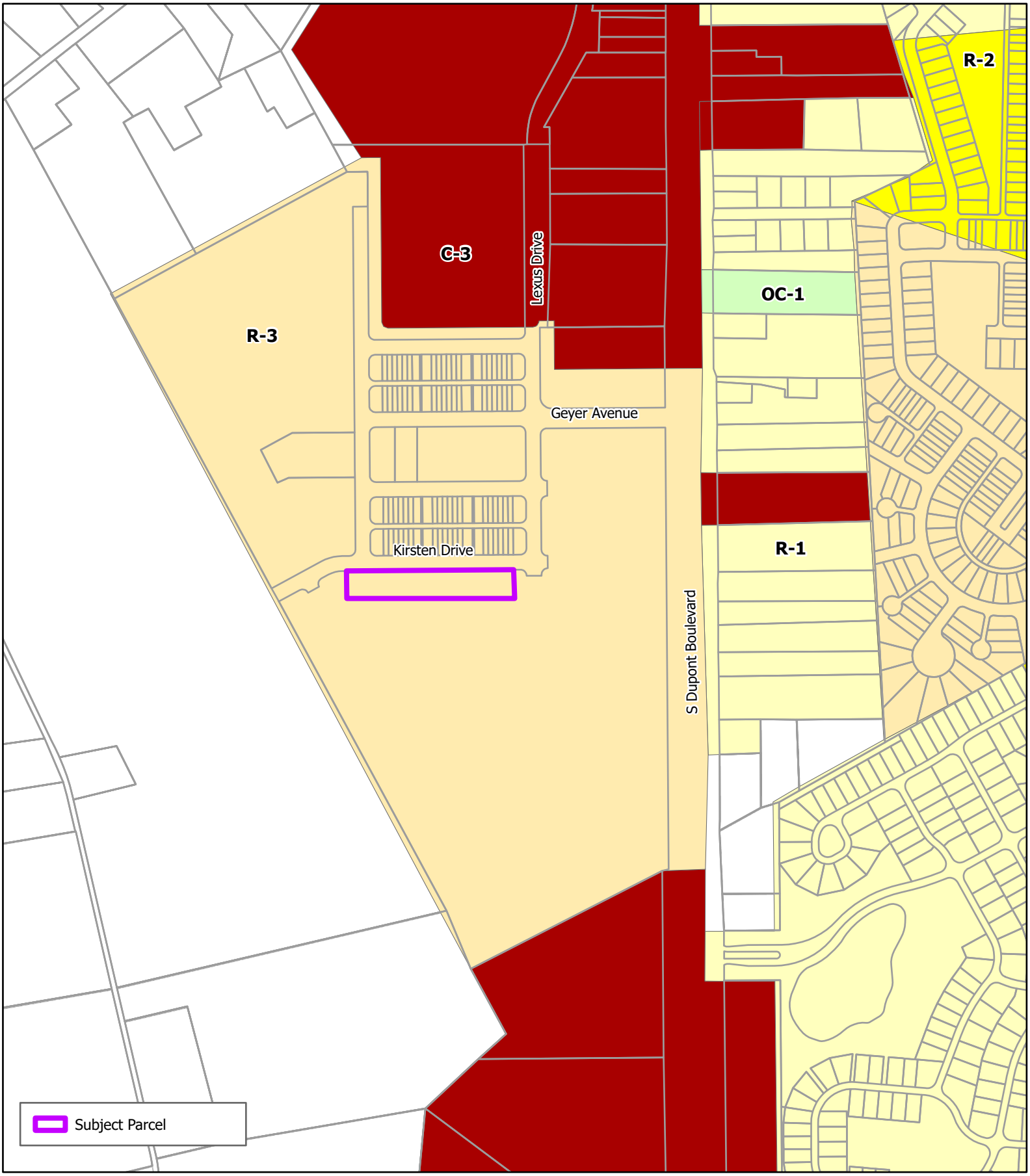
- **Carlisle Fire Company**
  No comments provided.

- **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

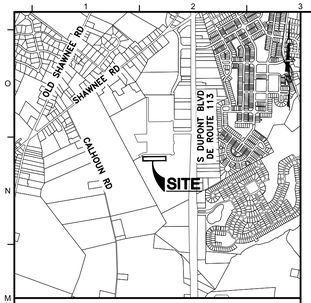
Cypress Hall - Phase III

Location & Zoning Map

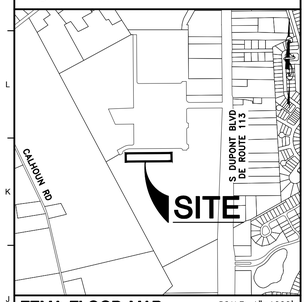
CYPRESS HALL - PHASE 3

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

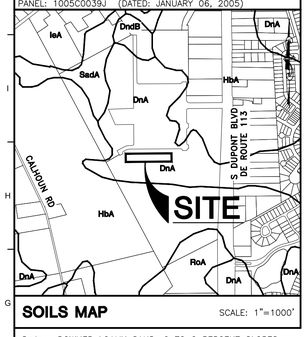
PRELIMINARY MAJOR SUBDIVISION PLAN



VICINITY MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'
PANEL: 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

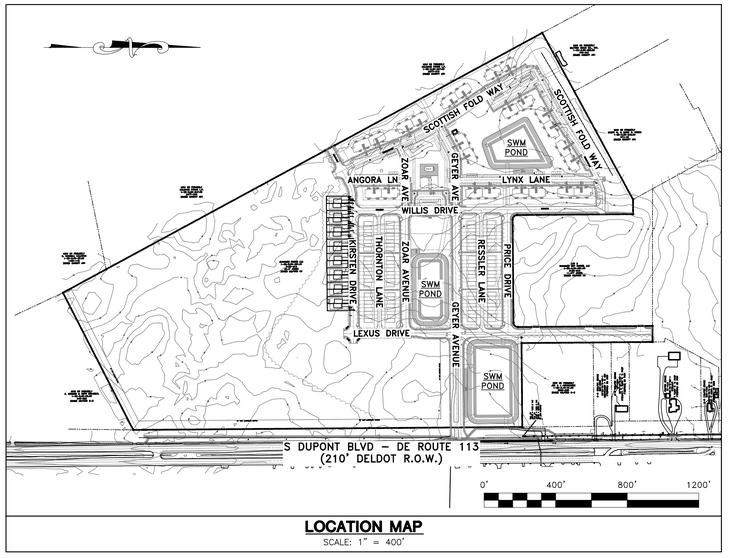
REQUESTED WAIVERS FROM CHAPTER 200 SUBDIVISION OF LAND AND CHAPTER 230 ZONING

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 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 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

P.O.B.

S 00°26'00" E
2174.93'

50' WIDE LANDSCAPE BUFFER

KIRSTEN DRIVE

SCOTTISH FOLD WAY

ANGORA LANE

ZOAR AVE.

GEYER AVE.

WILLIS DRIVE

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

SWIMMING POOL

BUILDING 1300
APTS # 301-1324

BUILDING 200
APTS # 301-324

SWM
POND 3

THORNTON LANE

ZOAR AVENUE

GEYER AVENUE

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

SWM
POND 2

LEXUS DRIVE

S 00°26'00" E 460.00'

N 89°34'00" E 475.00'

SWM
POND 1

0' 80' 160' 240'

CYPRESS HALL - PHASE 3

CEDAR CREEK HUNDRED

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

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

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
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'

S 00°26'00" E 2174.93'

N 89°34'00" E 576.09'

N 00°27'21" W 752.41'

S 00°27'21" E 732.72'

N 89°29'12" E 500.00'

C1

C2

L1

L2

P.O.B.

P.O.B.

N:322531.922
E:649628.033

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
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" = 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.
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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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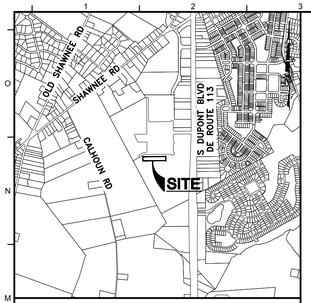
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CYPRESS HALL PHASE 3

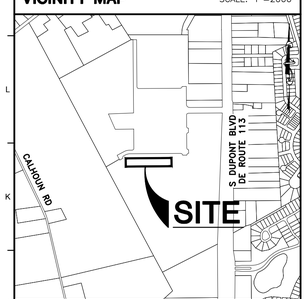
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE
DBF PROJECT # 1423A005

JULY 2025

RECORD PLAN

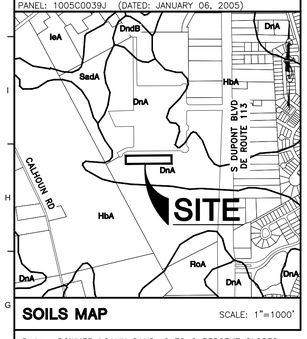


VICINITY MAP SCALE: 1"=2000'



FEMA FLOOD MAP SCALE: 1"=1000'

PANEL: 10050C0039J (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

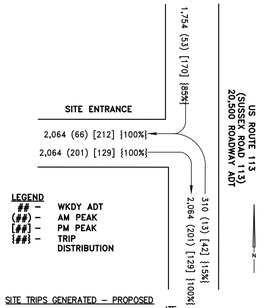
DATA COLUMN

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 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

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



LEGEND
– WKDY ADT
(##) – AM PEAK
[##] – PM PEAK
{##} – TRIP DISTRIBUTION

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

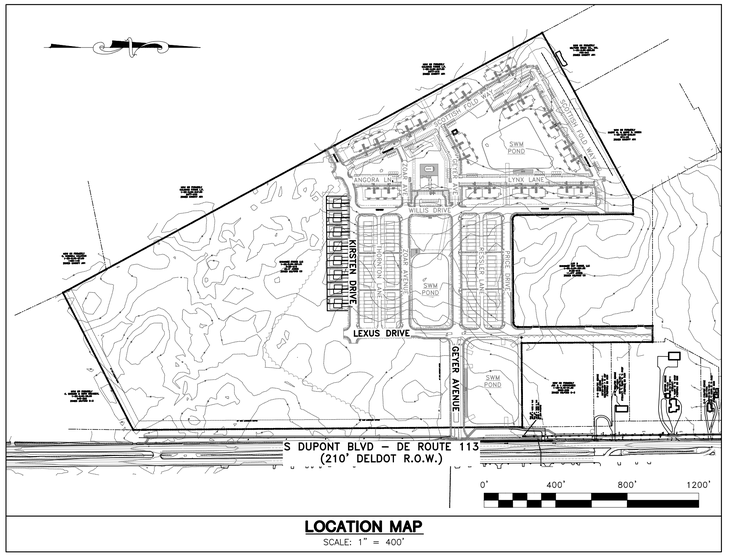
NOTES:
TRIP GENERATION IS BASED ON ITE TRIP GENERATION MANUAL 11TH EDITION.
ONE EXISTING RESTRICTED ACCESS
PEAK HOUR HV% OF PROPOSED SITE = 5%
DESIGN VEHICLE: SU–30.

