



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

Council Meeting Agenda November 10, 2025

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Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM

15-Minute Public Comment Period*

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

COUNCIL MEETING

Page

- 1. Call to Order - Mayor F. Todd Culotta**
- 2. Roll Call**
- 3. Invocation**
- 4. Pledge of Allegiance**

- 5. **Approval of the Agenda**
- 6. **Approval of Previous Minutes**
- 7. **Recognition**

Proclamation 2025-21 Recognizing Veterans Day 2025

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12. New Business

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Authorization/Police Evidence Facility

- b. [Evidence Facility Memo - RYJ Presentation - 11-10-25](#)  66
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- d. [Cypress Hall Phase 1-A and 1-B Memo and Resolution](#)  73 - 74

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Authorization/Budget Transfer/Customer Service Postage Agreement**

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- g. [City of Milford - Milford DE - 2025 New Purchase Agreement](#)  80 - 82

Authorization/DelDOT Agreement/Milford Coordination for US 113 Roadway Lighting Improvements ***

- h. [MILFORD - DELDOT US113 Lighting Agreement \(T202508303\) Memo](#)  83 - 91
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[US 113 Lighting Plans Airport Rd to SR 1](#) 

Ordinance Introduction:

Ordinance 2025-18 Revocable Trust of Pamela Davis Thompson/Annexation

- i. [Thompson - Public Hearing - Packet](#)  92 - 112

Ordinance 2025-19 609 Walnut LLC/Preliminary Major Subdivision

- j. [609 Walnut - Packet](#)  113 - 160

13. EXECUTIVE SESSION

Motion to Recess into Executive Session

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

Return to Open Session

Potential Motion/Real Estate

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.

110325

**110525 Late Addition by Finance Director

***110525 Late Addition by City Manager

110625 PH item posted in error and removed. Item is scheduled for November 24th Council meeting



PROCLAMATION 2025-21
VETERAN'S DAY-NOVEMBER 11, 2025

WHEREAS, it has long been our custom to commemorate November 11th, the anniversary of the ending of World War I, by paying tribute to the heroes of that tragic struggle and by rededicating ourselves to the cause of peace; and

WHEREAS, in the intervening years the United States has been involved in two other great military conflicts, which have added millions of veterans living and dead to the honor rolls of this Nation; and

WHEREAS, Congress passed a concurrent resolution on June 4, 1928, calling for the observance of November 11 with appropriate ceremonies, and later provided in an act approved on May 13, 1938, that the eleventh of November should be a legal holiday and should be known as Armistice Day; and

WHEREAS to expand the significance of that commemoration and in order that a grateful nation might pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this Nation, the Congress, by an act approved June 1, 1954, changed the name of the holiday to Veterans Day.

NOW THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, do hereby call upon all our citizens to observe Tuesday, November 11, 2025, as Veterans Day. On that day let all Milfordians solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom, and let us reconsecrate ourselves to the task of promoting and enduring peace so that their efforts shall not have been in vain.

AND BE IT FURTHER DECREED that Veterans day be a day of celebration and honor and that our nation's flag be flown at full staff, with POW/MIA/Military flags to show support of all our Veterans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 11th day of November in the Year of Our Lord, Two Thousand Twenty-Five.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White



2025 Veterans Day

Honoring City of Milford Employees & Council Members

Sergeant	Kirk Marino	Army
Senior Corporal	Nigel Golding	Navy & Army
Sergeant	Mikhail Stanton	Army
Sergeant	Cory Swan	Air Force
Senior Corporal	Kyle Breckner	Air Force
Lieutenant	Dwight Young	Army
Patrolman First Class	Davin Anderson	Air Force
Senior Corporal	Richard DaFonte	Army
Corporal	Leah Brasure	Air Force
Patrolman	Dylan Connell	Army
Corporal	Anthony Quiroz	Army
Patrolman First Class	Walter Omans, Jr.	Marines
Police Terminal Agency Coordinator/Evidence Custodian	Lawrence Simpkins	Army
Police Dispatcher	Daniel Washinski	Marines
Police Dispatcher-Part Time	Lance Lane	Marines
Executive Assistant-Chief of Police	Victoria Sessoms	Air Force
Police Maintenance/Custodial Technician	Kenneth Perry	Army
Senior Patrol	Robert VanGorder	Army
Senior Patrol	Jay Bailey	US Coast Guard
Senior Patrol	Ralph Willis	Marines
Contractor-Mental Health Clinician	Gregory Bisset	Marines
Contractor-Mental Health Clinician	Alyssa Lucas	Army
Contractor-Mental Health Clinician	Rachel Gray	Army
Human Resources Director	Jamesha Williams	Air Force
Public Works Equipment Operator- Solid Waste	Deron Lucas	Army
Public Works Equipment Operator- Solid Waste	Tyler Wieder	Marines
IT Systems Administrator	Paul Beebe	Navy
Code Enforcement Official	Howard Rothstein	Air Force
Electric Line Technician, First Class	Tyler Sewell	Marines
Councilwoman	Lori Connor	Army
Mayor	Todd Culotta	Marines
Councilman	Dan Marabello	Army



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



401 NE Front Street
 Milford Delaware 19963
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe 

DATE: November 5, 2025

RE: Activity Report for October 2025

In the month of October, the Milford PD responded to 1309 calls for service.

Chief and Police Command Staff:

- Throughout the month of October, the Chief and Command Staff participated in numerous conference calls, virtual meetings, and in-person meetings, including City Council and Workshop meetings, bi-weekly City Manager’s meetings with Department Heads, and PD Staff meetings. The mayor and City Council are provided updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.
- The testing process for the full-time telecommunications operator/dispatcher position has been completed and Oral Boards will be conducted within the next few weeks.

MPD Activities for the Month

Community Engagement:

- The residents of Milford Place invited the police department over for a coffee meet and greet. Officers had a great time sitting down and talking with the residents over a cup of coffee.



- K9 Kai and K9 Mason performed a demonstration at the Harrington Moose Lodge for the Boy Scouts of America: Cub Scout Pack 534.
- S/Cpl. Bloodsworth organized and officiated the annual AAA Safety Patrol Induction Ceremony at the Milford High School auditorium. Chief Ashe and Sgt. Maloney were distinguished guests on stage and helped pin the badges on the newly selected safety patrollers. A local JP Court Judge swore in the safety patrollers. We look forward to these students being safety ambassadors and improving the school climate for their respective schools.
- Officers participated in the annual Truck Convoy for Special Olympics Delaware. This event started and ended at the Delaware State Fair in Harrington, DE.



- Faith & Blue Initiatives
 - Officers provided foot patrol and set up a community engagement table at the annual Oktoberfest hosted by St. John the Apostle Church. Officers were able to interact with the community and answer a wide range of questions during the event. Several community members asked about police careers and our hiring process.



- On Sunday, October 12, Chief Ashe and Sgt. Maloney visited three (3) churches to talk about the Faith & Blue movement and to thank the community for their support.

- S/Cpl. Golding attended the MHS Homecoming dance and S/Cpl. Bloodsworth attended the MCA Halloween dance. We interacted with students at each event, which was attended by large numbers of children enjoying their memorable evenings.
- Officers and Senior Patrol Members led and assisted with traffic control for the annual Milford High School Homecoming Parade.
- Officers and Senior Patrol Members led and assisted with traffic control for the annual Milford Community Parade. Along with Milford PD, we had an additional 50 plus personnel from Milford Public Works, DelDot, Fire Police, Delaware Probation and Parole and other local police agencies that assisted us with keeping out parade participants, citizens and visitors safe during the parade festivities.



- K9 Mason performed a demonstration at the Houston Volunteer Fire Company's Annual Fire Prevention Day.
- Captain Wells, Sgt. Maloney and S/Cpl. Bloodsworth attended the P.A.M. Rehabilitation Trunk or Treat. We had a blast decorating our community engagement trailer and handing out tons of candy to the kids present.



- Sgt. Maloney and S/Cpl. Golding attended Avenue Church's Trunk or Treat. We enjoyed seeing all of the kids in their costumes and giving them handfuls of candy.



- S/Cpl. Bloodsworth and Captain Wells participated in the annual Carlisle Fire Co. Trunk or Treat on Halloween night. This is an enjoyable opportunity to engage with children and their families. We also had additional officers out on patrol to ensure the safety of all trick-or-treat participants. The extra presence of patrol vehicles patrolling the City streets resulted in numerous appreciation comments from the community.



- We were a drop off location for the bi-annual DEA Drug Take Back Event. This event along with our Medication Disposal Box program with CVS Pharmacy collected 183 lbs. of unwanted medication throughout the last 6-month period.



Community Room:

- We had eight (8) organizations use the community room in October.

Training and Professional Development:

- During the month of October, officers completed departmental in-service training on Taser, Baton, and Firearms. They also received training on the new marijuana laws and procedures.
- Two officers attended the Institute of Police Technology & Management Traffic Crash Reconstruction training held at the University of Florida, in Jacksonville, FL.



- Two officers attended NTOA SWAT Team Leader Development training held at the West Deptford Police Department in West Deptford, NJ.
- One officer attended the Advanced Accident Collision Course held at the Delaware State Police Training Academy.
- Chief Ashe and two supervisory officers attended the 2025 IACP Conference held in Denver, CO. While at the conference, Chief Ashe had the opportunity to co-facilitate a roundtable discussion on the Safety & Justice Challenge. Chief Ashe and the officers also attended roundtable discussions on Effective Interview & Interrogation of People with Intellectual or Developmental Disabilities and Combating Transnational Criminal Organizations.



- Three officers attended Emergency Vehicle Operations Collision Avoidance training held at the Delaware State Police Academy.
- Four officers attended the Hometown Security Conference held at the Atlantic Sands Hotel & Conference Center in Rehoboth Beach.
- One officer attended online courses for ALERRT/Active Response Leadership and ALERRT/Active Attack Incident Management training.
- One dispatcher attended the Criminal Justice Agency Administrator Training (TAC) held at the Delaware State Troopers Association.
- One officer attended the CVSA Recertification training held at Prince George's Police Department in Upper Marlboro, MD

Emergency Preparedness:

- Chief Ashe attended a security briefing at People's Place after an incident at their facility.
- Command Staff and City Officials attended weather briefing calls related to significant storms that impacted our area in October.
- The Police Department and Carlisle Fire Company entered into an Memoranda of Understanding (MOU) to share 800mhz radio channels with each other for increased communication during emergency situations.
- Staff attended an Emergency Management Planning Meeting at Milford Wellness Village
- Departmental Active Shooter Instructors have been coordinating active shooter training seminars with Delaware Hospice, People's Place and the City of Milford.
- Through grant funding with the Delaware Office of Highway Safety, the Police Department has been able to secure a message board to be used during emergency situations and special events.



Recognition:

- Officer of the 3rd Quarter 2025 – PFC Mitchell Shaffer



- Promotion to Patrolman First Class – Davin Anderson



- Certified Traffic Crash Reconstructionists- Cpl. Garrett Smith and PFC Hunter Simpson



Behavioral Health Unit:

Milford Police Department – October 2025 BHU Statistics

Jenna Haines, LCSW, MSW, DE-CMHS

Gregory Bisset, LCSW, C-AADC

Danielle Blackwell, LMSW

Alyssa Lucas, MSW, LBSW

Watara Heath, LMSW, MA

Rachel Gray

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
October 1-October 5, 2025	67.5	1. Rural Subcommittee Meeting 2. Coffee w/ a Cop	N/A	8	Referrals to Services: Public Assistance Criminal Mischief Check the Welfare	1	1	10
October 6-October 12, 2025	96	1. Opioid System of Care Meeting 2. NAMI Meeting	1. Domestic Violence Training	15	Referrals to Services: Check the Welfare Public Assistance Missing Person Homeless Resources	2	2	13
October 13-October 19, 2025	95.5	1. City of Milford Halloween Parade	1. NAMI Training Conference	12	Referrals to Services: 10-81 Check the Welfare Domestic Victim Services Homeless Resources	2	1	9
October 20-October 26, 2025	99	N/A	1. Psychotic Disorders Training 2. Veterans Services Training	13	Referrals to Services: Check the Welfare Public Assistance 10-10 10-81 Homeless Resources	1	2	11
October 27-October 31, 2025	66	1. Division of Public Health Meeting	1. Depressive Episodes Training	8	Referrals to Services: Check the Welfare Public Assistance 10-81	1	2	9
Totals:	424			56		7	8	52
Year to Date Totals:	3683			476		51	74	362
Overall Totals:	13873.9			2148		199	280	1815

Social Media/Public Information Update:

Our Facebook page had 304 new followers for a total following of 18,996. Currently our followers are 35% male and 65% female. Posts during the month were viewed 624,020 times. Our top viewed post for October was an attempt to identify a shoplifting suspect, which was a successful and the suspect was identified. It was viewed 120,734 times by 69,032 viewers.