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.

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 SIDE 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.



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

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 10050C0043K 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 SHAL

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

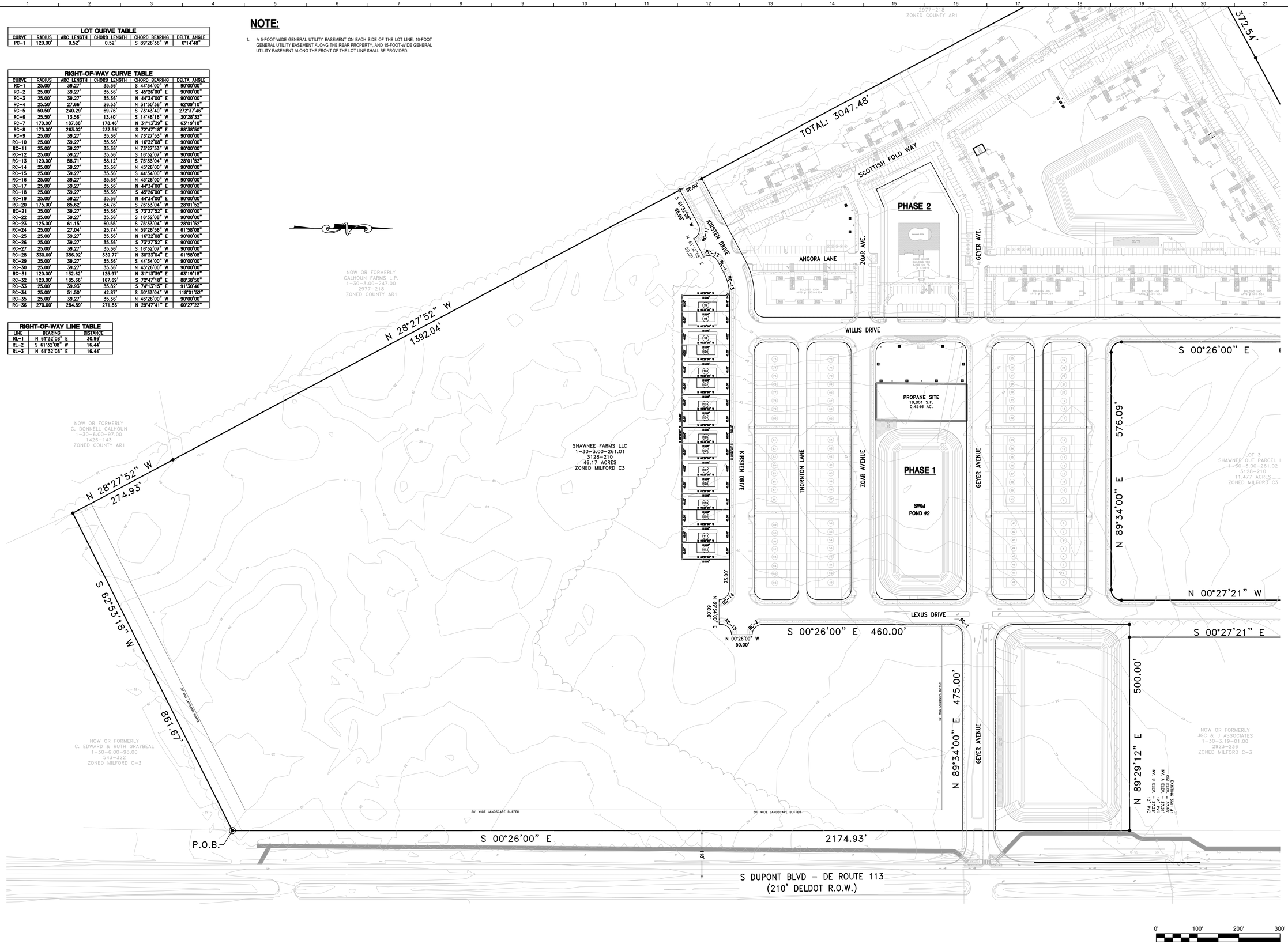
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
PC-1	120.00'	0.52'	0.52'	S 89°26'36" W	0°14'48"

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

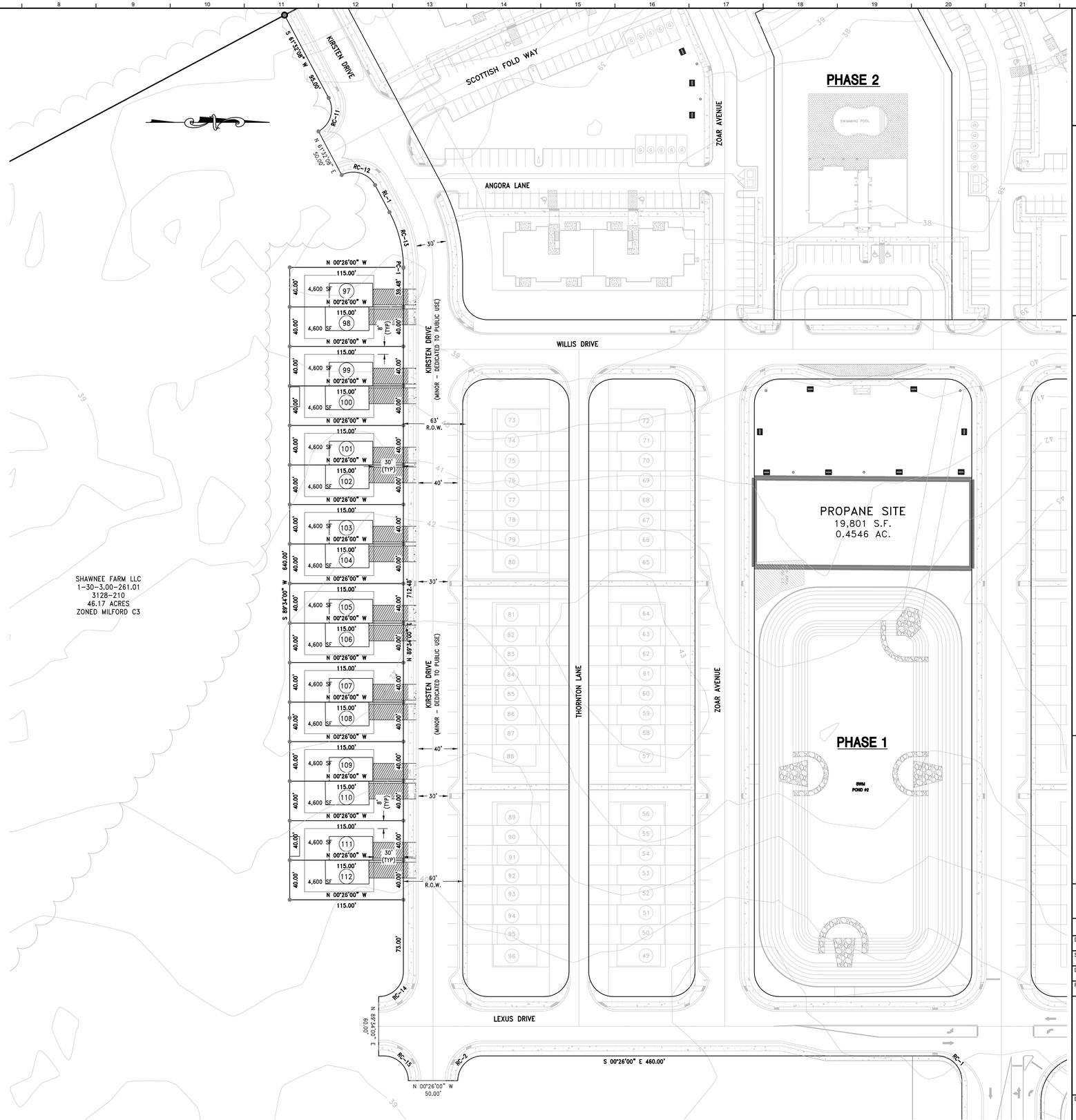
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LOT CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
PC-1	120.00'	0.52'	0.52'	S 89°26'36" W	0°14'48"

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SALISBURY, MARYLAND 410.543.9091

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

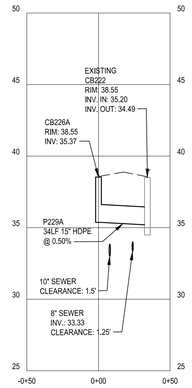
Date:	JULY 2025
Scale:	1"=50'
Dwn.By:	ADM
Proj.No.:	1423A005

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 46.02 FF
110 46.02 FF
111 45.98 FF
112 45.98 FF

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

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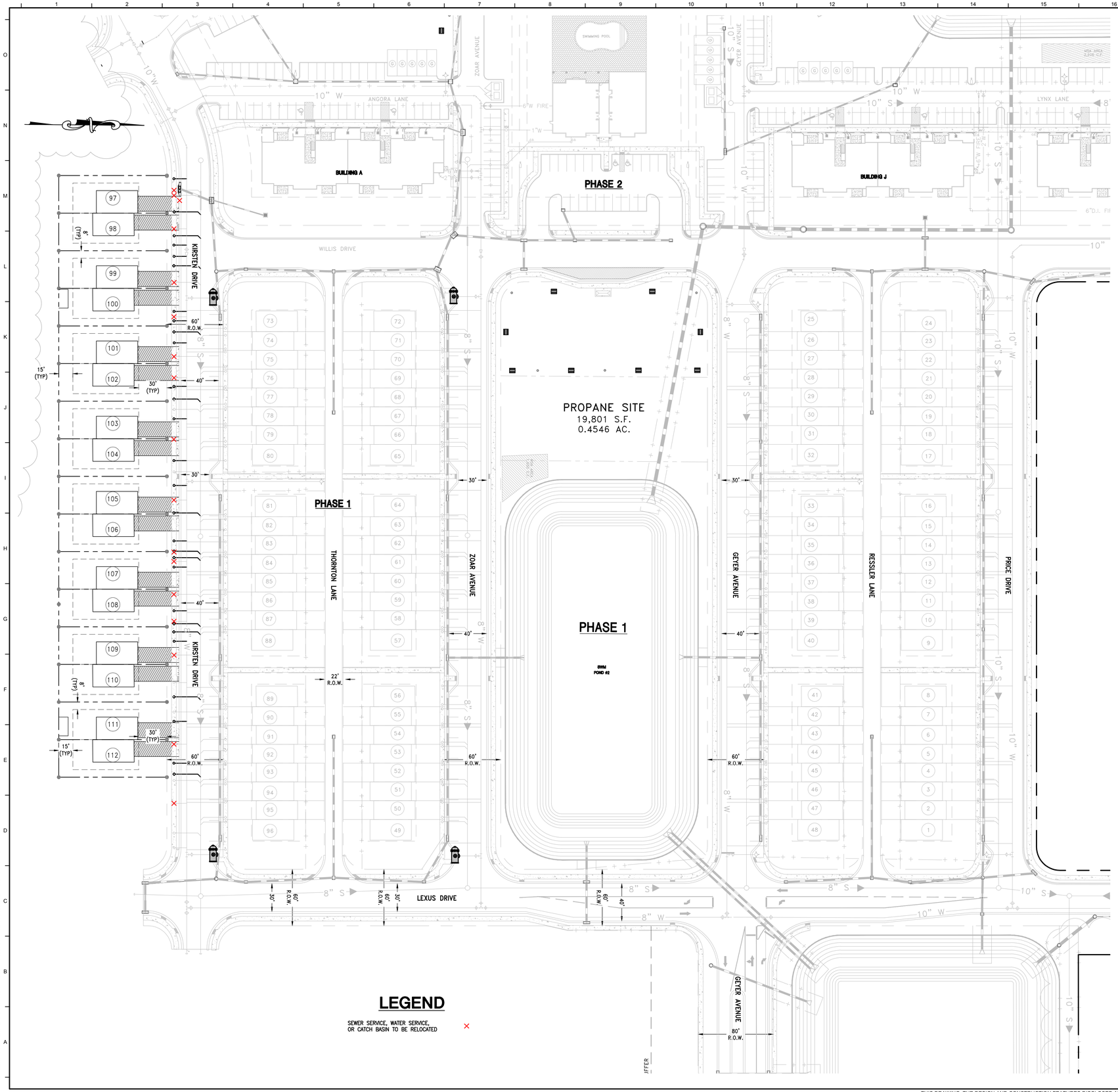
CYPRESS HALL - PHASE 3
CEDAR CREEK HUNDRED
CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

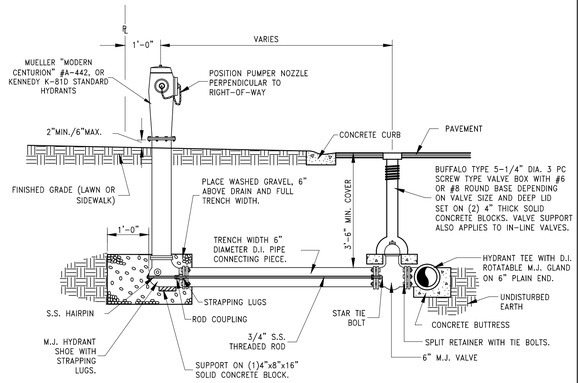
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GRADING PLAN

Dwg.No.: C-301

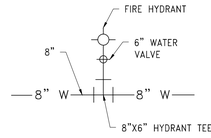
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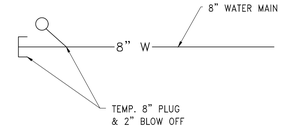
FIRE HYDRANT DETAIL

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.

LEGEND

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

0' 50' 100' 150'

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

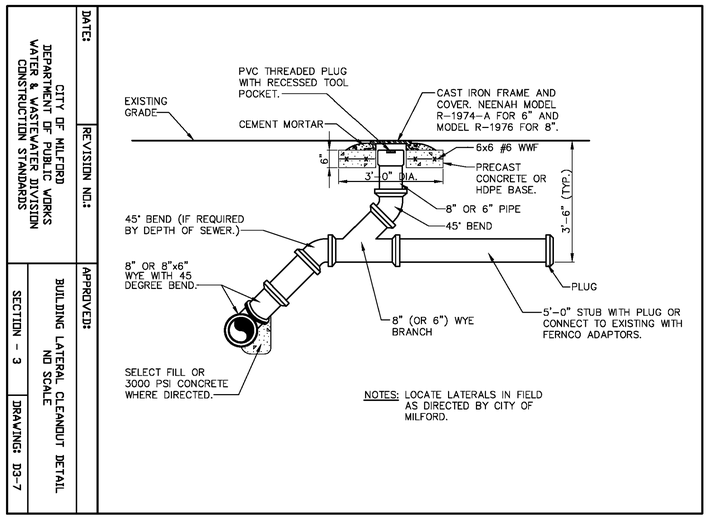
Date: JULY 2025
Scale: 1" = 50'
Dwn.By: ADM
Proj.No.: 1423A005

UTLITY PLAN

Dwg.No.: C-501

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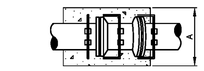


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

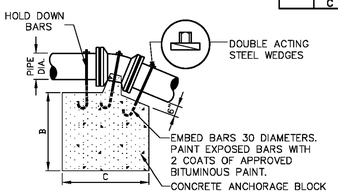
DATE: | REVISION NO.: | APPROVED:

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"

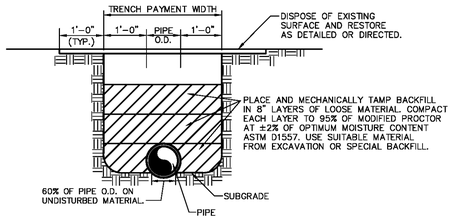
BAR SCHEDULE				
SIZE	REINFORCING BARS			
	11 1/4°	22 1/2°	45°	
6"	3 #6	3 #6	3 #6	
8"	3 #6	3 #6	3 #6	
10"	3 #6	3 #6	3 #6	
12"	3 #6	3 #6	3 #6	
16"	3 #6	3 #6	3 #6	

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

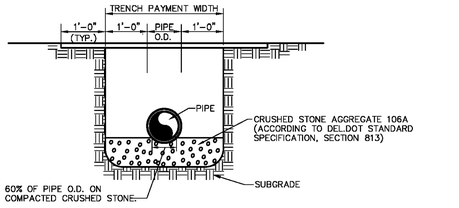
DATE: | REVISION NO.: | APPROVED:

VERTICAL DOWNWARD BEND DETAIL
NO SCALE

SECTION - 2 | DRAWING: D2-11



TRENCH BACKFILL



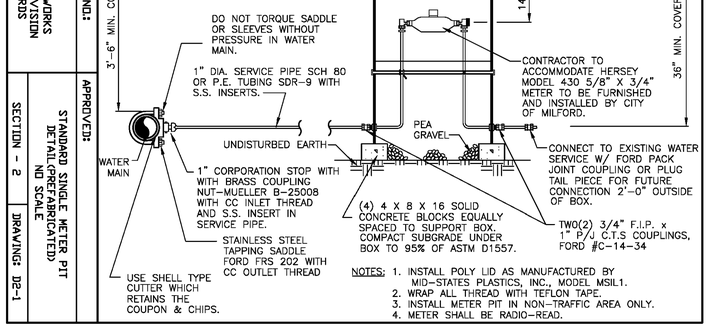
CRUSHED STONE BEDDING

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

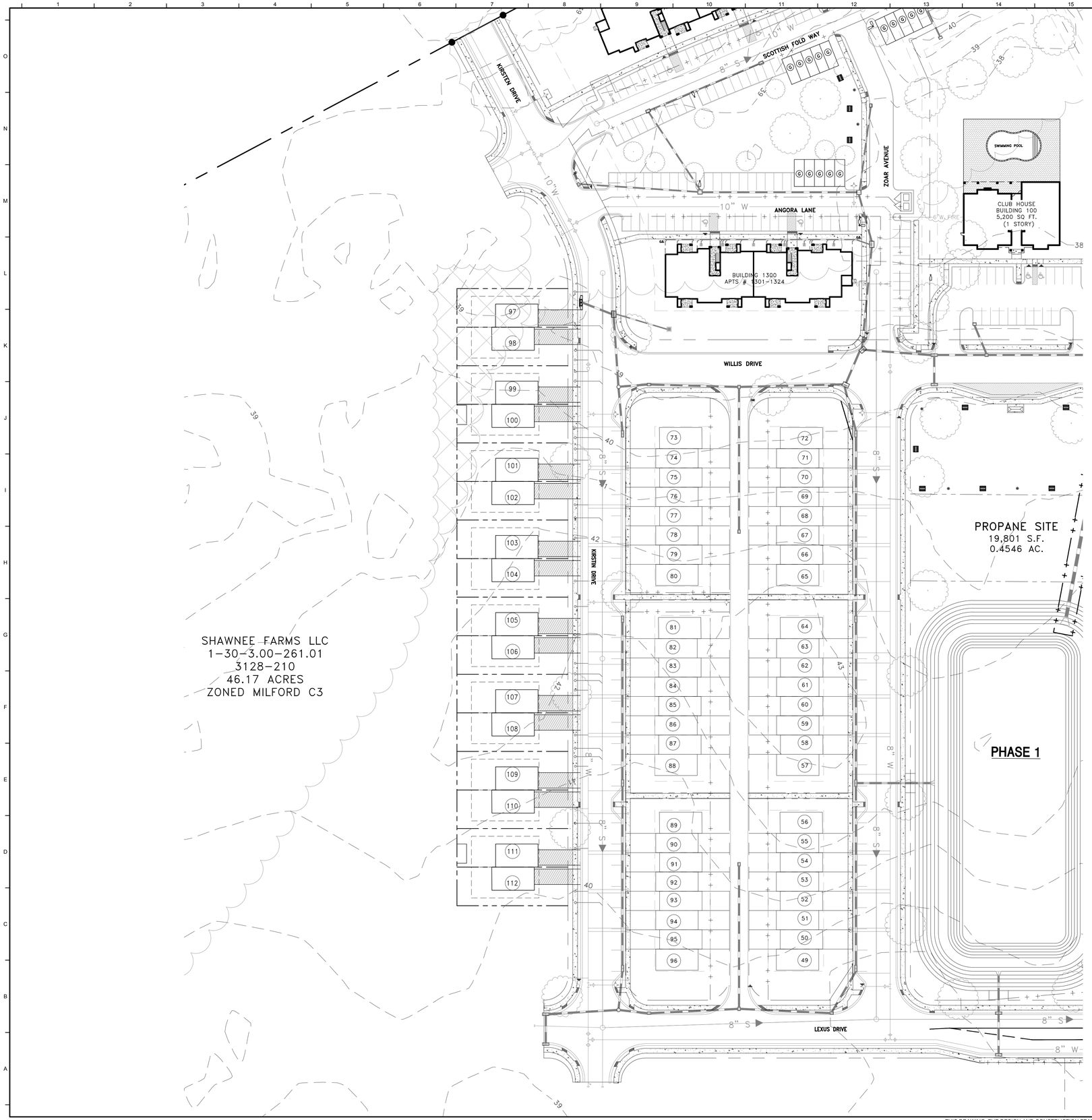
Date: JULY 2025
Scale: 1"=100'
Dwn.By: ADM
Proj.No.: 1423A005