Our Instagram account had 20 new followers for a total following 2,559. Currently our followers are 40% male and 60% female. Posts during the month were viewed 123,492 times and reached 3,032 people. Our top viewed post for October was the news release related to Two Arrested following Menacing Incident Friday Night. It was viewed over 4,335. Our top reached post for October was an attempt to identify a hit and run suspect, which was successful and the suspect was identified. It reached over 1,376 people.

Our Twitter/X followers are 1,440.

We did not have any Nextdoor posts during the month of October. Nextdoor reaches 3,968 members according to statistics provided by the website.

MPD News Releases:

October 22, 2025: Two Arrested following Menacing Incident Friday Night

<https://www.milfordpolicede.org/news/Two-Arrested-following-Menacing-Incident-Friday-Night.htm>

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

The month of October came with a full calendar filled with training, events and planning sessions in addition to the day-to-day tasks of the Clerks Office. The Clerk's Office also completed these items this month:

- I attended a meeting with the City Manager and Councilwoman Zychal on October 1, 2025.
- I hosted the virtual Delaware Municipal Clerks Association (DMCA) meeting on October 2, 2025.
- On October 3, 2025, I attended a meeting with the City Manager, Mayor and Vice Mayor.
- Also on October 3, 2025, DCC Velazquez and I attended the Employee Awards and Recognition Committee meeting to help organize the employee Thanksgiving Turkey Event and to work on the 2025 City of Milford Employee Holiday Celebration.
- On October 7, 2025, I attended the Paid Family and Medical Leave (PFML) Program presentation at Public Works.
- October 8, 2025, I attended a virtual training with the New England Municipal Clerks Institute Association(NEMCIA) on Introduction to Artificial Intelligence for Clerks.
- DCC Velazquez and I also organized the Council group photo on October 8, 2025.
- DCC Velazquez and I also organized and hosted a visit for Governor Meyer, Secretary of Education Cindy Marten and their staff members along with Mayor Culotta at City Hall on October 10, 2025.
- Also on October 10, 2025, along with the Employee Awards and Recognition Committee members held the Employee Service Awards event.
- On October 16, 2025, DCC Velazquez and I attended the Employee Awards and Recognition Committee meeting to finalize the plans for the Thanksgiving turkeys and the holiday party.
- October 17, 2025, I attended a virtual training class with the Texas Municipal Clerks Institute.

City Clerk Monthly Report
October 2025

- DCC Velazquez continued attending weekly classes at the 2025 Delaware Municipal Clerks Institute up at the University of Delaware to work towards her Certified Municipal Clerk (CMC) Certification. She completed her last class on October 30, 2025.
- I attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez continues to provide translation services and create written material in Spanish for other departments as needed.

Monthly Activities

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

- ❖ FOIA Requests to Date (121)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
 - Council Meetings – October 13 & 27 Council Meetings
 - Finance & Audit Committee Meeting - October 13
 - Board of Adjustment – October 9
 - Milford Community Cemetery Meeting October 17
 - Planning Commission – October 21
- ❖ Prepared Public Notices (4)
- ❖ Transcribed and Proofread Minutes (7)
- ❖ Executive Sessions Year to Date (17)
- ❖ Notary Public Services Provided (1) (Public)
- ❖ Proclamations Created Year to Date (21)
- ❖ Resolutions Created Year to Date (17)
- ❖ Special Event Submissions to Date (42)

City Clerk Monthly Report
 October 2025

Special event applications continue to be submitted for processing. DCC Velazquez continues to dedicate a great deal of time and effort working with applicants and other city departments and outside agencies to ensure proper preparation and direction. A list of upcoming events in 2025 follows:

Permit #	Organization	Event Name	Event Date
2025 42	Misphillion Art League , Inc	Arts	11/1/2025
2025 41	I Heart Cookies Co.	I Heart Cookies	10/19/2025
2025 40	Milford Senior Center Inc	Fall Car & Craft Show	10/18/2025
2025 39	ew Beginnings Family Services, LI	SUD Voices: Community Day	9/27/2025
2025 38	Milford Public Library	Delaware Children's Event	10/14/2025
2025 37	Big Oyster	----	----
2025 36	Milford High School	Homecoming Parade	10/17/2025
2025 35	City of Milford	Annual Tree Lighting	11/29/2025
2025 34	Downtown Milford Inc	Holiday Stroll	12/6/2025
2025 33	Church of God of the Prophecy	Gran Venta de Comida	8/30/2025
2025 32	DMI	Milford Comic Con	10/18/2025
2025 31	Milford Community Parades Inc	Milford Community Parade	10/15/2025

City Manager
October 2025
Monthly Report

Emergency Preparedness:

- Motorola Solutions – Discussion about our 2-way radio system
- Milford Wellness Village – Emergency Management Planning Exercise Meeting
- Meeting with Lt. Young re: Emergency Preparedness Training
- DNREC – DE Emergency Management Agency – Mitigation for Homeowners
- Freedom Festival Debrief
- Meeting with the Safety Working Group

Meetings:

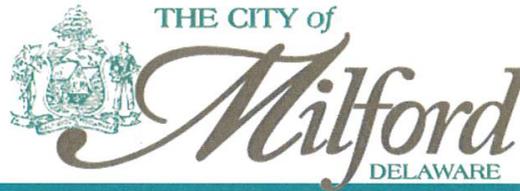
- CIP Meeting
- Meeting with the Mayor and Vice Mayor
- Meeting with Anastasia Jackson – Kent County Regional Business Manager
- Meeting with the City Solicitor
- DPP Economic Development Partners Meeting
- APWA Meeting
- Milford Community Cemetery Board Meeting
- City Council Meeting
- DEMEC Board Meeting

Events:

- DLLG Dinner Meeting—Mayor, Vice Mayor, Councilmember Wilson and Zychal
- Public Power Week Employee Breakfast
- DSHA – Mispillion Station II Kick-Off for preservation and construction of affordable units—with the City Planner and Mayor.
- SCAT Meeting—Sussex Habitat for Humanity Presentation
- SCAT Steering Committee Meeting
- First Fridays – Downtown Milford – Celebrating Hispanic Heritage Month
- Attended the ICMA Conference from October 25—October 29, 2025
- Sussex County Habitat for Humanity – Home Dedication 19 McColley St attended with our Director of Economic Development.
- Employee Service Award Ceremony
- All-Hands Meeting PW (introduction to team members)

Operational Matters

- Meeting with the City Solicitor and Valerie– RE: City Leases
- (3) Meetings with the Executive Assistant
- Meeting with a Councilmember
- DEMA Grant follow up with the Executive Assistant
- DVHT Overview
- DSHA Meeting
- FMLA Claims Training
- Call with Jo Schmeiser (Freedom Festival Debrief)
- Meeting with representatives from DMI
- Meeting with representatives from Bayhealth
- Meeting with City Planner, Economic Development Director, Representative Shupe and a developer interested in Milford
- Monthly Meeting with the Finance Department
- Discussion with the Economic Development Director and Steve – Public Works Educational Material
- Department Head Meeting
- Collective Bargaining
- CMAD Quarterly Meeting
- Finance Subcommittee Meeting
- SW Front Street Bridge Meeting Update
- Finance & Audit Committee Meeting
- DEMEC Virtual Finance & Accounting Roundtable Webinar Series



TO: Mayor and City Council
FROM: Willis Shafer, Public Works Director
DATE: November 3, 2025
RE: October 2025 – Public Works Department Staff Report

The following are some highlights public works staff have performed during the month of October.

- The public works director has been working with staff on the holiday collection proposal.
- The public works director has been working with the engineer team on multiple development projects
- Engineering, performed 23 sewer backfill inspections, 22 water service backfill inspections, reviewed 7 permits and conducted 320 Miss Utility locates
- Facilities, painted rooms in the lower level of City Hall
- Facilities, install new HVAC unit at City Hall
- Fleet, performed 53 workorders and serviced 21 police vehicles
- Streets, repaired water leak at 5 Briar Court
- Streets, flushed 250 fire hydrants
- Streets, exercised 26 water valves
- Refuse, delivered 26 new containers, replaced 26 containers, and repaired 21 containers.
- Refuse, collected 58 bulk requests
- Water and Sewer, completed the lead and copper sample collection for 2025
- Water and Sewer, performed the semi-annual wastewater sewer station cleaning

PUBLIC WORKS FACILITY

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



Anthony J. Chipola III, Electric Director

PHONE 302.422.6616, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: October 2025 Electric Dept Staff Report
Date: November 5, 2025

Director's Office

- Engaged Contractors for Annual Battery Testing of Substation DC Systems
 - Minor issues identified and resolved
- Engaged Contractors for Annual Oil Analysis for Oil filled equipment at substations
 - Report Pending
- City of Milford Awarded Smart Energy Provider Designation by APPA
 - The designation recognizes community-owned, not-for-profit public power utilities that exhibit leading practices in Smart Energy Information, Energy Efficiency and Distributed Energy Resources (DERs), Environmental and Sustainability Programs/Initiatives, & Communication/Education and Customer Experience
- Attended DELDOT Monthly Mtg
- Celebrated Public Power Week
- Attended Milford Wellness Village Emergency Planning Exercise
- Participated in DEMEC Regular Board Mtg
- Attended Governor's Energy Advisory Council Mtg
- Attended Monthly AMI Support Call
- Participated in Milford Corporate Cetner Progress Mtg
- Conducted Interviews for Electric Ground Technician
 - Offer made and Accepted by Anthony (Tony) DeMora
- Participated in Monthly Development Status Mtg
- Engaged ChargePoint for repair of damaged EV Charger

Electric Lines

- Promotion of Sean Barnes to Electric Line Technician, 2nd Class
- Successfully complete planned outage ahead of schedule
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services, Operations and Engineering

- Installed new cameras at the Tap Station and ran all the ethernet cables that will be used for the cameras on the Del 2 building (not yet active)
- Troubleshoot problem with Well 1 (bad surge protector)
- Designed new concrete pad standard for non-standard transformer footprint
- Escorted battery testing and oil sampling contractors
- Fixed the reset hands on all the temperature winding gauges at Substations

System Modernization Strategy Update:

Critical Path(s):

Technical Services Supervisor reviewing capabilities of SCADA System and field assets
 Continue auditing power quality issues identified through Meter Data Management tool (ie voltage events)

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

May require additional programing and support from IPKeys.

Next Steps:

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

EV Charger Statistics	<u>Previous Month</u>	<u>Current Month</u>
Unique Drivers*	60	3
# of Sessions*	265	8
Energy Delivered (MWh)*	6.93	0.197

Total Avoided Greenhouse Gas Emissions:

83,721kg

*EV Chargers currently out of service for repair due to damage reported on Oct 2nd 2025

Electric Department -October 2025	October 2024	October 2025	FY25 YTD (07/01/24-10/31/24)	FY26 YTD (07/01/25-10/31/25)
Electric Department				
Trouble Service Call	10	34	121	112
Work Orders Completed	56	71	264	229
Outages	4	9	34	34
LED Street Lights Replaced	1	11	4	27
New Service Install	22	8	59	42
Poles Replaced	13	0	17	2
After Hours Calls	6	19	60	52
Vegetation Control (Days)	10 + Asplundh	3	33 + Asplundh	7
Technical Services Division				
New Electric Service Installed/Meter Set	77	15	215	73
New Water Service Installed/Meter Set	43	17	122	58
Electric Meter Replacement	5	23	16	42
Water Meter Replacement	82	55	279	276
Work Orders Completed	417	330	1,456	1,426
After Hours Calls	6	6	31	25

9 documented outages 2 squirrels, 2 birds, 1 weather related, 2 vegetation, 1 unknown, and 1 ground fault



TO: Mayor and City Council
FROM: Rob Pierce, AICP - Planning Director
DATE: November 3, 2025
RE: October 2025 – Planning Department Staff Report

- During the first ten months of the 2025 calendar year, the City has issued 131 new residential dwelling construction permits. This is comprised of 16 multi-family housing units, 58 townhouses, 2 single-family semi-detached dwellings and 55 single-family detached dwellings.
- The City of Milford has seen 285 projects with a committed investment of over \$39.9 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$4.7 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$1.3 million in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations). Enclosed is a copy of the completed annual DDD report that the City must submit to the State Delaware.
<https://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- The Planning Commission will review two applications at the November meeting.
 - Revocable Trust of Pamela Davis Thompson – Annexation
 - 609 Walnut, LLC – Preliminary Major Subdivision
- The Board of Adjustment will not meet during the month of November.
- The City reviewed a minor subdivision application for Dela Ray Foundations, Inc. on Elizabeth Street and provided plan review comments to the applicant.
- The City received a minor subdivision application for KD Properties, LLC for 10 NW Tenth Street and is currently reviewing the plan.
- The City received a resubmission for the preliminary site plan application for Faulton, LLC and provided plan review comments to the applicant.
- The City received a preliminary site plan application for Del Holdings, LLC and is currently reviewing the plans.
- The City received a resubmission for the preliminary major subdivision application for 609 Walnut, LLC and has placed the item on the November Planning Commission and City Council agendas for review.
- The City received a final site plan application for the Dollar General on S. Rehoboth Boulevard and is currently reviewing the plans.

- The City reviewed a preliminary site plan application for the Red Cedar Farms – Clubhouse and provided plan review comments to the applicant.
- The City received a resubmission for a conditional use application from Carlisle Fire Company for the proposed substation on Cedar Beach Road and have placed the item on the December Planning Commission agenda.
- The City reviewed a conditional use application from the Milford Historical Society to add a museum and office building to the Parson Thorne Mansion property and provided review comments to the applicant.
- The City applied for the Delaware State Housing Authority Technical Assistance Pilot Program for Zoning and Land Use Reform and received notification of award.
- Staff attended the Mispillion Station II groundbreaking. The project will provide 16 new multi-family affordable housing units and is renovating 32 existing affordable multi-family housing units.
- Staff met with the University of Delaware Institute for Public Administration to discuss the possibility of UD assisting the City with the 2028 Comprehensive Plan update.
- Staff met with representatives from DELJIS to review needed revisions to City Code sections utilized by Code Enforcement to issue JP Court citations. The State of Delaware continues to work on requested revisions from earlier this year.
- Staff attended monthly Development Status Review Meeting organized by the City Engineer.
- Staff attended the bi-monthly Dover/Kent County MPO Technical Advisory Committee meeting.
- Staff attended the monthly progress meeting for the City and Dover/Kent County MPO transportation study for Airport Road.
- Staff continue to perform residential rental inspections in Ward 2. Violations have been sent for properties that have not scheduled their rental inspections. Court summons will be sent for those who do not comply.
- Violation letters were sent to property owners who have not registered their rental properties.
- Staff attended the annual Downtown Development District members workshop in Dover to review program changes and discuss renewal process.
- Staff continue to finalize the Downtown Development District renewal application that was endorsed by City Council in early October. The City must submit the renewal application before February 1, 2026. The City is seeking a 5 year renewal which would extend Milford's designation to August 2031.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Count
New Cases	45
Cases Closed	139
Open Cases at Start of Period	548
Open Cases at End of Period	444

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

Violation Activity:

New Violations Cited	Count
Animals	0
Building	7
Exterior Property Areas	5
Exterior Structure	1
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	0
Right-of-Way	0
Rubbish	1
Sidewalk	0
Unregistered/Inoperable Vehicle	3
Vegetation	21
Zoning	7
Total	45

Rental Licenses Issued: 15

Contractors Licenses Issued: 17

Business Licenses Issued: 13

Building Permits Issued:

Permits Issued by Type	Count
Roof	12
Fence	9
Sign	7
New Single-family Detached	4
Residential Interior Renovation	4
Deck	3
New Commercial Construction	2
Pool/Spa	2
Residential Exterior Renovation	2
Sewer	2
Shed	2
Change of Occupancy Classification	1
Commercial Interior Renovation	1
New Tenant Fit-out	1
Temporary Trailer	1
Total	53

Inspections Performed:

Inspections Performed by Type	Count
Footing	17
Foundation Wall	9
Slab	18
Waterproofing	0
Foundation As-built	21
Framing	42
Dry-in	25
Insulation	19
Final	63
Residential Rental	33
Total	247

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: 11/04/2025
RE: October 2025 – Parks and Recreation Staff Report

Parks

- Completed weekly refuse collection at all citywide trash and recycling receptacles.
- Continued regular grass mowing and landscaping on all city-owned properties.
- Directed the parks team to complete routine mower maintenance, including greasing, blade changes, and cleaning of equipment.
- Maintained grounds at the water and sewer facilities and the electric substations.
- Coordinated with a vendor to have poured in place surfacing at the Can-Do playground repaired, as well as some other minor repairs to the playground equipment.
- Seasonal staff began removing the flowers from the hanging baskets in preparation for the winter greenery.
- Park Staff led the preparation for the 2025 Service Awards ceremony hosted at Parks and Recreation, with coordination of the installation of tents, tables, and chairs, and recreation equipment.
- Crews were assigned to trim bushes at City Hall, the Finance Department, the Museum, and other areas of downtown in preparation for the Milford Community parade.
- Crews also mowed and cleaned up the parade route both before the event and post-event. Staff also assisted the parade organizers with tables, chairs, and a portable stage.
- Addressed and resolved department-assigned issues via the SeeClickFix app.
- All members of the Department attended the Service Awards ceremony to celebrate 35 years of dedicated service by the department's administrative assistant, Doreen Wrightsman.

- Continued to oversee the submission and approval of multiple Tyler Minus work orders.
- Obtained and recorded mileage for all Parks & Recreation vehicles.
- Staff began inspecting and preparing Christmas decorations, including garland and the lights for the downtown trees.
- In preparation for the Art League 5 km run, trail maintenance was performed on Goat Island. This involved trimming branches and roots and spreading wood chips on the trail.
- Staff began inspecting and preparing Christmas decorations, including garland and the lights for the downtown trees.
- Staff began inspecting and preparing Christmas decorations, including garland and the lights for the downtown trees.

Other

- Director participated in the biweekly department head meetings.
- Director continued to work on capital projects.
- The director participated in a meeting with the City Manager and vendors regarding the two-way radio system.
- Park Superintendent attended the awards and recognition committee meeting.

Recreation

Closeout of Fall programs

Fall activities have officially closed out for the season, with registrations beginning for our winter programs.

- **Pickleball League**
 - Our pickleball league has concluded for the season as we begin preparing for the winter indoor league. Teams have already begun registering
- **Youth Soccer Program**
 - This program concluded for the season, and we are preparing to transition to the indoor winter league. We currently have over 21 participants registered.
- **Inter-County Girls' Soccer league**
 - Our girls' only inter-county league was a huge success with other recreation departments in the State. Plans are already underway to continue this league in the spring.

- **Flag Football**
 - Flag football has completed another successful season and will also be returning in the spring.

- **Tennis**
 - Tennis concluded with many new players joining the sport for the first time. Many players have stated that they are looking forward to signing up again in the spring.

- **Field Hockey**
 - Our field hockey participants gained foundational skills and knowledge of the sport, and many of these participants will go on to play hockey at the Middle School and High School levels.

- **Creative Spark: Art Program**
 - This program has returned for the third season. Both time slots for this program have been filled up, and it has completed its first week.

Winter programs

Information for our winter programs was released on October 21, 2025. List of our winter programs includes:

- Basketball
- Indoor Soccer
- Taekwondo
- Adult Pickleball league
- Wrestling
- Drop-in pickleball





MILFORD PARKS & REC WINTER SPORTS SCHEDULE

YOUTH BASKETBALL

January 6 - February 28
Age 6-7 Tuesdays (Instructional Only)
Age 8-9 Tuesdays
Age 10-11 Thursday
Age 12-14 Thursday
Games Held on Saturdays

INDOOR SOCCER

January 11- March 1 (Games Only)
Age 7-8 (9-940)
Age 9-10 (950-1030) & (1040-1120)
Age 11-14 (1130-1210) & (1220-100)

TAEKWON DO

January 6- February 24
Age 7+
Tuesdays & Thursdays (5:30-6:30)

PICKLEBALL LEAGUE

January 12 - March 2
Age 15+
Monday (6:30-9:30)

WRESTLING

November 4th - January 8th
Age 5-12
Tuesday & Thursday (6-7:30)

CREATIVE SPARK: ART WORKSHOP

October 27 - November 24
Age 7+
Mondays (5:30-6:30) & (7:00-8:00)



Contact dmola@milford-de.gov
302-422-1104

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963



PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council
FROM: Jamesha C. Williams, MBA, MSL, IPMA-CP- Human Resources Director
DATE: November 5, 2025
RE: October 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Interviews conducted for the position of Electric Ground Technician. Internal candidate selected.
- Interviews scheduled for the position of Infrastructure Coordinator.
- 2025 Holiday Party scheduled for Friday, December 19, 2025, from 6:30pm-10:30pm. Location: Carlisle Fire Co
- Held Paid Family and Medical Leave (PFML) Program presentation with Chris Counihan, Director of Paid Leave on Tuesday, October 7, 2025, for the workforce.
- Milford hosted a Defensive Driving Certification class with PMA Risk Management on Tuesday, October 28, 2025, for the workforce.

RIVER TOWN • ART TOWN • HOME TOWN

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

Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Met with development site selectors who are interested in bringing business to the Milford Corporate Center.
- Met with City Manager and Delaware Division of Small Business Kent County Business Manager to review programs that their office offers and how we can partner to assist our small businesses in Milford.
- Attended Delaware Prosperity Partnership quarterly meeting. We heard from NCC County Executive Hon. Marcus Henry, Site Selection Magazine Executive Vice President Ron Starner, Delaware Prosperity Partnership team, and the Delaware Division of Small Business team. Community partners were then provided with the opportunity to share economic development opportunities taking place within their municipalities.
- Met with the City Manager, Planning Director, and business owner to discuss options for bringing their opportunity to Milford.
- Met with Slaughter Beach town manager to discuss grant opportunities and what existing projects are eligible for the City of Milford.
- Visited Sea Watch with Kent Economic Partnership and Delaware Prosperity Partnership staff to discuss business retention and expansion efforts.
- Worked with a business owner to understand City of Milford permit process, certificate of use, business license, etc., to successfully operate their business within City limits.
- Met with UD CRDS team to discuss potential NFWF grant use
- Attended a business forum hosted by Downtown Milford Inc. at the Milford Police Department, which brought together several local business owners. The event featured an informative presentation by the Delaware Division of Small Business.

Community Engagement

- Partnered with Efficiency Smart to promote their new website by sharing social media posts weekly throughout October.
- Met with City Manager and Public Works team to review educational materials to be released to customers.
- Worked in partnership City Manager, Human Resources, and department heads to develop a public information policy and implement a media inquiry form on our website.
- Attended Employee Service Awards event, took photos of event to share via social media for community engagement.
- Released communication for the launch of the Public Works sandbag program which was created to help homeowners and business owners address flooding issues caused by the October storm.

- Attended monthly Milford Chamber marketing committee meeting. We discussed ways to expand our marketing outreach.
- Attended the Milford Community Parade, took photos of parade participants and community members for social media engagement
- Released communication through our website/social media platforms informing residents of the temporary road closure on Airport Road.
- Partnered with the MPO to promote the Airport Road Future Plan survey through targeted social media outreach.
- Released reminder communication for planned power outage affecting Bayhealth Sussex Campus and surrounding area and informed via social media as power was restored.
- Met with the Civic Plus team to review our website and they provided a module audit for each page.
- Attended Sussex County Habitat for Humanity Home Dedication on McColley St in Milford
- Participated in a WBOC Delmarva Life interview in partnership with DEMEC to discuss holiday energy saving tips.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended 1st council meeting to present staff report
- Attended Capital Improvement Projects meeting
- Attended monthly Kent County Tourism Board meeting
- Attended monthly Economic Vitality meeting
- Attended SW Front Bridge Update Meeting
- Attended monthly SEDAC meeting
- Attended NFWF Mispillion River Watershed Meeting

Social Media/Website

- October 2025 Insights:
 - City of Milford Facebook: 354 new follows (total: 6,432); 99.4K reached; 7.9K page visits
 - City of Milford Instagram: 35 new follows (total: 1,725); 1.6K accounts reached; 169 profile visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in November 2025, along with sent out email version.
- City Manager Interview
 - Daily State News request 10/7/25
- Carlisle Lane Project
 - Daily State News interview 10/7/25
- Broadcast/Livestream Public Meetings
 - Daily State News interview 10/7/25
- City Weather Preparation for Nor'easter Weekend of October 10th
 - Daily State News interview 10/10/25
 - Milford Times interview 10/10/25
- Nor'easter Weekend of October 10th Follow-Up
 - Milford Times interview 10/13/25
 - Daily State News interview 10/13/25
- Follow up 10/13/25 City Council Meeting
 - Delaware Live inquiry 10/14/25
- Canterbury Rd & Airport Rd Roundabout Project
 - WBOC interview 10/17/25

- Daily State News interview 10/17/25
- Coast TV News 10/28/25
- Downtown Bathroom Project
 - Daily State News interview 10/17/25
 - WBOC interview 10/21/25
- Mispillion Station II Kick Off
 - Milford Times interview 10/20/25



Date: November 2025
 To: Mayor and City Council
 From: Bill Pettigrew – IT Director
 Re: November 2025 Information Technology Department Staff Report



Cybersecurity Awareness Training –

Our recent Cybersecurity training was the most successful to date, with most people completing it in the 30-day time frame or shortly after. We conducted a simulated Phishing attack right after the training, and at the time of this report, only 1% clicked on it; that is down from 5% last time, which is the national average. This phishing attack shows the training works; however, that is 1% that could have opened us to a possible threat. It only takes one click to let someone into our network and cause a possible ransomware attack despite all our safety initiatives. Great job, city staff!