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



PHASE 3 TREE CLEARING AREA
15,942 S.F. (0.366 ACRES)

EXISTING TREES

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.

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

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.**

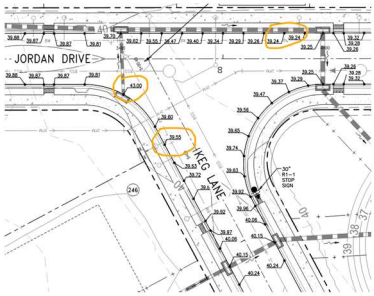
23. Currently, the eastern water valve at the intersection of Jordan Drive and Lexus Drive is too close to the adjacent storm drain. Revise the plan accordingly to provide adequate horizontal separation from other utilities at all valve clusters. **Addressed.**
24. Dimension the utility crossings in 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
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 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.

082825

Published: Daily State News 09-03-2025

September 5, 2025

To Planning Commission and City Council,

I am writing regarding the pending amendment to the Cypress Hall Planned Unit Development and the Preliminary Major Subdivision for Phase III. While this project has received multiple approvals since 2009, the present amendment represents a new conditional use request under Milford City Code (§230-48.1) and must be evaluated on its own merits. There is no legal obligation for Council to approve an amendment that fails to meet the standards required by law (1).

History of Cypress Hall Approvals

2009 – Original Subdivision Approval
Council approved 96 townhouses and 288 garden apartments (total 384 units) (2)(Exhibit A).

2019 – PUD Conversion (Ordinance 2019-09)
Council approved conversion into a Planned Unit Development: 96 townhouses, 288 garden apartments, and 162 single-family detached dwellings (total 546 units) (3).
Deviations granted:

- Apartment parking reduced from 2.5 to 2 spaces per unit (20 percent reduction) (3)
- Units per apartment building increased from 12 to 24 (100 percent increase) (3)
- Corner-lot setback changed from 2 front yards to 1 front yard (50 percent reduction) (3)

2022 – Revised PUD Approval (Ordinance 2022-11)
Council approved 96 townhouses, 288 garden apartments, 118 single-family detached, and 46 duplex units (total 548 units) (4).

- Apartments remained in Phase II (4)
- Phase III revised to include 118 single-family and 46 duplex units (4)
- 50-foot wooded buffer along DSWA property added (4)

New deviations granted:

- Cul-de-sac length increased from 400 feet to 500 feet (25 percent increase) (4)
- Block length increased from 1,200 feet to 1,500 feet (25 percent increase) (4)
- Block width reduced from 275 feet to 240 feet (12.7 percent reduction) (4)

2025 – Current Request (Ordinance 2025-16)
Applicant now seeks approval for 96 townhouses, 288 garden apartments, 119 single-family detached, and 46 duplex units (total 549 units) (5).

- Adds one single-family dwelling (118 to 119) (5)
- Splits former Phase III into three phases (5):
  – Phase III: 16 duplexes
  – Phase IV: 30 duplexes and 64 single-family homes
  – Phase V: 55 single-family homes

Packet-confirmed outstanding items in 2025

- Missing outside agency approvals including DelDOT, State Fire Marshal, Sussex Conservation District, DHSS Office of Drinking Water, and DNREC (5).
- The review list in the packet shows these approvals as “Comment Remains” (5).
- The packet requires utility easements of 5 feet (each side), 10 feet (rear), and 15 feet (front); this item is flagged “Comment Remains” (5).

Legal Grounds for Denial in 2025

Conditional Uses Are Discretionary
A Planned Unit Development is a conditional use. Conditional uses are not entitlements and must meet legal standards for approval. Each request must be evaluated anew against Chapter 230 and Chapter 200. Council may deny if inconsistent with the Code or Comprehensive Plan, or if adverse to public health, safety, or welfare (1).

Comprehensive Plan Consistency
The Comprehensive Plan designates Cypress Hall as Moderate-Density Residential, which supports a mix of single-family homes, duplexes, townhouses, and apartments (6). Although this land use category aligns with the housing types proposed, it does not override the requirements of Milford’s Code or guarantee approval of a Planned Unit Development.

The Cypress Hall subdivision was first approved in 2009 (2) and later converted into a Planned Unit Development in 2019 (3). It was amended again in 2022 (4). The pending 2025 request (5) goes further, breaking Phase III into multiple phases and intensifying density with 174 townhouses and 72 single-family homes. This is a significant departure from the balance originally contemplated and creates traffic, school, and utility burdens beyond what the Comprehensive Plan envisioned (6).

Health, Safety, and Welfare Impacts
Townhome-heavy density will generate hundreds of additional daily vehicle trips, increase

school enrollment without classroom capacity, and strain water, sewer, and stormwater systems (5)(7). Council has authority to deny if these impacts threaten public welfare.

Pattern of Variances and Deviations
Across 2019, 2022, and 2025, the applicant has repeatedly sought exceptions to Milford's Code, weakening basic standards (3)(4)(5):

- Parking requirements reduced from 2.5 to 2.0 spaces per unit (20 percent reduction)
- Apartment building size increased from 12 to 24 units (100 percent increase)
- Corner-lot setbacks reduced from 2 front yards to 1 (50 percent reduction)
- Cul-de-sac length increased from 400 feet to 500 feet (25 percent increase)
- Block length increased from 1,200 feet to 1,500 feet (25 percent increase)
- Block width reduced from 275 feet to 240 feet (12.7 percent reduction)

These are not minor technicalities. They reduce emergency access, diminish connectivity and green space, and escalate density, traffic, and stormwater runoff (7).

Material Change in Phasing
The applicant has repeatedly reorganized phases, first Phase III, now Phases III–V. Each reconfiguration triggers a renewed technical review by staff and erodes public accountability (5).

Environmental and Infrastructure Impacts

Wildlife habitat and buffers: While the 50-foot wooded buffer along the DSWA boundary is being retained (4)(5), the reconfigured Phases III–V clear additional farmland, hedgerows, and wooded interior areas for housing. Combined with reduced block widths and expanded cul-de-sacs, these changes result in a net loss of open space and habitat (5).

Traffic and DelDOT: If the traffic analysis is outdated, incomplete, or shows failing movements without mitigation, Council can deny based on roadway safety and level of service. Milford's population has surged in recent years, from just over 11,000 in 2020 (8) to an estimated 14,600–14,900 in 2025 (9), meaning the city added approximately 3,400 to 3,700 new residents since the PUD was first approved. Based on average household size (2.55), this translates into more than 6,000 to 7,000 additional daily vehicle trips on Milford's roadway network; volumes that strain intersections and corridors already identified by DelDOT as high-crash and failing without mitigation (36)(37).

Delaware's traffic safety record confirms that this growth translates directly into roadway risk. State Police reported that fatalities have remained elevated since 2019, with a peak of 166

deaths in 2022, the highest in 15 years, and 132 deaths in 2024, including 30 in Kent County and 35 in Sussex County (36). In 2025 year-to-date, roughly 55% of all fatal crashes have occurred in Kent and Sussex Counties combined (37). Milford's primary corridors, US-113 (Dupont Boulevard), DE-1/Bay Road, and DE-14, have experienced recurring fatal crashes in recent years, including a four-vehicle fatal crash on Bay Road in January 2024 (42), a pedestrian fatality on Dupont Boulevard in June 2020 (44), and a multi-vehicle fatal crash on DE-1 (Coastal Highway) approach in July 2025 (43). These crashes are not isolated incidents but rather part of a sustained pattern of fatal and serious-injury collisions along the very roads Cypress Hall will depend on for access. DelDOT's US-113 study projects a 70% increase in travel times by 2030 without major improvements (38), and federal safety audits have targeted US-113 through Milford for pedestrian hazards since 2023 (39)(40). Intersection reviews for US-113/SR-14 and US-113/Johnson Road already show failing levels of service even without added development (45). Together, this record demonstrates that approving additional density without updated mitigation will compound already unsafe conditions and directly threaten public welfare.

Hospital Emergency Department capacity: Bayhealth Sussex Campus, Milford's primary hospital, has experienced sharp increases in demand. Emergency transports rose from roughly 17,000 (2020) to about 19,000 (2022), a ~12% increase (Exhibit B, 27). The hospital reports an average ER wait time of approximately 3.9 hours, the third longest in Delaware, with total time in the ED averaging 182 minutes (slightly below the state average of 189 minutes) (25)(26). Occupancy data show that in 2021 beds were over 110% occupied, and ICU occupancy reached 88.5% in 2022, with several hundred patients held in the ED awaiting ICU placement (27). The Sussex Campus includes 30 ED bays and two trauma bays and is designated a Level III trauma center (28). As of 2024, Bayhealth added 40 new medical/surgical beds and planned an ICU expansion from 10 to 16 beds. A Total Care urgent/emergency hybrid facility also opened in July 2023, providing some relief by diverting lower-acuity cases (29). Even with these expansions, Bayhealth's average ER wait time remains prolonged—about 3 hours and 40 minutes—confirming that Milford's only hospital continues to operate near or above capacity (25)(26). Approving hundreds of additional homes at Cypress Hall without proportional investment in emergency medical capacity will not only lengthen response times but also extend emergency room wait times and worsen bed shortages, posing a direct threat to public health and safety.