☰ Phishing Security Test started on: 11/03/2025, 11:00 AM

Campaign: 03NOV2025
 One-time from topic: Phish 2025

Overview	Users							
95 Recipients	100% 95 Delivered	26.3% 25 Opened	1.1% 1 Clicked	0% 0 QR Code Scanned	0% 0 Replied	0% 0 Attachment Opened	0% 0 Macro Enabled	0% 0 Data Entered



Centralized Surveillance System

All cameras and servers are in for electrical and public works; IT will be working with facilities maintenance and other departments to complete the installation. We will be deploying American-made Motorola products that leverage the latest technologies to secure our facilities. Unlike our current systems, this system will be in the cloud, and the recordings cannot be destroyed in a facility disaster.



Microsoft Windows 10 - End of Life

All of our systems have been upgraded, or in one case, an extended support was contracted until the application can be budgeted and replaced. This was a year-long project to identify, budget, and replace these systems.



Riverwalk Public Wi-Fi Update

We are in the implementation phase of the newer antennas.



Tyler Munis ERP Implementation

Payroll – Six months ago, this project seemed impossible, but we are now at the finish line. We all look forward to the go-live and retirement of the legacy system, saving even more money.

Utility Billing – Still waiting on Tyler for a new implementor. We will vet the new person as we did the last before they changed roles. We are still shooting for a Q2 or Q3 start date.

Fixed Assets – We plan to pay for fixed assets from unused core financial dollars; the vendor will be ITP to provide setup & training.



Central Square Naviline (Legacy ERP) Software Savings –

With Tyler modules coming online, we were able to save *\$68,718.33 that was budgeted from our legacy system.*

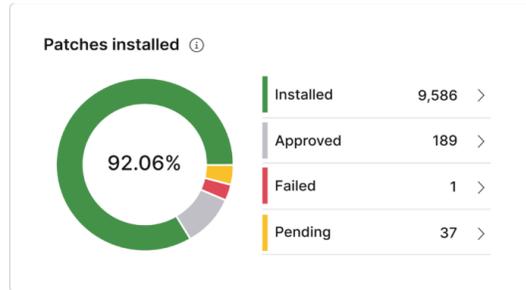


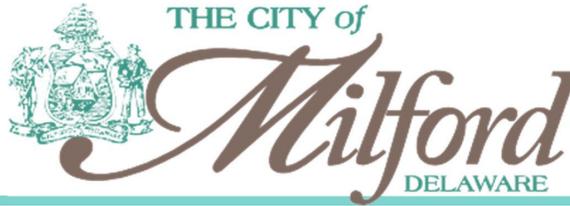
National Cyber Security Review (NCSR) – This was supposed to be out in October, but may not be federally funded this year. We had anticipated our score to increase for the third consecutive year. The increase may not be as dramatic as in previous years, due to the many new security controls we've already implemented. This places us well above the national average and helps to protect Milford's cyber posture.



Ninja One – The IT department is switching to a more innovative American-based endpoint management platform. Ninja One unifies visibility and

control and will automate the most tedious IT tasks with an easy-to-use, all-in-one endpoint solution. We can monitor, support, and control our endpoints regardless of operating system, from smartphones to servers. Minimize downtime and drive employee productivity.





FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola
Date: November 5, 2025
Re: October 2025 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the YTD period ended August 31, 2025 was presented to Council on October 13
 - The Finance and Audit Committee met on October 27, 2025
 - The City’s investment manager, Jeff Fasino of PFM-AM, presented the investment report for the quarter ended September 30, 2025, to the
 - Finance Staff presented proposed updates to the City’s Cash Reserve Policies
- Training and Improvement Efforts

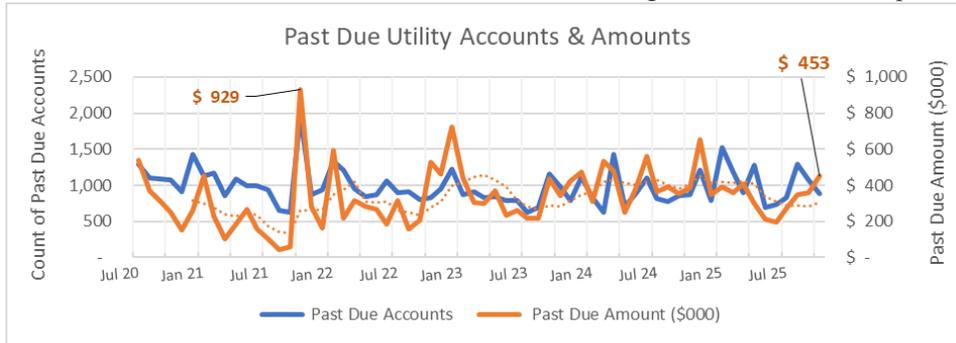
FINANCE DEPARTMENT TRAINING - OCTOBER 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	2.0	2.0	-	CPA CPE
Customer Service	10.0	2.0	8.0	DEMEC Finance (2) & Mgmt (8)
Management & Staff Development	-	-	-	
ERP, Software and Technology	28.0	28.0	-	HR / Payroll ERP Implementation
MONTHLY TOTAL (HOURS)	40.0	32.0	8.0	42 TOTAL HOURS LAST MONTH

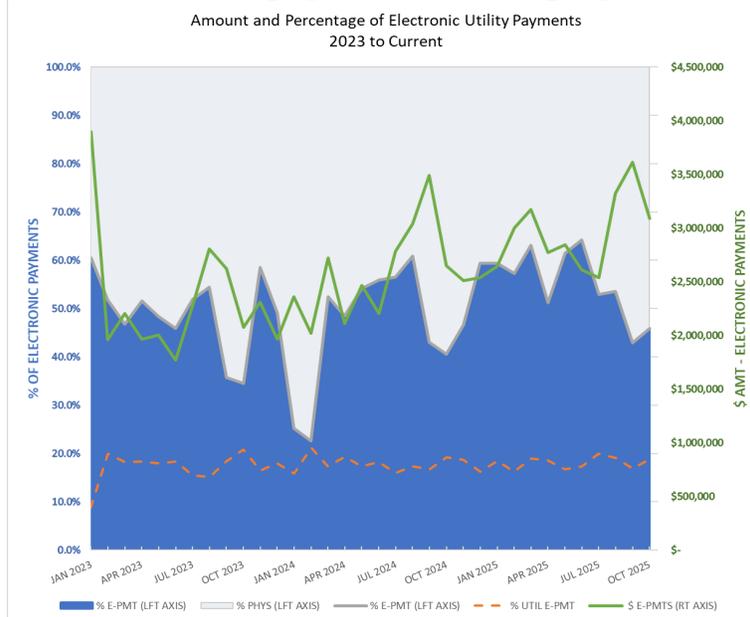
- Police Facility Project Financing
 - Quarterly payments began in August 2025 and were incorporated into the FY26 approved budget
 - Complete reconciliation will be provided to Council when all activity is processed and USDA “Tranche B” successfully closes
- FY24 Audit
 - The City’s independent auditors, Zelenkofske Axlerod (ZA), are engaged through the FY25 audit for financial statement production services in addition to the financial audit
 - Finance Staff completed and submitted FY24 audit workpapers to ZA
 - Staff are communicating regularly with ZA as the firm digests the workpapers; planning for testing and fieldwork is underway
- Billing & Customer Service Department
 - The Property Tax collections reporting has resumed for the FY26 (calendar year 2025) tax year and will continue through July 2026 (8/1/26 report date)
 - Property taxes outstanding through October 2025 are categorized into current year receivables and prior years outstanding and reported in the table below with a comparison to October 2024
 - Current year collections are significantly ahead of where we were this time last year, though outstanding receivables from prior year tax billings increased from 4.4% to 4.8% of the FY25 and FY26 property tax levies, respectively
 - Customer service staff continue to work with mortgage processors on the application of payment files, indicating that collections are stronger than reported and will be reflected next month

Property Tax Levy	Past Due (\$000) as of:										As % of Levy	Property Tax Levy	As of:	As % of Levy	
	11/1/25	12/1/25	1/1/26	2/1/26	3/1/26	4/1/26	5/1/26	6/1/26	7/1/26	8/1/26	11/1/25		11/1/24	11/1/24	
2025 (FY26)	\$515											8.3%	2024 (FY25)	\$766	12.3%
2024 & Prior	\$300											4.8%	2023 & Prior	\$274	4.4%
Total	\$815											13.1%	Total	\$1,041	16.7%

- Billing & Customer Service Department, Continued
 - October results were mixed, as past due amounts increased despite a reduction in accounts outstanding
 - Past due amounts are higher across the board, while the count is lower than last month and the long-term average but higher than last October
 - The count of past due accounts (blue) is 9% below average and 2% higher than last October
 - The dollar amount past due (orange) is 36% and 25% higher than average and last Oct, respectively
 - The count and dollar amount are 17% lower and 25% higher than last month, respectively



- The graph below exhibits the dollar amount and percentage of electronic payments from 1/1/23-10/31/25
 - The blue area represents e-payments as a function of all payments & corresponds to the blue axis
 - The green line represents the dollar amount of e-payments & corresponds to the green axis at right
 - The orange line shows the % of utility e-pmts vs all payments & corresponds to the blue axis at left
 - Electronic receipts were higher in October for utilities and non-utility versus the average and last October, but lower than last month
 - The percentage of all e-payments (46%) in October is customarily lower than the average for the second straight month, which is a function of large tax receipts via check, but performance this month is 13% ahead of last October and has rebounded 7% versus last month
 - The proportion of e-payments specific to utilities (19%) has likewise rebounded from last month (+2.1%) and exceeds the average by almost 7%, while marginally down (-0.3%) vs last October





Financial Reporting Package
As of and For the Period Ended September 30, 2025

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

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
 Net Cash and Funding Availability Summary (in thousands)¹
 For the Period Ended September 30, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Aug 31, 2025)	Closing Balance (Sep 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund ³	\$ 1,141	↑ \$ 2,911	\$ 42	\$ (97)	\$ (1,759)	\$ 1,097
Electric Fund	3,932	⇒ 4,006	25	(853)	(1,187)	1,991
Water Fund	4,383	⇒ 4,536	32	(1,037)	(330)	3,201
Sewer Fund	2,675	⇒ 2,866	20	(1,443)	(236)	1,208
Solid Waste Fund	655	⇒ 674	4	(122)	(201)	355
Operating Cash Totals⁴	\$ 12,785	● \$ 14,994	\$ 124	\$ (3,552)	\$ (3,713)	\$ 7,853

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

Description	Opening Balance (Aug 31, 2025)	Closing Balance (Sep 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 1,016	⇒ \$ 1,022	\$ -	\$ (1,022)	\$ -	\$ -
Municipal Street Aid (MSA)	552	⇒ 555	212	(767)	-	-
Realty Transfer Tax (RTT)	2,023	⇒ 2,167	5,726	(5,378)	(1,564)	951
Economic Development	559	⇒ 559	-	-	-	559
Lodging Tax Fund	898	⇒ 912	99	(1,011)	-	-
ARPA Grant Fund	260	⇒ 260	-	(260)	-	-
Special Purpose Cash Totals⁴	\$ 5,309	● \$ 5,475	\$ 6,037	\$ (8,439)	\$ (1,564)	\$ 1,509

18 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Aug 31, 2025)	Closing Balance (Sep 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,211	↓ \$ 1,030	\$ 7,879	\$ (8,226)	\$ (314)	\$ 369
Water Fund Capital Reserves	2,412	⇒ 2,408	1,037	(1,261)	(2,097)	86
Sewer Fund Capital Reserves	3,982	⇒ 4,000	1,443	(2,202)	(2,432)	809
Solid Waste Fund Capital Reserves	49	⇒ 49	122	(99)	(71)	1
Electric Fund Capital Reserves ²	13,063	⇒ 13,123	3,353	(6,489)	(8,124)	1,864
Operating Cash Totals⁴	\$ 20,717	● \$ 20,610	\$ 13,834	\$ (18,278)	\$ (13,037)	\$ 3,129

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

Description	Opening Balance (Aug 31, 2025)	Closing Balance (Sep 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 890	⇒ \$ 916	\$ 239	\$ (1,155)	\$ -	\$ -
Carlisle Fire Co Permit Fund	398	⇒ 407	84	(491)	-	-
Parks & Recreation Facilities	160	⇒ 160	-	(160)	-	-
Water Impact Fee Reserves	2,683	⇒ 2,753	636	(3,389)	-	-
Sewer Impact Fee Reserves	3,983	⇒ 4,020	336	(4,356)	-	-
Electric Impact Fee Reserves	1,633	⇒ 1,656	211	(1,867)	-	-
Impact Fees & Police/GF Totals^{3,4}	\$ 9,745	● \$ 9,912	\$ 1,505	\$ (11,417)	\$ -	\$ -

Grand Totals⁴	\$ 48,556	● \$ 50,991	\$ 21,500	\$ (41,686)	\$ (18,314)	\$ 12,492
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¹New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

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

³The negative uncommitted balance in the General Fund (line 3) appearing in August was attributable to timing and reversed, as expected, with September tax receipts. Projected Cashflows in the Impact Fees & Police/GF breakout (lines 28-34) are based on YTD collections.

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended September 30, 2025

Operating Cash Balances							▼ Marks Ref Closing Bal ⁴
Description	Opening Balance (Aug 31, 2025)	Receipts	Interest Earned	Disbursements		Closing Balance (Sep 30, 2025)	
General Fund	\$ 1,140,821	\$ 5,211,795	\$ 4,742	\$ (3,445,908)	↑	\$ 2,911,450	
Electric Fund	3,931,582	3,315,943	2,870	(3,244,718)	⇒	4,005,677	
Water Fund	4,383,336	406,609	3,570	(257,202)	⇒	4,536,313	
Sewer Fund	2,675,055	646,439	2,300	(457,706)	⇒	2,866,088	
Solid Waste Fund	654,530	164,384	470	(144,990)	⇒	674,394	
Operating Cash Totals⁴	\$ 12,785,325	\$ 9,745,170	\$ 13,952	\$ (7,550,523)	⊖	\$ 14,993,923	
Federal, State and Other Special Purpose Cash Balances							
Description	Opening Balance (Aug 31, 2025)	Receipts	Interest Earned	Disbursements ²		Closing Balance (Sep 30, 2025)	
General Improvement	\$ 1,016,399	\$ -	\$ 5,360	\$ -	⇒	\$ 1,021,759	
Municipal Street Aid (MSA)	552,161	-	2,600	-	⇒	554,761	
Realty Transfer Tax (RTT)	2,023,151	136,008	7,690	-	⇒	2,166,848	
Economic Development	558,863	-	-	-	⇒	558,863	
Lodging Tax Fund	897,779	14,682	-	-	⇒	912,461	
ARPA Grant Fund	260,499	-	-	-	⇒	260,499	
Special Purpose Cash Totals^{3,4}	\$ 5,308,852	\$ 150,690	\$ 15,650	\$ -	⊖	\$ 5,475,191	
Reserve Fund Cash Balances							
Description	Opening Balance (Aug 31, 2025)	Receipts	Interest Earned	Disbursements ²		Closing Balance (Sep 30, 2025)	
General Fund Capital Reserves	\$ 1,211,104	\$ -	\$ 10,360	\$ (191,312)	↓	\$ 1,030,152	
Water Fund Capital Reserves	2,411,519	-	17,210	(20,633)	⇒	2,408,096	
Sewer Fund Capital Reserves	3,982,283	-	19,910	(1,875)	⇒	4,000,318	
Solid Waste Fund Capital Reserves	49,487	-	380	(1,055)	⇒	48,812	
Electric Fund Capital Reserves	13,063,062	-	60,840	(946)	⇒	13,122,956	
Reserve Fund Cash Totals^{3,4}	\$ 20,717,456	\$ -	\$ 108,700	\$ (215,822)	⊖	\$ 20,610,334	
Impact Fees and Police/General Facilities Cash Balances							
Description	Opening Balance (Aug 31, 2025)	Receipts	Interest Earned	Disbursements ²		Closing Balance (Sep 30, 2025)	
Police & General Gov't Facilities	\$ 889,598	\$ 26,567	\$ -	\$ -	⇒	\$ 916,165	
Carlisle Fire Co Permit Fund	397,908	9,306	-	-	⇒	407,213	
Parks & Recreation Facilities	159,575	-	-	-	⇒	159,575	
Water Impact Fee Reserves	2,682,543	70,648	-	-	⇒	2,753,191	
Sewer Impact Fee Reserves	3,982,557	37,328	-	-	⇒	4,019,884	
Electric Impact Fee Reserves	1,632,590	23,400	-	-	⇒	1,655,990	
Impact Fees & Police/GF Totals^{3,4}	\$ 9,744,770	\$ 167,249	\$ -	\$ -	⊖	\$ 9,912,019	
Grand Totals⁴	\$ 48,556,403	\$ 10,063,108	\$ 138,302	\$ (7,766,345)	✓	\$ 50,991,468	

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

²\$0.2 million disbursed from reserves (lines 20-24) is attributable to FY26 vehicle replacement and other budgeted capital funding spread across 14 of the City's active projects.

³Investments 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).

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
 Restricted Cash Reserves Report
 As of September 30, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/25)	\$	1,030,152
Expected Contributions & Interest		5,128,913
Restricted Funds:		
Vehicle & Equipment Replacement		(389,889)
Street Repair		(2,670,721)
Parking Enhancements		(496,707)
Parkland, Trails & Recreation		(1,551,903)
PD Projects		(2,735,015)
IT / Other Projects		(382,137)
Support Policy with RTT ¹		2,750,000
Reserve (MCR) Policy ⁶		-
Equipment Replacement Reserve ²		(313,700)
Uncommitted Reserve Balance	\$	368,993

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/25)	\$	13,122,956
Expected Contributions & Interest		3,353,354
Restricted Funds:		
Electric Vehicles & Equipment		(488,886)
Substation & System Upgrades		(729,833)
Traffic Signal Upgrades		(297,676)
Citywide Projects; MCC		(912,394)
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	\$	1,863,877

Water Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/25)	\$	2,408,096
Expected Contributions & Interest		1,036,832
Restricted Funds:		
Vehicle & Equipment Replacement		(29,943)
Reserve-Funded Projects		
Water System Improvements		(370,095)
Water Plant Upgrades		(473,153)
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	\$	86,192

Solid Waste Reserves		Amount
Cash/Investment Balance (9/30/25)	\$	48,812
Expected Contributions & Interest		122,321
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(61,134)
Solid Waste Alloc of Citywide Projects		(37,793)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(70,750)
Uncommitted Reserve Balance	\$	1,456

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/25)	\$	4,000,318
Expected Contributions & Interest		1,442,503
Restricted Funds:		
Sewer Vehicles & Equipment		(16,943)
Reserve-Funded Projects		
Sewer System Improvements		(2,185,482)
		-
		-
Reserve (MCR) Policy ^{3,6}		(2,327,273)
Equipment Replacement Reserve ³		(104,400)
Uncommitted Reserve Balance	\$	808,723

MSA & RTT Reserves		Amount
RTT Balance (9/30/25)		2,166,848
MSA Balance (9/30/25)		554,761
MSA & RTT Est Receipts thru FY26:		5,937,911
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	\$	686,762

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

²Approved 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.**

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

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

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts (\$1.6mm based on strong FY25 vs FY21); **5-yr or LT average recommended**

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

⁷This funding has been deployed pursuant to the City's Investment Policy to achieve rate stability and structured returns.

City of Milford, Delaware
 Enterprise Funds: Statement of Revenues & Expenditures
 For the YTD Period Ended September 30, 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	\$ 9,988	\$ 1,071	\$ 1,747	\$ 504	\$ 13,311	100.0%	100.0%
2	Cost of Revenue ¹	(6,746)	(114)	(1,010)	(93)	(7,963)	-59.8%	-57.8%
3	Gross Margin	3,242	957	737	412	5,348	40.2%	42.2%
4	Operating Expenses							
5	Operations & Maintenance	(1,109)	(544)	(505)	(273)	(2,430)	-18.3%	-13.3%
6	Personnel	(408)	(95)	(92)	(99)	(694)	-5.2%	-6.2%
7	Total Operating Expenses	(1,517)	(639)	(597)	(371)	(3,124)	-23.5%	-19.5%
8	Operating Income	\$ 1,725	\$ 319	\$ 140	\$ 40	\$ 2,224	16.7%	22.7%
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	1,725	319	140	40	2,224	16.7%	22.7%
11	Debt Service - Principal & Interest	(80)	(46)	(13)	-	(140)	-1.0%	-0.8%
12	Capital Spending / Contributions from (to) Reserves	(160)	(169)	50	74	(205)	-1.5%	-5.2%
13	Surplus (deficit) available for transfers	1,485	103	177	114	1,879	14.1%	16.8%
14	Transfers Out	(1,084)	(123)	(110)	-	(1,316)	-9.9%	-8.5%
15	Net Surplus (Deficit) - FYTD through Sep 2025	\$ 401	\$ (20)	\$ 68	\$ 114	\$ 563	4.2%	8.2%
16	Net Surplus (Deficit) - FYTD through Sep 2024	\$ 972	\$ 234	\$ 294	\$ (397)	\$ 1,103	8.2%	
17	Current vs Prior - Favorable (Unfavorable)²	\$ (570)	\$ (254)	\$ (227)	\$ 511	\$ (539)	-4.0%	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ 649	\$ (1,719)	\$ 52	\$ 43	\$ (975)	-6.6%	
19	Current vs Budget - Favorable (Unfavorable)²	\$ (247)	\$ 1,699	\$ 16	\$ 71	\$ 1,538	10.9%	

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

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

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended September 30, 2025 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY26 Total (as % of Rev)	FY25 Total ² (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 6,947	\$ -	\$ -	\$ -	\$ 6,947	73.6%	72.0%
Permits, Licensing & Franchise Fees	45	-	-	122	167	1.8%	3.1%
Fines, Fees & Misc Revenue	43	58	35	-	136	1.4%	3.2%
General Revenue Subtotal	7,035	58	35	122	7,250	76.8%	78.4%
Utility Transfers & Cost Allocation	1,755	-	-	-	1,755	18.6%	18.9%
Grant Revenue	-	-	-	-	-	0.0%	0.1%
Application of Reserve Balances	434	-	-	-	434	4.6%	2.7%
General Fund Operating Support	2,189	0	-	-	2,189	23.2%	21.6%
Total Sources of Funding	\$ 9,224	\$ 58	\$ 35	\$ 122	\$ 9,439	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	147	291	160	202	800	8.5%	9.9%
Personnel	201	1,672	220	595	2,689	28.5%	30.5%
Total Operating Expenses	349	1,963	380	797	3,489	37.0%	40.4%
Surplus (Deficit) for Debt Svc & Capital	\$ 8,875	\$ (1,905)	\$ (345)	\$ (675)	\$ 5,950	63.0%	59.6%
Debt Service - Principal & Interest	-	99	-	-	99	1.0%	0.0%
Capital Spending / Transfers from (to) Reserves	23	155	92	186	457	4.8%	2.1%
Net Surplus (Deficit) - FYTD through Sep 2025	\$ 8,852	\$ (2,159)	\$ (436)	\$ (861)	\$ 5,395	57.2%	57.6%
Net Surplus (Deficit) - FYTD through Sep 2024	\$ 7,839	\$ (1,698)	\$ (372)	\$ (741)	\$ 5,028	57.6%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 1,013	↓ \$ (461)	↓ \$ (65)	↓ \$ (121)	↑ \$ 367	→ -0.4%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 9,248	\$ (2,171)	\$ (571)	\$ (986)	\$ 5,519	54.9%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (396)	→ \$ 12	↑ \$ 135	↑ \$ 125	→ \$ (125)	↑ 2.3%	