The water system remains a central concern. The 2025 Council packet shows that DHSS Office of Drinking Water approval remains unresolved, with the review marked "Comment Remains" (5). Milford's 2018 Comprehensive Plan, as amended, underscores that development must

align with public infrastructure capacity and funding, emphasizing that water service expansion demands significant investment of public funds (6). More troubling, Milford still has lead service lines that have not been replaced, despite federal requirements under the EPA Lead and Copper Rule Revisions (14). Lead exposure poses serious health risks, especially for children, and the City has an obligation to remove this hazard before approving further growth. In April 2025, Milford voters approved up to $8.5 million for a new water tower, supply well, and treatment facility (15). Council should align unit releases in Cypress Hall with these water infrastructure milestones.

Milford's stormwater system is already strained by increased impervious cover and inadequate drainage. The 2025 Council packet identifies stormwater approvals as unresolved, with review items still flagged "Comment Remains" (5). Until a complete design demonstrates no adverse off-site flooding and compliance with both DNREC and City standards, Council retains full authority to deny. Inadequate stormwater is not just a technical issue, it directly impacts health, safety, and welfare by increasing flood risk, damaging roads, and overwhelming natural buffers.

Future approvals must be conditioned on demonstrated capacity of downstream ditches, culverts, and ponds, with requirements for long-term maintenance funding and green infrastructure integration.

Milford's sewer and drainage systems are similarly strained. Wastewater from Milford is conveyed to Kent County's Regional Resource Recovery Facility near Frederica, which has a design capacity of 20 MGD and discharges to the Murderkill River under NPDES DE0020338 (33). While the county has initiated biosolids and sludge-dryer upgrades to expand capacity (34), DNREC issued a new conciliation order in 2025 citing *violations and stressing system* strain during wet-weather events (35). Milford itself continues to rehabilitate its local collection network and pump stations: projects include relocating the Second Street pump station, installing bypass pumping capacity, decommissioning the Baltimore Air Coil pump station in favor of a gravity main, and constructing a new regional pump station to serve the Milford Corporate Center (7)(36).

These pending upgrades demonstrate that current sewer infrastructure is at or near its limits. Growth approvals should be conditioned on verified sewer capacity at both the city collection system and the county treatment facility, with priority given to reducing inflow and infiltration and ensuring new development does not outpace wastewater treatment availability.

Schools at a Breaking Point

For Cypress Hall specifically, applying the same household and school-age assumptions (2.55 persons/DU; ~22% school-age), full build-out of 549 units would equate to approximately 1,400 residents, including an estimated 300 or more school-age students district-wide. The reconfigured Phases III–V alone (165 units) equate to about 420 residents and approximately 90–95 students (10)(13). This projected enrollment growth compounds existing pressures in the district. As Vice President of Milford School Board, Matt Bucher recently highlighted:

- Elementary (K–4): Morris, Banneker, Mispillion, and Ross will reach max capacity within 3-4 years
- Milford Middle (5–6): Opened with over 700 students and capacity is 1000
- Central Academy (7–8): Built for 9th grade only, is being stretched unsustainably
- High School (9–12): Already 200+ students over capacity, growing 20–30 students per year

Accessibility & ADA compliance: The Delaware Department of Education's FY26 capital report states that the proposed Milford High School Renovation & Expansion is intended to "correct vital life, health, and safety issues in the current facility including ADA compliance" (21). This confirms that accessibility upgrades remain unaddressed in the existing building. Parents of Milford students have testified that their children with limited mobility, as well as students who use wheelchairs, cannot attend classes on the second floor due to accessibility barriers (24). Approving major new housing before funding and implementing those corrections would risk compounding inequities for students and families with disabilities.

Future Needs: The district filed a $76 million Certificate of Necessity for expansion; state funding is competitive, and a 30 percent local match is required (13).

Bottom line: Each new housing approval today will add families and students tomorrow, without sufficient classrooms or equitable facilities to serve them. Milford should pause major residential approvals until the school district has both adequate capacity and compliance with accessibility standards.

Legal Risks Related to Accessibility and Civil Rights Compliance

Milford High School's documented accessibility barriers raise not only educational adequacy concerns, but potential civil rights implications under federal law. The Delaware Department of Education's FY26 capital request confirms that the district has not yet corrected "vital life, health, and safety issues… including ADA compliance" (21). The district's request for $76

million via a Certificate of Necessity (13) underscores the scale and urgency of these deficiencies.

If the City approves significant residential growth, particularly developments likely to include families with school-age children, before such ADA corrections are funded and implemented, it could expose the City and school district to legal scrutiny under:

- Title II of the Americans with Disabilities Act (ADA), which prohibits public entities including public schools from denying services or access to individuals with disabilities; and
- The Equal Protection Clause of the Fourteenth Amendment, which prohibits states and municipalities from enacting policies that result in the discriminatory provision of public services.

Approving residential development while knowingly increasing enrollment into *non-accessible public schools* may be construed as a form of disparate impact discrimination, particularly if no reasonable accommodations or a concrete plan for accessibility improvements are in place. Federal enforcement actions or private litigation under these laws often focus on whether public entities failed to proactively address foreseeable accessibility burdens caused by their own planning and permitting decisions.

Therefore, until the school district's Certificate of Necessity is funded and its ADA improvements are underway, the City should treat approval of major new housing, especially family-oriented units, as a potential civil rights exposure and impose appropriate conditions on any such approvals.

2019 Voices Ignored

During the March 25, 2019 City Council hearing, multiple residents and officials warned against deviations (12):

- Nina Pletcher – said it set a dangerous precedent and posed liability for trash truck access
- Jennifer Contravo – raised concerns about reduced apartment parking and overflow
- Sam Passwaters – questioned road durability for heavy trucks
- Carl King Jr. – warned grain dust, noise, and odor would affect residents

Officials also raised alarms (12):

- Fire Company President Kevin Donovan – warned fire ladders and trucks could not maneuver alleys if cars parked

- Public Works Director Mark Whitfield – said automated trash trucks could not service 20-foot alleys, requiring costly alternatives

Although Council approved the plan in 2019, today's review must be based on current facts and legal standards. Since then, population growth, rising traffic fatalities, school overcrowding, and unresolved water and sewer issues confirm that the risks identified in 2019 have now materialized.

Summary

Cypress Hall has been reshaped multiple times since 2009 (2)(3)(4)(5), each time increasing density and stretching infrastructure further. The 2025 amendment is not a minor adjustment; it is the latest in a series of exceptions that chip away at the integrity of our zoning standards. Council retains clear legal authority to deny this amendment (1)(11). Doing so will protect health, safety, and welfare, uphold the Comprehensive Plan (6), and restore public confidence that community concerns are heard.

Thank you,

Julie Morris
74 Cedar Beach Road, Milford DE 19963

References

1. Milford City Code, Chapter 230 & 200 – Conditional use standards.
2. Milford City Council Minutes, 2009 Subdivision Approval – Cypress Hall.
3. Ordinance 2019-09, Milford City Council – Cypress Hall PUD Conversion.
4. Ordinance 2022-11, Milford City Council – Cypress Hall PUD Revision.
5. Ordinance 2025-16 Draft & Council Packet – Cypress Hall Phase III–V.
6. Milford Comprehensive Plan (2018, as amended).
7. Milford Planning Staff Reports, 2019–2025.
8. U.S. Census Bureau, 2020 Census – Milford population 11,190.
9. World Population Review & Delaware Demographics – 2025 estimate 14,600–14,900.
10. Census QuickFacts – Average household size (2.55) and % school-age population (~22%).
11. Steen v. County Council of Sussex County, 1989; Delaware Supreme Court zoning precedents.
12. Milford City Council Minutes, March 25, 2019 Hearing.
13. Milford School Board Reports & Certificate of Necessity filing (2024–2025).
14. U.S. Environmental Protection Agency – Lead and Copper Rule Revisions (LCRR), federal replacement mandate.
15. Delaware Public Media – Milford water referendum approval (April 27, 2025).
16. City of Milford – 2025 Consumer Confidence Report (CCR).
17. WBOC News – Carlisle Fire Company plans Southeast Milford substation (2025).
18. Bay to Bay News – Carlisle Fire Company signs MOU with City of Milford (2024).
19. Milford Live – Carlisle Fire Company and City MOU updated (2024).
20. City of Milford Workshop Minutes – Carlisle Fire Company budget/staffing challenges (2024).

21. Delaware Department of Education, FY26 Budget Request HB-169 Reporting – Milford High School Renovation & Expansion (ADA compliance).

22. Delaware DOE – Capital Budget Appendix, FY26.

23. City of Milford Ordinances 2022-26 & 2023-26 (Cypress Hall Phase approvals and sign plan).

24. Parent testimony regarding Milford High School accessibility barriers for students with limited mobility (community input).

25. AtlanticCaring – Delaware ER Wait Times Report (Bayhealth Sussex Campus, 2023).

26. HospitalCompare.io – Bayhealth Sussex Campus Profile (ER wait times, 2023).

27. Delaware Health and Social Services – Bayhealth presentation to DHCC (2023) showing occupancy, ICU strain, patient days.

28. Bayhealth.org – Sussex Campus ED overview (30 bays, 2 trauma bays, Level III trauma designation).

29. Bayhealth press releases and local media coverage – July 2023 opening of the Total Care urgent/emergency facility and July 2024 expansion adding 40 medical/surgical beds and increasing ICU from 10 to 16 beds.

30. Spotlight Delaware – Kent County paramedic staffing shortage and recruitment incentives (Aug. 2025).

31. Sussex County EMS – System overview noting long transport times due to geography and seasonal surges (accessed 2025).