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

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

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

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2025

25.0% of Year Elapsed

Account / Function	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Real Estate Tax	\$ 6,853,155	\$ 5,838	\$ 6,946,841	101.4%
Utility Transfers	5,262,700	438,558	1,315,675	25.0%
Departmental Transfers	1,873,873	146,563	439,689	23.5%
Application of Reserves	4,463,943	-	252,591	5.7%
Leases and Franchise Fees	429,004	13,047	44,978	10.5%
Planning & Development:				
Business & Rental Licenses	226,000	3,784	7,618	3.4%
Building Permits	323,530	32,595	88,872	27.5%
Development Fees	155,390	6,036	24,344	15.7%
Code Enforcement	33,940	500	1,330	3.9%
Public Safety	603,917	23,503	58,237	9.6%
Parks & Recreation Fees	99,000	19,890	35,036	35.4%
Interest Income	184,810	26,582	42,139	22.8%
Misc. Revenues	42,454	200	555	1.3%
Total General Fund Revenue	\$ 20,551,716	\$ 717,095	\$ 9,257,906	45.0%
Enterprise Funds:				
Water Fund Revenues	4,204,619	349,042	1,071,410	25.5%
Sewer Fund Revenues	3,818,476	305,460	927,940	24.3%
Kent County Sewer	2,995,177	271,928	819,351	27.4%
Solid Waste Fund Revenues	1,863,130	163,170	504,254	27.1%
Electric Fund Revenues	35,636,634	2,983,106	9,988,036	28.0%
Total Enterprise Fund Revenue	\$ 48,518,036	\$ 4,072,706	\$ 13,310,991	27.4%
Application of Enterprise Reserves ²	6,353,640	501,604	1,003,208	15.8%
Total General & Enterprise Fund Revenue	\$ 75,423,392	\$ 5,291,405	\$ 23,572,105	31.3%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2025

25.0% 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	\$ 52,308	\$ 129,835	18.4%	\$ 576,555
Operation & Maintenance (O&M)	231,950	12,309	65,005	28.0%	166,945
Capital	-	-	-		-
Subtotal: City Administration	938,340	64,617	194,840	20.8%	743,500
City Clerks					
Personnel	266,340	21,635	60,921	22.9%	205,419
O&M	102,475	4,199	17,416	17.0%	85,059
Capital	-	-	-		-
Subtotal: City Clerks	368,815	25,833	78,337	21.2%	290,478
Planning & Zoning					
Personnel	794,180	60,989	176,564	22.2%	617,616
O&M	188,735	7,947	52,766	28.0%	135,969
Capital	-	-	-		-
Subtotal: Planning & Zoning	982,915	68,937	229,331	23.3%	753,584
Council					
Personnel	54,990	3,300	10,421	18.9%	44,569
Legal	33,500	4,252	8,620	25.7%	24,881
City Hall Building Expense	42,780	3,565	10,695	25.0%	32,085
Insurance	23,330	350	10,002	42.9%	13,328
Council Expense	30,000	2,298	4,903	16.3%	25,097
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	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	23,000	23,000	127.8%	(5,000)
Subtotal: Council	742,860	36,765	75,369	10.1%	667,491

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2025

25.0% 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	58,181	171,444	22.4%	595,536
O&M	139,353	8,863	37,516	26.9%	101,837
Capital	-	-	-		-
Subtotal: Finance	906,333	67,044	208,960	23.1%	697,373
Information Technology					
Personnel	638,210	47,905	140,202	22.0%	498,008
O&M	435,944	-	-	0.0%	435,944
Capital	24,879	189	414	1.7%	24,465
Subtotal: Information Technology	1,099,033	48,094	140,616	12.8%	958,417
Police Department					
Personnel	7,461,705	574,315	1,672,498	22.4%	5,789,207
O&M	1,205,245	77,913	290,759	24.1%	914,486
Capital	244,701	32,400	155,227	63.4%	89,474
Debt Service	488,882	98,917	98,917	20.2%	389,966
Subtotal: Police Department	9,400,533	783,544	2,217,401	23.6%	7,183,132
Streets & Grounds Division					
Personnel	444,000	48,567	106,953	24.1%	337,047
O&M	622,710	32,867	111,509	17.9%	511,201
Capital	2,576,177	148,723	186,391	7.2%	2,389,786
Subtotal: Streets & Grounds Division	3,642,887	230,157	404,853	11.1%	3,238,034
Parks & Recreation					
Personnel	922,800	67,801	220,167	23.9%	702,633
O&M	788,700	39,938	159,854	20.3%	628,846
Capital	758,500	-	91,871	12.1%	666,629
Subtotal: Parks & Recreation	2,470,000	107,739	471,892	19.1%	1,998,108
Total General Fund Expenditures	\$ 20,551,716	\$ 1,432,729	\$ 4,021,598	19.6%	\$ 16,530,118

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2025

25.0% 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	\$ 32,189	\$ 95,153	18.5%	\$ 418,567
O&M	2,035,040	113,275	543,613	26.7%	1,491,427
Transfer to General Fund	490,000	40,833	122,500	25.0%	367,500
Capital	3,909,719	20,633	169,402	4.3%	3,740,317
Debt Service	365,275	46,499	46,499	12.7%	318,776
Subtotal: Water Division	7,313,754	253,429	977,167	13.4%	6,336,587
Sewer Division					
Personnel	503,670	31,069	91,807	18.2%	411,863
O&M	2,269,415	100,698	505,377	22.3%	1,764,038
Transfer to General Fund	438,000	36,500	109,500	25.0%	328,500
Capital	2,343,542	1,875	119,588	5.1%	2,223,954
Debt Service	416,477	13,186	13,186	3.2%	403,291
Subtotal: Sewer Division (excl. Kent County)	5,971,104	183,328	839,458	14.1%	5,131,646
Kent County Sewer	3,011,721	271,895	819,251	27.2%	2,192,470
Subtotal: Sewer Division (Comprehensive)	8,982,825	455,223	1,658,709	18.5%	7,324,115
Solid Waste Division					
Personnel	519,380	39,479	98,873	19.0%	420,507
O&M	1,487,545	62,484	272,541	18.3%	1,215,004
Capital	92,238	1,055	1,055	1.1%	91,183
Subtotal: Solid Waste Division	2,099,163	103,018	372,469	17.7%	1,726,694
Subtotal: Water, Sewer & Solid Waste	18,395,742	811,670	3,008,346	16.4%	15,387,396
Electric Division					
Personnel	2,066,920	147,059	408,217	19.8%	1,658,703
O&M	3,742,700	363,843	1,108,692	29.6%	2,634,007
Transfer to General Fund	4,334,700	361,225	1,083,675	25.0%	3,251,025
Capital	824,197	-	235,122	28.5%	589,075
Debt Service	319,815	-	79,815	25.0%	240,000
Subtotal: Electric Division (excl. Power)	11,288,332	872,127	2,915,522	25.8%	8,372,810
Power Purchased	25,187,603	1,974,904	6,746,273	26.8%	18,441,330
Subtotal: Electric Division (Comprehensive)	36,475,935	2,847,032	9,661,795	26.5%	26,814,140
Total Enterprise Fund Expenditures	\$ 54,871,676	\$ 3,658,702	\$ 12,670,140	23.1%	\$ 42,201,536
Grand Total Operating Budget	\$ 75,423,392	\$ 5,091,430	\$ 16,691,738	22.1%	\$ 58,731,654

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2025

25.0% of Year Elapsed

Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 223,540	\$ 16,130	\$ 47,227	21.1%	\$ 176,313
Operation & Maintenance (O&M)	130,750	5,893	30,785	23.5%	99,965
Capital	16,157	-	16,157	100.0%	-
Subtotal: Garage	370,447	22,023	94,169	25.4%	276,278
Public Works					
Personnel	879,120	47,363	161,949	18.4%	717,171
O&M	428,450	22,410	96,254	22.5%	332,196
Capital	434,574	-	4,747	1.1%	429,827
Subtotal: Public Works	1,742,144	69,773	262,950	15.1%	1,479,194
Tech Services					
Personnel	352,300	27,964	80,993	23.0%	271,307
O&M	537,405	46,332	113,755	21.2%	423,650
Capital	-	-	-	-	-
Subtotal: Tech Services	889,705	74,296	194,749	21.9%	694,956
Billing & Collections					
Personnel	899,760	200,659	200,659	22.3%	699,101
O&M	497,330	116,273	116,273	23.4%	381,057
Capital	146,900	-	-	0.0%	146,900
Subtotal: Billing & Collections	1,543,990	316,933	316,933	20.5%	1,227,057
City Hall Cost Allocation					
Personnel	1,950	431	431	22.1%	1,519
O&M	98,710	20,811	20,811	21.1%	77,899
Capital	14,493	-	-	0.0%	14,493
Subtotal: City Hall Cost Allocation	115,153	21,243	21,243	18.4%	93,910
Interdepartmental Cost Allocation	\$ (4,661,439)	\$ (504,267)	\$ (890,043)	19.1%	\$ (3,771,396)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

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



Sussex County Association of Towns

37 The Circle , Georgetown, Delaware 19947

Town of Bethany Beach

Town of Bethel

Town of Blades

Town of Bridgeville

Town of Dagsboro

Town of Delmar

Town of Dewey Beach

Town of Ellendale

Town of Fenwick Island

Town of Frankford

Town of Georgetown

Town of Greenwood

Town of Henlopen Acres

Town of Laurel

City of Lewes

City of Milford

Town of Millsboro

Town of Millville

Town of Milton

Town of Ocean View

City of Rehoboth Beach

City of Seaford

Town of Selbyville

Town of Slaughter Beach

Town of South Bethany

Sussex County Council

S.C.A.T. Dinner for Wednesday, December 3, 2025

LOCATION: Boardwalk Plaza Hotel
2 Olive Ave.
Rehoboth Beach, DE 19971

TIME: 5:30 pm – Cocktail Hour
6:00 pm – Dinner

HOST: City of Rehoboth Beach

SPEAKER: Holiday Party

COST: **\$85.00** per person

MENU: **Please see the attached Menu**

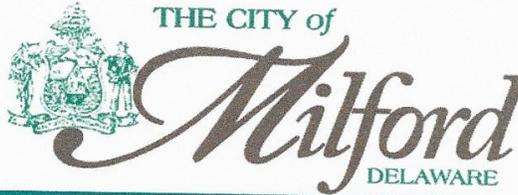
For reservations, please get in touch with Margaret Carson at 302-227-4641
Or by email: mcarson@rehobothbeachde.gov
no later than **November 24th, 2025**.

Please make checks payable to the City of Rehoboth Beach
Mail to: City of Rehoboth Beach
Attn: Margaret Carson
229 Rehoboth Avenue
P.O. Box 1163
Rehoboth Beach, DE 19971

**Reminder: S.C.A.T. Steering Committee Breakfast
Friday, December 5, 2025, at 9 AM, \$15 per person
Location: First State Community Action Agency
308 North Railroad Avenue, Georgetown, DE 19947
RSVP to Kayla Adkins at kayla.adkins@ellendale.delaware.gov**



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



401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: October 30, 2025
TO: Mayor & City Council 
FROM: Chief Cecilia E. Ashe
RE: Police Department Building Exterior Lighting Installation

The Milford Police Department is in the process of completing the purchase and installation of the exterior lighting approved in the FY26 Capital Improvement Program (CIP). The initial quote was for \$8,500.00. We are now requesting additional funding for \$8,041.39, as we realized that the initial design for lights to be installed on the eaves of the building and tied to the existing lighting control panel, upon closer look, would not meet the original proposal. Therefore, we are requesting additional funding for the installation of outdoor landscape uplighting and to install a dedicated circuit from the panel room to the exterior of the building.

Attached, you will find the new quote of \$16,351.39 provided by FILEC, and the diagrams and details of the lighting placement. We shared a draft of this memo with the City Finance Department to confirm availability of funds. Funding will come from General Reserves.

We respectfully request that the City Council approve the allocation of the additional funds necessary to complete this project.



CLARIFICATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date: _____

Owner/Contractor

Brandon Ksiazek

Filec Services, LLC



FILEC ELECTRICAL SERVICES LLC

COMMERCIAL ⚡ SERVICE ⚡ INDUSTRIAL

5577 DUPONT PARKWAY

SMYRNA, DE 19977

(302) 328-7188

FAX (302) 328-7187

PROPOSAL

10/9/2025

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

REF: S100138 Installation of Outdoor Landscape Uplighting

FILEC Electrical Services LLC is pleased to provide you with our proposal and scope of work for the project referenced above. To accept, please review, sign and return the proposal to our office as soon as possible. If you have any questions, please do not hesitate to contact me.

Scope of Work:

- Provide and install dedicated circuit from panel room to exterior of building
- Run wire and make connections for added outdoor landscape lighting to the front of the building per layout
- Lights to be controlled from controller via photocell or timeclock
- Install (2) TYK+ 10 ELL 9x70° 7W 840 AN-96 outdoor light fixtures per layout
- Install (2) CRICKET+ 20 C/M 26W 840 INOX outdoor light fixtures per layout
- Install (10) CRICKET+ 10 C/I 5W 840 AN-96 outdoor light fixtures per layout
- Install (1) TYK+ 15 C/M 34° 24W 840 AN-96 outdoor light fixture per layout
- Excludes patching or repair of drywall work inside
- We are not responsible for any landscape damage or issues that occur as a result of our electric work
- We will make reasonable efforts to minimize any impact on landscape during our work
Trencher will be needed. Filec to provide.

Total: \$16,541.39

Please note: The signed proposal must be returned to our office and a 50% deposit is due upon receipt before work will be scheduled

CLARIFICATIONS:

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

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

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

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

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

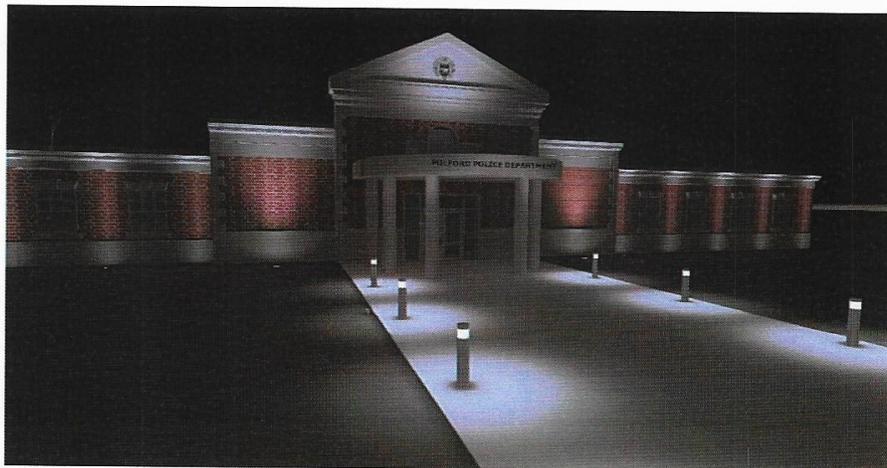
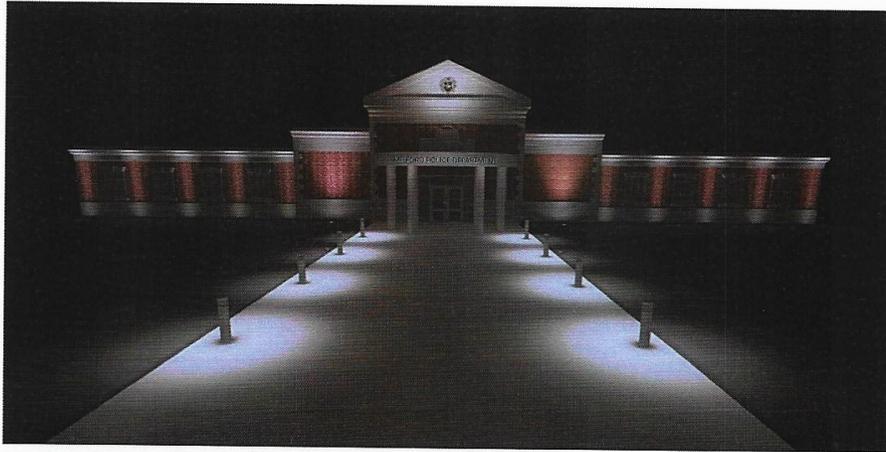
Owner/Contractor

Date: _____

Brandon Prang, Service Manager

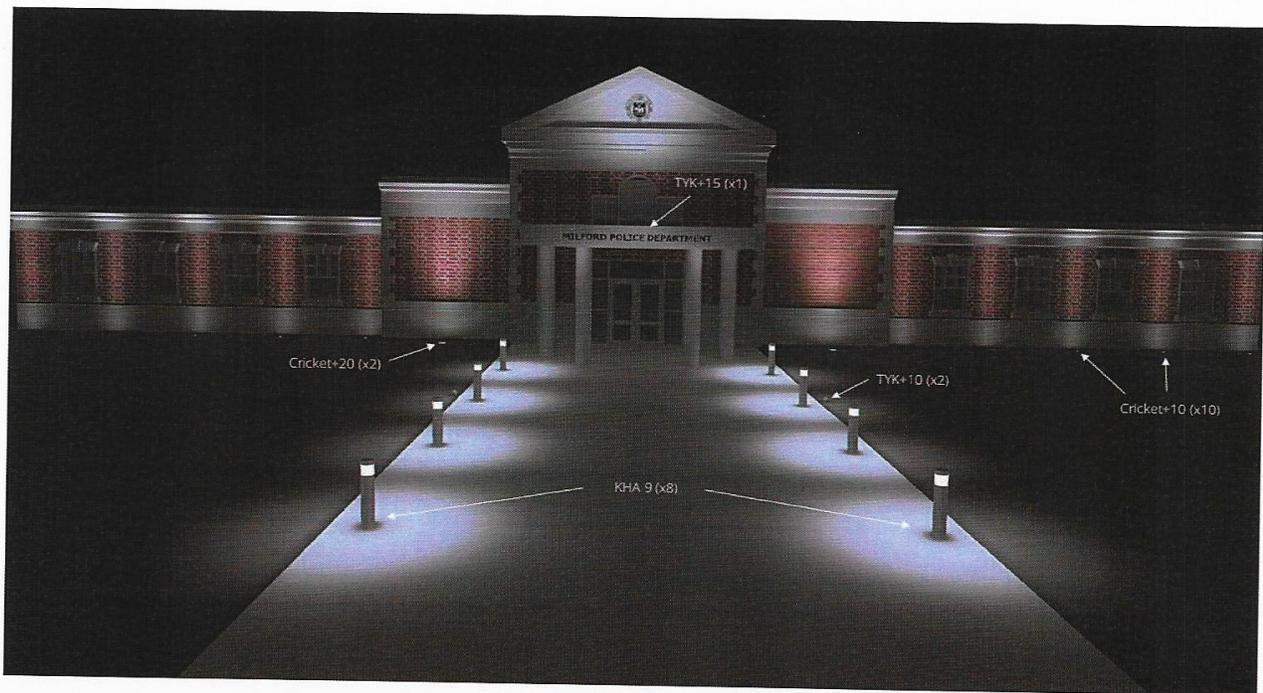
Filec Electrical Services LLC

Project: Milford Police Station



Luminaire list

pcs.	Manufacturer	Article No.	Article name	P	Φ	Luminous efficacy
2	Performance in Lighting	078027	TYK+ 10 ELL 9x70° 7W 840 AN-96	7.0 W	472 lm	67.5 lm/W
2	Performance in Lighting	073140	CRICKET+ 20 C/M 26W 840 INOX	26.0 W	2534 lm	97.5 lm/W
10	Performance in Lighting	073077	CRICKET+ 10 C/I 5W 840 AN-96	6.0 W	444 lm	74.3 lm/W
8	Performance in Lighting	076453-7W	KHA TECH 9 C/EW 15W 840 AN-96	7.0 W	795 lm	113.6 lm/W
1	Performance in Lighting	078081	TYK+ 15 C/M 34° 24W 840 AN-96	30.0 W	2135 lm	71.16 lm/W

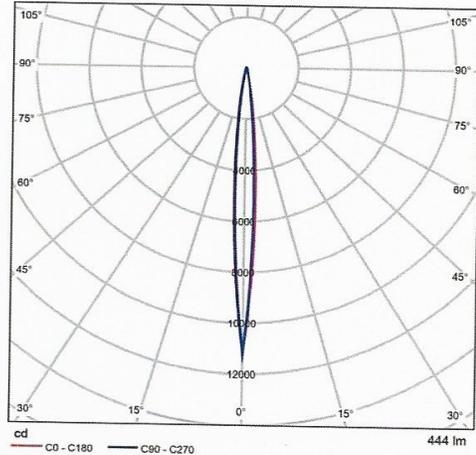


Product data sheet

Performance in Lighting - CRICKET+ 10 C/I 5W 840 AN-96



Article No.	073077
P	6.0W
Φ_{Lamp}	-
$\Phi_{Luminaire}$	444 lm
η	-
Luminous efficacy	74.3 lm/W
CCT	4000 K
CRI	80

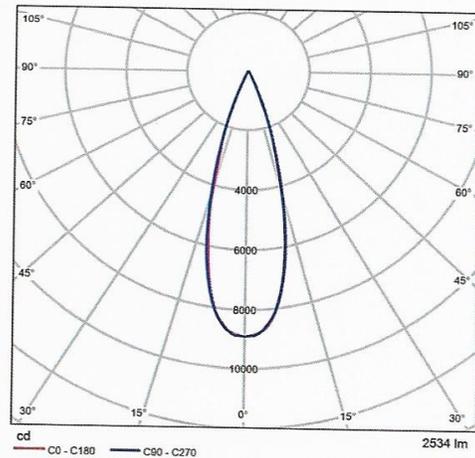


Polar LDC

Performance in Lighting - CRICKET+ 20 C/M 26W 840 INOX



Article No.	073140
P	26.0 W
Φ_{Lamp}	-
$\Phi_{Luminaire}$	2534 lm
η	-
Luminous efficacy	97.5 lm/W
CCT	4000 K
CRI	80

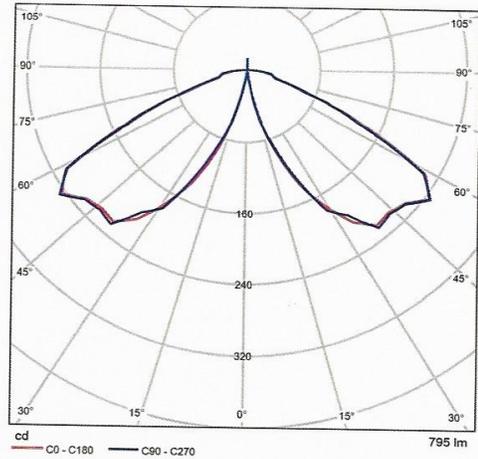


Polar LDC

Performance in Lighting - KHA TECH 9 C/EW 15W 840 AN-96

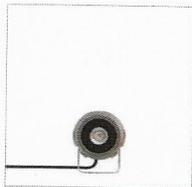


Article No.	076453-7W
P	7.0 W
Φ_{Lamp}	-
$\Phi_{Luminaire}$	795 lm
η	-
Luminous efficacy	113.6 lm/W
CCT	4000 K
CRI	80

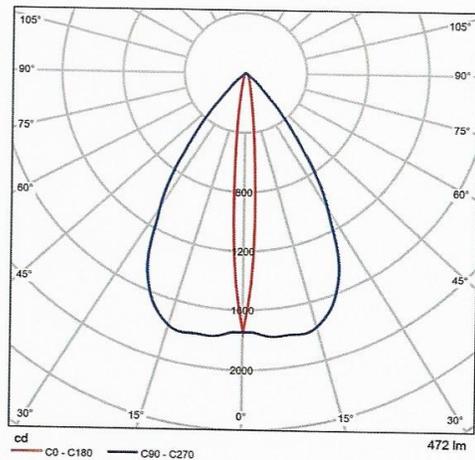


Polar LDC

Performance in Lighting - TYK+ 10 ELL 9x70° 7W 840 AN-96



Article No.	078027
P	7.0 W
Φ_{Lamp}	-
$\Phi_{Luminaire}$	472 lm
η	-
Luminous efficacy	67.5 lm/W
CCT	4000 K
CRI	80

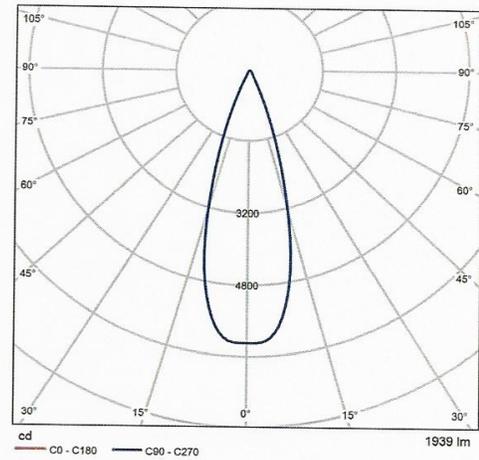


Polar LDC

Performance in Lighting - TYK+ 15 C/M 34° 24W 840 AN-96



Article No.	078081
P	30.0 W
Φ_{Lamp}	-
$\Phi_{Luminaire}$	2135 lm
η	-
Luminous efficacy	71.2 lm/W
CCT	4000 K
CRI	80



Polar LDC



5577 DUPONT PARKWAY
SMYRNA, DE 19977
SERVICE@FILECSERVICES.COM
(302) 328-7188 FAX (302) 328-7187

Proposal

Date: February 27, 2025

Customer:

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

Scope of work:

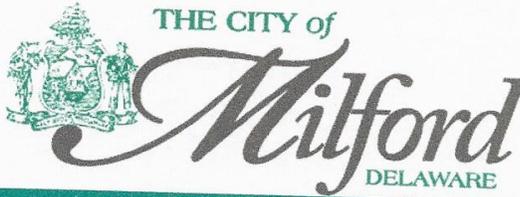
- Provide and install (4) exterior light packs with backup battery packs
 - Part# LNC2-48L-35-5K7-4W-UNV-DBT-E
- Lights to be tied into existing lighting control panel

Total Estimate: \$ 8,500.00

Proposal must be signed prior to start of work.