32. Kent County Regional Resource Recovery Facility – NPDES Permit DE0020338 and DRBC docket (2021/2022 reports).

33. Kent County RRRF Biosolids/Sludge-Dryer Expansion Project – County budget & DRBC filings (2023–2024).

34. DNREC – Conciliation and Compliance Order re: Kent County Sewer System (2025).

35. DNREC Application & Milford Council Materials – Regional Pump Station for Milford Corporate Center (2024).

36. Delaware State Police – 2024 Annual Traffic Statistical Report (statewide totals, county breakdowns).

37. Delaware Office of Highway Safety – Fatal Crash Index (2025 YTD by county).

38. DelDOT – US-113 Milford Area Study (projected 70% increase in travel times by 2030 without improvements).

39. Federal Highway Administration – Delaware HSIP Report (2023) noting pedestrian safety audit on US-113 in Milford.

40. Federal Highway Administration – Delaware HSIP Report (2024) noting continuation of Milford pedestrian audit.

41. DelDOT – Public Crash Data Dashboard (filterable Milford crash data).

42. Delaware State Police News Release – Four-vehicle fatal crash, Bay Road near Exit 83 (January 18, 2024).

43. Delaware State Police News Releases – Four-vehicle fatal crash, Milford Coastal Highway approach (July 11, 2025).

44. Delaware State Police News Release – Pedestrian fatality, Dupont Boulevard, Milford (June 12, 2020).

45. DelDOT Traffic Impact Study Reviews – US-113/SR-14 and US-113/Johnson Road intersections, LOS deficiencies and mitigation requirements.

Exhibit A: Cypress Hall Density History

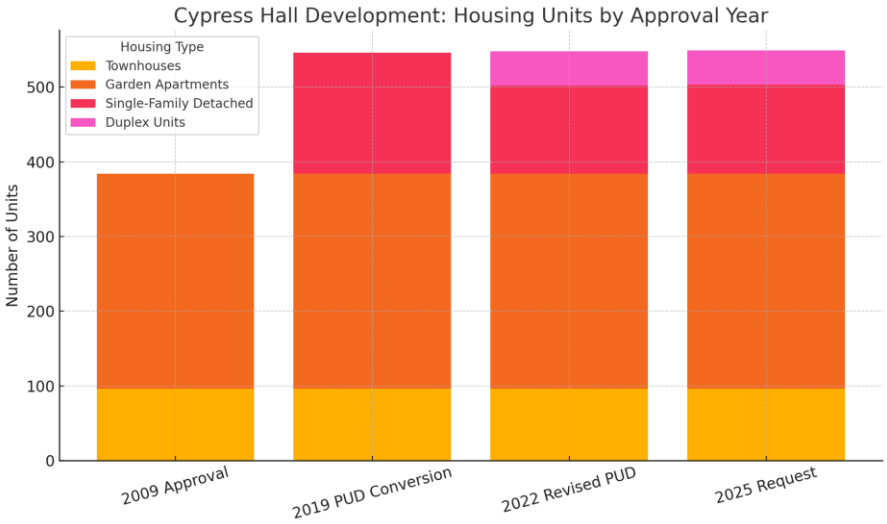
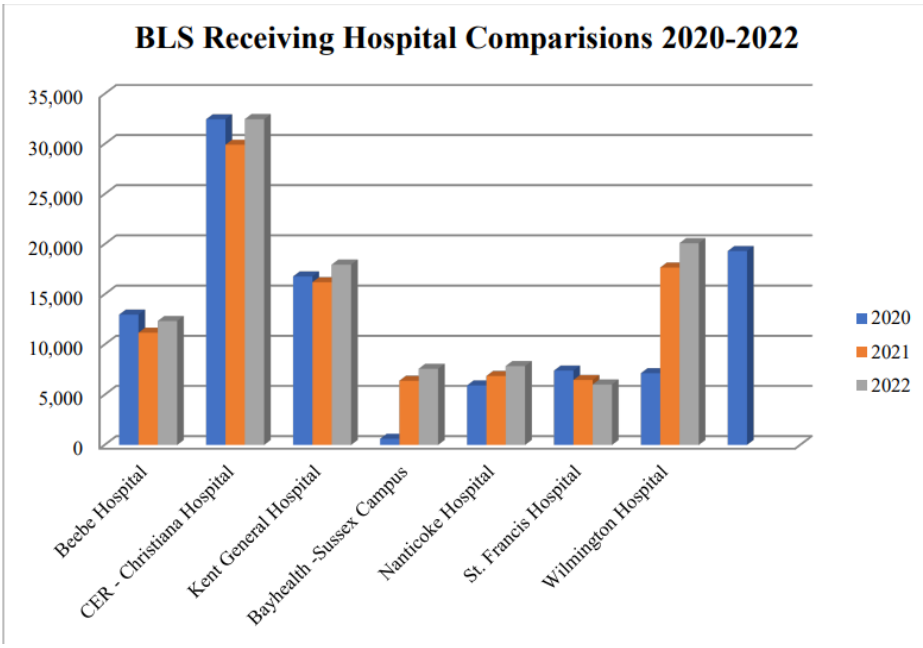


Exhibit B: Basic life Support DE Emergency annual report



Financial Reporting Package

As of and For the Period Ended July 31, 2025

Net Cash and Funding Availability Summary *(in thousands)*

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware

Net Cash and Funding Availability Summary *(in thousands)* [1]

For the Period Ended July 31, 2025

Operating Cash Balances

▼ *Marks Ref Closing Bal* [4]

Description	Opening Balance (Jun 30, 2025)		Closing Balance (Jul 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	$ 2,057	→	$ 1,853	$ 51	$ (118)	$ (1,759)	$ 27
Electric Fund	3,696	→	3,759	31	(966)	(1,187)	1,638
Water Fund	4,091	→	4,117	39	(1,073)	(330)	2,754
Sewer Fund	2,649	→	2,466	25	(1,474)	(236)	780
Solid Waste Fund	669	→	670	5	(123)	(201)	351
Operating Cash Totals [4]	**$ 13,162**	●	**$ 12,865**	**$ 151**	**$ (3,754)**	**$ (3,713)**	**$ 5,549**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jun 30, 2025)		Closing Balance (Jul 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 1,029	→	$ 1,010	$ -	$ (1,010)	$ -	$ -
Municipal Street Aid (MSA)	476	→	478	283	(761)	-	-
Realty Transfer Tax (RTT)	1,722	→	1,868	5,907	(5,384)	(1,564)	828
Economic Development	559	→	559	-	-	-	559
Lodging Tax Fund	868	→	869	99	(968)	-	-
ARPA Grant Fund	260	→	260	-	(260)	-	-
Special Purpose Cash Totals [4]	**$ 4,914**	●	**$ 5,045**	**$ 6,289**	**$ (8,384)**	**$ (1,564)**	**$ 1,387**

Reserve Fund Cash Balances [1]

Description	Opening Balance (Jun 30, 2025)		Closing Balance (Jul 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 1,683	↓	$ 1,341	$ 7,900	$ (8,582)	$ (314)	$ 345
Water Fund Capital Reserves	3,026	→	3,035	1,073	(1,770)	(2,097)	240
Sewer Fund Capital Reserves	4,073	→	4,083	1,474	(2,204)	(2,432)	922
Solid Waste Fund Capital Reserves	52	→	51	123	(102)	(71)	2
Electric Fund Capital Reserves [2]	13,204	→	13,240	3,466	(6,490)	(8,124)	2,093
Operating Cash Totals [4]	**$ 22,039**	●	**$ 21,749**	**$ 14,037**	**$ (19,148)**	**$ (13,037)**	**$ 3,601**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Jun 30, 2025)		Closing Balance (Jul 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	$ 857	→	$ 857	$ 4	$ (861)	$ -	$ -
Carlisle Fire Co Permit Fund	387	→	387	1	(388)	-	-
Parks & Recreation Facilities	160	→	160	-	(160)	-	-
Water Impact Fee Reserves	4,480	↓	3,535	411	(3,946)	-	-
Sewer Impact Fee Reserves	3,916	→	3,938	233	(4,171)	-	-
Electric Impact Fee Reserves	1,580	→	1,583	40	(1,623)	-	-
Impact Fees & Police/GF Totals [3,4]	**$ 11,379**	●	**$ 10,460**	**$ 689**	**$ (11,149)**	**$ -**	**$ -**

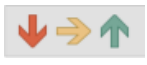
Grand Totals [4]	**$ 51,494**	◆	**$ 50,120**	**$ 21,167**	**$ (42,436)**	**$ (18,314)**	**$ 10,537**

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

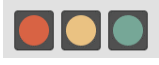
[2] Realty Transfer Taxes (RTT) and Electric Fund Reserves totaling $7.5mm are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the funds through project financing is reflected in the Projected Cashflows columns for RTT & Electric.

[3] The Projected Cashflows in the Impact Fees & Police/GF breakout (lines 28-34) are based on YTD collections projected across the balance of the fiscal year.

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

UNAUDITED

City of Milford, Delaware

Cash and Investment Balance[1] Rollforward

For the Period Ended July 31, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal*[4]

Description	Opening Balance (Jun 30, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Jul 31, 2025)
General Fund	$ 2,057,149	$ 3,000,149	$ 3,778	$ (3,207,753)	$ 1,853,322
Electric Fund	3,695,842	3,367,962	2,280	(3,306,737)	3,759,346
Water Fund	4,091,335	315,466	2,840	(292,295)	4,117,346
Sewer Fund	2,649,313	508,797	1,830	(694,280)	2,465,660
Solid Waste Fund	668,823	155,346	380	(154,929)	669,620
Operating Cash Totals[4]	**$ 13,162,461**	**$ 7,347,720**	**$ 11,108**	**$ (7,655,994)**	**$ 12,865,294**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jun 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jul 31, 2025)
General Improvement	$ 1,028,749	$ -	$ 3,970	$ (22,300)	$ 1,010,419
Municipal Street Aid (MSA)	476,215	-	1,920	-	478,135
Realty Transfer Tax (RTT)	1,721,995	140,436	5,690	-	1,868,121
Economic Development	558,863	-	-	-	558,863
Lodging Tax Fund	867,575	1,623	-	-	869,197
ARPA Grant Fund	260,499	-	-	-	260,499
Special Purpose Cash Totals[3,4]	**$ 4,913,896**	**$ 142,058**	**$ 11,580**	**$ (22,300)**	**$ 5,045,234**

Reserve Fund Cash Balances

Description	Opening Balance (Jun 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jul 31, 2025)
General Fund Capital Reserves	$ 1,682,920	$ -	$ 7,702	$ (349,895)	$ 1,340,727
Water Fund Capital Reserves	3,026,210	-	12,740	(4,357)	3,034,594
Sewer Fund Capital Reserves	4,072,963	-	14,740	(4,357)	4,083,346
Solid Waste Fund Capital Reserves	52,390	-	280	(1,584)	51,085
Electric Fund Capital Reserves	13,204,202	-	45,050	(9,505)	13,239,746
Reserve Fund Cash Totals[3,4]	**$ 22,038,684**	**$ -**	**$ 80,512**	**$ (369,698)**	**$ 21,749,498**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Jun 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jul 31, 2025)
Police & General Gov't Facilities	$ 856,640	$ 362	$ -	$ -	$ 857,002
Carlisle Fire Co Permit Fund	386,922	121	-	-	387,042
Parks & Recreation Facilities	159,575	-	-	-	159,575
Water Impact Fee Reserves	4,479,928	37,380	-	(982,344)	3,534,964
Sewer Impact Fee Reserves	3,916,434	21,212	-	-	3,937,645
Electric Impact Fee Reserves	1,579,790	3,600	-	-	1,583,390
Impact Fees & Police/GF Totals[3,4]	**$ 11,379,289**	**$ 62,674**	**$ -**	**$ (982,344)**	**$ 10,459,619**

Grand Totals[4]	**$ 51,494,330**	**$ 7,552,452**	**$ 103,200**	**$ (9,030,336)**	**$ 50,119,645**

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

[2]$0.4 million disbursed from reserves (lines 20-24) is attributable to FY26 PD vehicle replacement ($0.2mm), FY26 PD Fleet/Body Cam Lease ($0.1mm), and other FY26 equipment replacement and budgeted capital. The $0.9 million disbursement from water impact fees (line 31) supported the MCC Project.

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

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% < Variance < 2.5%

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City of Milford, Delaware

Restricted Cash Reserves Report

As of July 31, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/25)	$	1,340,727
Expected Contributions & Interest		5,150,404
Restricted Funds:		
Vehicle & Equipment Replacement		(507,931)
Street Repair		(2,850,560)
Parking Enhancements		(496,707)
Parkland, Trails & Recreation		(1,575,231)
PD Projects		(2,767,415)
IT / Other Projects		(384,344)
Support Policy with RTT[1]		2,750,000
Reserve (MCR) Policy[6]		-
Equipment Replacement Reserve[2]		(313,700)
Uncommitted Reserve Balance	**$**	**345,243**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/25)	$	3,034,594
Expected Contributions & Interest		1,072,589
Restricted Funds:		
Vehicle & Equipment Replacement		(29,943)
Reserve-Funded Projects		
Water System Improvements		(866,807)
Water Plant Upgrades		(485,000)
NW Water Infrastructure		(296,209)
4th St Project 9/9/24		(91,996)
Reserve (MCR) Policy[3,6]		(2,040,740)
Equipment Replacement Reserve[3]		(56,600)
Uncommitted Reserve Balance	**$**	**239,888**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/25)	$	4,083,346
Expected Contributions & Interest		1,474,170
Restricted Funds:		
Sewer Vehicles & Equipment		(16,943)
Reserve-Funded Projects		
Sewer System Improvements		(2,187,357)
		-
		-
Reserve (MCR) Policy[3,6]		(2,327,273)
Equipment Replacement Reserve[3]		(104,400)
Uncommitted Reserve Balance	**$**	**921,544**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/25)	$	13,239,746
Expected Contributions & Interest		3,466,321
Restricted Funds:		
Electric Vehicles & Equipment		(488,886)
Substation & System Upgrades		(729,833)
Traffic Signal Upgrades		(297,676)
Citywide Projects; MCC		(913,340)
Investment Policy/Rate Stability[7]		(4,060,000)
Reserve (MCR) Policy[3,6]		(7,900,845)
Equipment Replacement Reserve[3]		(222,800)
Uncommitted Reserve Balance	**$**	**2,092,689**

Solid Waste Reserves		Amount
Cash/Investment Balance (7/31/25)	$	51,085
Expected Contributions & Interest		123,170
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(62,000)
Solid Waste Alloc of Citywide Projects		(40,000)
Reserve (MCR) Policy[4]		-
Equipment Replacement Reserve[4]		(70,750)
Uncommitted Reserve Balance	**$**	**1,506**

MSA & RTT Reserves	Amount
RTT Balance (7/31/25)	1,868,121
MSA Balance (7/31/25)	478,135
MSA & RTT Est Receipts thru FY26:	6,190,456
MSA: Street & Bridge Improvements	(1,169,501)
RTT: Parkland, Trails & Recreation	(140,000)
MSA & RTT: Riverwalk Extension	(340,500)
MSA & RTT: Combined St-Util	(1,745,000)
RTT: 4th St Project 9/9/24	(263,757)
RTT: Support GF Policies[1]	(2,750,000)
RTT: Reserve Policy[5]	(1,564,000)
Uncommitted Reserve Balance	**$ 563,954**

[1]Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for forseeable future, ***$750K increase recommended***

[2]Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget; ***recommend 100% of CY ERR cash budget.***

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

[4]Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Funds accumulated through FY25 used for collection vehicles. MCR Policy = $0 until fleet size = 5.

[5]Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts ($1.6mm based on strong FY25 vs FY21, which fell out of T3 Avg)

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

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

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City of Milford, Delaware

Enterprise Funds: Statement of Revenues & Expenditures

For the YTD Period Ended July 31, 2025 vs Prior FYTD & Current Budget (in thousands)

	Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY26 Total *(as % of Rev)*	FY25 Total *(as % of Rev)*
1	Operating Revenue	$ 3,913	$ 369	$ 618	$ 163	$ 5,062	100.0%	100.0%
2	Cost of Revenue[1]	(2,570)	(35)	(355)	(32)	(2,991)	-59.1%	-70.5%
3	Gross Margin	1,343	334	263	130	2,071	40.9%	29.5%
4	Operating Expenses							
5	Operations & Maintenance	(383)	(144)	(195)	(84)	(806)	-15.9%	-12.5%
6	Personnel	(132)	(34)	(33)	(31)	(230)	-4.5%	-5.2%
7	Total Operating Expenses	(515)	(178)	(228)	(115)	(1,036)	-20.5%	-17.7%
8	**Operating Income**	**$ 828**	**$ 156**	**$ 35**	**$ 15**	**$ 1,034**	**20.4%**	**11.8%**
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	828	156	35	15	1,034	20.4%	11.8%
11	Debt Service - Principal & Interest	(80)	-	-	-	(80)	-1.6%	0.0%
12	Capital Spending / Contributions from (to) Reserves	75	-	163	75	313	6.2%	-3.1%
13	Surplus (deficit) available for transfers	823	156	198	90	1,267	25.0%	8.7%
14	Transfers Out	(361)	(41)	(37)	-	(439)	-8.7%	-9.3%
15	**Net Surplus (Deficit) - FYTD through Jul 2025**	**$ 462**	**$ 115**	**$ 161**	**$ 90**	**$ 829**	**16.4%**	**-0.6%**
16	***Net Surplus (Deficit) - FYTD through Jul 2024***	*$ (17)*	*$ 39*	*$ (30)*	*$ (19)*	*$ (26)*	*-0.6%*	
17	*Current vs Prior - Favorable (Unfavorable)[2]*	*$ 479*	*$ 76*	*$ 191*	*$ 109*	*$ 855*	*17.0%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 589*	*$ (50)*	*$ 12*	*$ (10)*	*$ 540*	10.4%	
19	*Current vs Budget - Favorable (Unfavorable)[2]*	*$ (127)*	*$ 166*	*$ 149*	*$ 100*	*$ 288*	*6.0%*	

20 [1]Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

21 [2]Comparative Indicators ***Green*** , ***Yellow*** and ***Red*** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

For the YTD Period Ended July 31, 2025 vs Prior FYTD & Current Budget (in thousands)

	General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY26 Total (as % of Rev)	FY25 Total[2] (as % of Rev)
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 158	$ -	$ -	$ -	$ 158	16.3%	6.7%
3	Permits, Licensing & Franchise Fees	14	-	-	26	40	4.1%	9.6%
4	Fines, Fees & Misc Revenue	11	16	7	-	35	3.6%	5.2%
5	General Revenue Subtotal	183	16	7	26	232	24.1%	21.5%
6	Utility Transfers & Cost Allocation	585	-	-	-	585	60.6%	68.3%
7	Grant Revenue	-	-	-	-	-	0.0%	0.4%
8	Application of Reserve Balances	148	-	-	-	148	15.3%	9.8%
9	General Fund Operating Support	733	0	-	-	733	75.9%	78.5%
10	**Total Sources of Funding**	**$ 917**	**$ 16**	**$ 7**	**$ 26**	**$ 966**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	66	142	66	62	337	34.9%	39.4%
13	Personnel	56	569	84	193	902	93.4%	109.0%
14	Total Operating Expenses	122	712	150	255	1,239	128.3%	148.3%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 795**	**$ (696)**	**$ (143)**	**$ (229)**	**$ (273)**	**-28.3%**	**-48.3%**
16	Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
17	Capital Spending / Transfers from (to) Reserves	-	123	-	25	148	15.3%	4.3%
18	**Net Surplus (Deficit) - FYTD through Jul 2025**	**$ 795**	**$ (818)**	**$ (143)**	**$ (254)**	**$ (421)**	**-43.6%**	**-52.6%**
19	***Net Surplus (Deficit) - FYTD through Jul 2024***	*$ 552*	*$ (584)*	*$ (105)*	*$ (286)*	*$ (423)*	-52.6%	
20	*Current vs Prior - Favorable (Unfavorable)[2]*	↑ *$ 243*	↓ *$ (235)*	↓ *$ (38)*	↑ *$ 32*	↑ *$ 2*	↑ *9.0%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 917*	*$ (795)*	*$ (190)*	*$ (329)*	*$ (397)*	-34.0%	
22	*Current vs Budget - Favorable (Unfavorable)[3]*	↓ *$ (122)*	→ *$ (24)*	↑ *$ 48*	↑ *$ 74*	↓ *$ (24)*	↓ *-9.6%*	

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

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

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

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City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended July 31, 2025

8.3% of Year Elapsed

	Account / Function	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Real Estate Tax	$ 6,853,155	$ 157,807	$ 157,807	2.3%
3	Utility Transfers	5,262,700	438,558	438,558	8.3%
4	Departmental Transfers	1,873,873	146,563	146,563	7.8%
5	Application of Reserves	4,463,943	148,028	148,028	3.3%
6	Leases and Franchise Fees	429,004	14,108	14,108	3.3%
7	Planning & Development:				
8	Business & Rental Licenses	226,000	1,989	1,989	0.9%
9	Building Permits	323,530	12,096	12,096	3.7%
10	Development Fees	155,390	11,482	11,482	7.4%
11	Code Enforcement	33,940	360	360	1.1%
12	Public Safety	603,917	15,946	15,946	2.6%
14	Parks & Recreation Fees	99,000	7,214	7,214	7.3%
13	Interest Income	184,810	11,480	11,480	6.2%
15	Misc. Revenues	42,454	3	3	0.0%
16	**Total General Fund Revenue**	**$ 20,551,716**	**$ 965,634**	**$ 965,634**	**4.7%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	4,204,619	369,068	369,068	8.8%
19	Sewer Fund Revenues	3,818,476	325,433	325,433	8.5%
20	Kent County Sewer	2,995,177	292,106	292,106	9.8%
21	Solid Waste Fund Revenues	1,863,130	162,559	162,559	8.7%
22	Electric Fund Revenues	35,636,634	3,912,654	3,912,654	11.0%
23	**Total Enterprise Fund Revenue**	**$ 48,518,036**	**$ 5,061,820**	**$ 5,061,820**	**10.4%**
24	Application of Enterprise Reserves[2]	6,353,640	7,187	7,187	0.1%
25	**Total General & Enterprise Fund Revenue**	**$ 75,423,392**	**$ 6,034,641**	**$ 6,034,641**	**8.0%**

UNAUDITED

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended July 31, 2025

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	$ 706,390	$ 31,990	$ 31,990	4.5%	$ 674,400
Operation & Maintenance (O&M)	231,950	37,038	37,038	16.0%	194,912
Capital	-	-	-		-
Subtotal: City Administration	938,340	69,028	69,028	7.4%	869,312
City Clerks					
Personnel	266,340	$ 20,217	20,217	7.6%	246,123
O&M	102,475	5,600	5,600	5.5%	96,875
Capital	-	-	-		-
Subtotal: City Clerks	368,815	25,817	25,817	7.0%	342,998
Planning & Zoning					
Personnel	794,180	$ 60,751	60,751	7.6%	733,429
O&M	188,735	8,735	8,735	4.6%	180,000
Capital	-	-	-		-
Subtotal: Planning & Zoning	982,915	69,486	69,486	7.1%	913,429
Council					
Personnel	54,990	$ 3,353	3,353	6.1%	51,637
Legal	33,500	2,513	2,513	7.5%	30,988
City Hall Building Expense	42,780	3,565	3,565	8.3%	39,215
Insurance	23,330	9,652	9,652	41.4%	13,678
Council Expense	30,000	35	35	0.1%	29,965
Codification	18,000	-	-	0.0%	18,000
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	-	-	0.0%	40,000
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	25,000	7,729	7,729	30.9%	17,271
Community Festivals	40,000	-	-	0.0%	40,000
Election Expense	14,130	-	-	0.0%	14,130
Other O&M	120,130	-	-	0.0%	120,130
Contract Services	18,000	-	-	0.0%	18,000
Subtotal: Council	742,860	26,847	26,847	3.6%	716,013

UNAUDITED

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended July 31, 2025

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	766,980	$ 58,637	58,637	7.6%	708,343
O&M	139,353	13,425	13,425	9.6%	125,928
Capital	-	-	-		-
Subtotal: Finance	906,333	72,062	72,062	8.0%	834,271
Information Technology					
Personnel	638,210	$ 47,603	47,603	7.5%	590,607
O&M	435,944	-	-	0.0%	435,944
Capital	24,879	-	-	0.0%	24,879
Subtotal: Information Technology	1,099,033	47,603	47,603	4.3%	1,051,430
Police Department					
Personnel	7,461,705	$ 569,252	569,252	7.6%	6,892,453
O&M	1,205,245	142,309	142,309	11.8%	1,062,936
Capital	244,701	122,827	122,827	50.2%	121,874
Debt Service	488,882	-	-	0.0%	488,882
Subtotal: Police Department	9,400,533	834,389	834,389	8.9%	8,566,145
Streets & Grounds Division					
Personnel	444,000	$ 26,274	26,274	5.9%	417,726
O&M	622,710	39,639	39,639	6.4%	583,071
Capital	2,576,177	25,201	25,201	1.0%	2,550,976
Subtotal: Streets & Grounds Division	3,642,887	91,115	91,115	2.5%	3,551,772
Parks & Recreation					
Personnel	922,800	$ 84,088	84,088	9.1%	838,712
O&M	788,700	66,298	66,298	8.4%	722,402
Capital	758,500	-	-	0.0%	758,500
Subtotal: Parks & Recreation	2,470,000	150,386	150,386	6.1%	2,319,614
Total General Fund Expenditures	**$ 20,551,716**	**$ 1,386,731**	**$ 1,386,731**	**6.7%**	**$ 19,164,985**

UNAUDITED

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended July 31, 2025

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	$ 513,720	$ 34,053	$ 34,053	6.6%	$ 479,667
O&M	2,035,040	143,986	143,986	7.1%	1,891,054
Transfer to General Fund	490,000	40,833	40,833	8.3%	449,167
Capital	3,909,719	-	-	0.0%	3,909,719
Debt Service	365,275	-	-	0.0%	365,275
Subtotal: Water Division	7,313,754	218,873	218,873	3.0%	7,094,881
Sewer Division					
Personnel	503,670	32,863	32,863	6.5%	470,807
O&M	2,269,415	195,433	195,433	8.6%	2,073,982
Transfer to General Fund	438,000	36,500	36,500	8.3%	401,500
Capital	2,343,542	7,187	7,187	0.3%	2,336,355
Debt Service	416,477	-	-	0.0%	416,477
Subtotal: Sewer Division (excl. Kent County)	5,971,104	271,983	271,983	4.6%	5,699,121
Kent County Sewer	3,011,721	292,072	292,072	9.7%	2,719,649
Subtotal: Sewer Division (Comprehensive)	8,982,825	564,055	564,055	6.3%	8,418,769
Solid Waste Division					
Personnel	519,380	31,357	31,357	6.0%	488,023
O&M	1,487,545	83,742	83,742	5.6%	1,403,803
Capital	92,238	-	-	0.0%	92,238
Subtotal: Solid Waste Division	2,099,163	115,099	115,099	5.5%	1,984,064
Subtotal: Water, Sewer & Solid Waste	18,395,742	898,027	898,027	4.9%	17,497,714
Electric Division					
Personnel	2,066,920	132,032	132,032	6.4%	1,934,888
O&M	3,742,700	382,954	382,954	10.2%	3,359,746
Transfer to General Fund	4,334,700	361,225	361,225	8.3%	3,973,475
Capital	824,197	-	-	0.0%	824,197
Debt Service	319,815	79,815	79,815	25.0%	240,000
Subtotal: Electric Division (excl. Power)	11,288,332	956,025	956,025	8.5%	10,332,306
Power Purchased	25,187,603	2,569,610	2,569,610	10.2%	22,617,993
Subtotal: Electric Division (Comprehensive)	36,475,935	3,525,635	3,525,635	9.7%	32,950,299
Total Enterprise Fund Expenditures	**$ 54,871,676**	**$ 4,423,663**	**$ 4,423,663**	**8.1%**	**$ 50,448,014**
Grand Total Operating Budget	**$ 75,423,392**	**$ 5,810,394**	**$ 5,810,394**	**7.7%**	**$ 69,612,998**

City of Milford, Delaware

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

For the YTD Period Ended July 31, 2025

8.3% of Year Elapsed

	Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**Interservice Departments**					
2	Garage					
3	Personnel	$ 223,540	16,067	$ 16,067	7.2%	$ 207,473
4	Operation & Maintenance (O&M)	130,750	15,899	15,899	12.2%	114,851
5	Capital	16,157	16,157	16,157	100.0%	-
6	Subtotal: Garage	370,447	48,123	48,123	13.0%	322,324
7	Public Works					
8	Personnel	879,120	57,382	57,382	6.5%	821,738
9	O&M	428,450	38,923	38,923	9.1%	389,527
10	Capital	434,574	4,747	4,747	1.1%	429,827
11	Subtotal: Public Works	1,742,144	101,052	101,052	5.8%	1,641,092
12	Tech Services					
13	Personnel	352,300	27,335	27,335	7.8%	324,965
14	O&M	537,405	26,386	26,386	4.9%	511,019
15	Capital	-	-	-		-
16	Subtotal: Tech Services	889,705	53,721	53,721	6.0%	835,984
17	Billing & Collections					
18	Personnel	899,760	68,552	68,552	7.6%	831,208
19	O&M	497,330	34,024	34,024	6.8%	463,306
20	Capital	146,900	-	-	0.0%	146,900
21	Subtotal: Billing & Collections	1,543,990	102,576	102,576	6.6%	1,441,414
22	City Hall Cost Allocation					
23	Personnel	1,950	149	149	7.6%	1,801
24	O&M	98,710	7,535	7,535	7.6%	91,175
25	Capital	14,493	-	-	0.0%	14,493
	Subtotal: City Hall Cost Allocation	115,153	7,684	7,684	6.7%	107,469
	Interdepartmental Cost Allocation	**$ (4,661,439)**	**$ (313,157)**	**$ (313,157)**	**6.7%**	**$ (4,348,283)**
	Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

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

UNAUDITED

RESOLUTION 2025-14

Halloween Trick-or-Treat

WHEREAS, the children of Milford are free to enjoy the fun and festivity associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family, going door to door in their neighborhoods, displaying their costumes and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Friday, October 31, 2025 between the hours of 6:00 P.M. and 8:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

*Costumed celebrants will be permitted to engage in Trick-or-Treat.

*All celebrants are to refrain from committing acts of vandalism or destruction.

*Motorists are asked to be ever watchful of our youngsters making these annual rounds.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22rd day of September 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White