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



401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: October 14, 2025
TO: Mayor & City Council
FROM: Chief Cecilia E. Ashe 
RE: Construction of the Police Evidence Processing Bay

The Milford Police Department will begin the process for the construction of the Police Evidence Processing Bay in the back lot of the Police Department. In moving forward, we are asking RYJ to provide an informational presentation to City Council regarding course of action for this project. We respectfully request this presentation be placed on the November 10, 2025, City Council meeting agenda and for City Council's final approval to proceed with the construction process based on the funding approved in the FY26 Capital Improvement Program (CIP) for total project cost of \$2,590,200.00.

Milford Police Storage Building

November 10, 2025



Bid Results

Contract	Contractor	Base Bid	Alternate One Add	Total
		Maintenance Building	Prevailing wage rates	
			Not Accepted	
Bid Pack A / Contract 1				
Site work / Concrete Work		\$ 217,500.00		
	Blue Heron Contractors	\$ 350,000.00	\$ 59,800.00	\$ 409,800.00
	Low Base Bid Amount	\$ 350,000.00	\$ 59,800.00	\$ 409,800.00
Bid Pack A / Contract 2				
Masonry Work		\$ 246,000.00		
	L. Wilson Masonry	\$ 149,598.00	\$ 7,800.00	\$ 157,398.00
	Enterprise Masonry	\$ 197,750.00	\$ 13,650.00	\$ 211,400.00
	Joseph Rizzo & Son	\$ 206,000.00	\$ -	
	Low Base Bid Amount	\$ 149,598.00	\$ 7,800.00	\$ 157,398.00
Bid Pack A / Contract 3				
Specialties		\$ 10,000.00		
	Union Wholesale	\$ 8,730.00	\$ -	\$ 8,730.00
	Low Base Bid Amount	\$ 8,730.00	\$ -	\$ 8,730.00
Bid Pack A / Contract 4				
Overhead Coiling Doors		\$ 132,000.00		
	Hickman Overhead Doors	\$ 85,415.00		\$ 85,415.00
	Overhead Door Company	\$ 76,978.00		
	Low Base Bid Amount	\$ 76,978.00	\$ -	\$ 76,978.00



Bid Results Continued

Bid Pack A / Contract 5					
Furnish Hollow Metal/Doors					
Hardware					
	Precision Door	\$	19,170.00	\$ -	\$ 19,170.00
	Union Wholesale	\$	19,619.00	\$ -	\$ 19,619.00
	Low Base Bid Amount	\$	19,170.00	\$ -	\$ 19,170.00
Bid Pack A / Contract 6					
Caulking / Painting					
	Jamestown Painting	\$	18,015.00	\$ 6,540.00	\$ 24,555.00
	Maccari Companies	\$	40,516.00	\$ 15,934.00	\$ 56,450.00
	Master Interiors	\$	44,380.00	\$ 21,460.00	\$ 65,840.00
	M&S Painting	\$	45,712.00	\$ 8,988.00	\$ 54,700.00
	Low Base Bid Amount	\$	18,015.00	\$ 6,540.00	\$ 24,555.00
Bid Pack A / Contract 7					
Mechanical					
	Ralph Degli Obizzi	\$	409,249.00	\$ 55,590.00	\$ 464,839.00
	Low Base Bid Amount	\$	409,249.00	\$ 55,590.00	\$ 464,839.00
Bid Pack A / Contract 8					
Fire Sprinkler System					
	Bear Industries	\$	36,950.00	\$ 2,498.00	\$ 39,448.00
	Accelerated Fire	\$	55,540.00	\$ 6,910.00	\$ 62,450.00
	Low Base Bid Amount	\$	36,950.00	\$ 2,498.00	\$ 39,448.00



Bid Results Continued

Bid Pack A / Contract 9					
Electrical		\$ 185,000.00			
	Filec Services	\$ 262,000.00	\$ 56,000.00	\$ 318,000.00	
	Superior Electric	\$ 305,000.00	\$ 12,880.00	\$ 317,880.00	
	Low Base Bid Amount	\$ 262,000.00	\$ 56,000.00	\$ 318,000.00	
Bid Pack A / Contract 10					
Pre-Engineered Metal Building		\$ 515,000.00			
	Bob Breeding	\$ 478,970.00	\$ 115,808.00	\$ 594,778.00	
	Low Base Bid Amount	\$ 478,970.00	\$ 115,808.00	\$ 594,778.00	
Basic Building Cost	Sub-Total	\$ 1,809,660.00	\$ 304,036.00	\$ 2,113,696.00	
Cost per SF		#REF!			
Management Fees					
Construction Manager Fees	RYJ				
CM Pre-Construction Fees		\$ 25,000.00			
CM Fees	8.00%	\$ 144,772.80	\$ 24,322.88		
Sub-Total		\$ 169,772.80	\$ 24,322.88	\$ 194,095.68	
CM General Conditions					
Sub-Total		\$ 170,880.00			
Management Fees	Grand Total	\$ 340,652.80	\$ 24,322.88	\$ 364,975.68	
Technology-Comp/Smart Board Phone System	Owner Supplied				
Basic Building Cost	Grand Total	\$ 2,150,312.80	\$ 328,358.88	\$ 2,478,671.68	
Soft Costs		\$ -	\$ -	\$ -	
Contingency	10%	\$ 180,966.00	\$ 30,403.60	\$ 211,369.60	
Bond Cost	in above				
Design Fees					
Architect /E through bidding		\$ 39,000.00			
A/E CA		\$ 36,000.00			
Design Fees	Grand Total	\$ 75,000.00	\$ -	\$ 75,000.00	
Admin/Owner Costs					
Audit & Mis.	TBD -City Provided				
Inspections/Testing	TBD -City Provided				
Moving Expenses	TBD -City Provided				
Admin Costs		\$ -	\$ -	\$ -	
Soft Costs Grand Total		\$ 255,966.00	\$ 30,403.60	\$ 286,369.60	
Project Grand Total Basic Building Cost + Soft Costs	Base Bid	\$ 2,406,278.80	\$ 358,762.48	\$ 2,765,041.28	



Recommended Contracts to award

Bid Pack A /Contract 1		
Site work / Concrete Work		
	Blue Heron Contractors	\$ 350,000.00
Bid Pack A / Contract 2		
Masonry Work		
	L.Wilson Masonry	\$ 149,598.00
Bid Pack A / Contract 3		
Specialties		
	Union Wholesale	\$ 8,730.00
Bid Pack A / Contract 4		
Overhead Coiling Doors		
	Overhead Door Company	\$ 76,978.00
Bid Pack A / Contract 5		
Furnish Hollow Metal/Doors		
Hardware		
	Precision Door	\$ 19,170.00
Bid Pack A / Contract 6		
Caulking / Painting		
	Jamestown Painting	\$ 18,015.00
Bid Pack A / Contract 7		
Mechanical		
	Ralph Degli Obizzi	\$ 409,249.00
Bid Pack A / Contract 8		
Fire Sprinkler System		
	Bear Industries	\$ 36,950.00
Bid Pack A / Contract 9		
Electrical		
	Filec Services	\$ 262,000.00
Bid Pack A / Contract 10		
Pre-Engineered Metal Building		
	Bob Breeding	\$ 478,970.00
Management Fees		
Construction Manager	RYJ	\$ 315,652.00
Design Fees		
Architect /E through bidding	Becker Morgan Group	\$ 36,000.00

Next Steps

Execute AIA Contracts

Submit for Permits

Start Submittal Process

Start Construction, Target late January 2026

Estimated Completion September 2026

PUBLIC WORKS FACILITY

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



Public Works Department
Willis Shafer, Public Works Director
Main 302-422-1110, ext 1173
Email, wshafer@milford-de.gov

TO: City Council and Mayor
FROM: Willis Shafer, Public Works Director
CC: Christopher Coleman, City Manager
DATE: October 26, 2025
RE: Cypress Hall Phase 1-A and 1-B Council Acceptance

Background

Cypress Hall is located off Route 13 and is comprised of four phases. Phase 1-A and 1-B are complete. City staff have conducted their final inspections of all utilities, curb, MUTCD required signage and roadways within the City’s right-of-way and recommend final acceptance by Council.



Cypress Hall Residential

Staff recommend City Council accept Cypress Hall phase 1-A and 1-B, sanitary sewer, water system, curb/gutter, MUTCD signage and roadways within the City’s Right-of-Way and release the performance bond.



RESOLUTION 2025-17

Final Acceptance of Cypress Hall Phases 1-A & 1-B Subdivision Water System, Sewer System and Streets

WHEREAS, Chapter 200 provides that public utilities and public roads shall be accepted into the City of Milford's public utility and roadway system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water system, wastewater system and roadway included in Cypress Hall phases 1-A and 1-B have been completed in accordance with City standards and requirements; and

WHEREAS, the portion of Cypress Hall phases 1-A and 1-B to be accepted includes the utilities and roadways within the Right-of-Way as depicted on plot book 385, page 19; and

WHEREAS, Cypress Hall phase 1-A and 1-B encompasses 96 lots; and

WHEREAS, this resolution includes acceptance of the public water system and wastewater system within the City right-of-way; and

WHEREAS, this Resolution includes acceptance of the public roadways, concrete curb, and MUTCD approved signage along, Kirsten Drive, Price Drive, Ressler Lane, Thornton Lane, and portions of Geyer Avenue, Lexus Drive, Willis Drive and Zoar Avenue, approximately 1.23 miles; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford, and

WHEREAS, the performance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for performance of the accepted utilities; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on November 10, 2025, by a favorable majority vote, accepts the water system, wastewater system, concrete curb, MUTCD signage and roadways within the right-of-way of Cypress Hall phase 1-A and 1-B, that are being dedicated for public use into the City of Milford's public utility system.

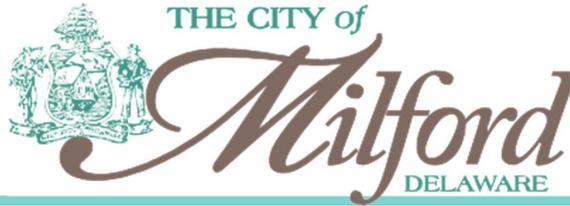
BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water system, wastewater system, concrete curb, MUTCD signage and roadway pavement within the right-of-way in Cypress Hall phase 1-A and 1-B, as noted in this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 10th day of November 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White



FINANCE DEPARTMENT
 10 SE Second Street
 Milford, DE 19963

PHONE 302.424.5140
 FAX 302.424.5932
 www.cityofmilford.com

To: Mayor and City Council
 From: Louis C. Vitola
 Jamesha C. Williams
 Date: November 10, 2025
 Re: Tuition Reimbursement Budget Transfer

EXECUTIVE SUMMARY

Staff recommend that City Council approve a tuition reimbursement budget transfer of \$5,250 from the City Administration Department to the Police Department. Both departments reside in the general fund, which will result in a net-zero impact on the FY26 budget overall.

BACKGROUND AND DETAIL

The City’s tuition reimbursement benefit is available to all employees, subject to employee policy guidelines. Individual departments bear the cost of the benefit for any employees eligible and approved for tuition reimbursement benefits. Staff attempt to account for employees approved and/or seeking tuition reimbursement in connection with the annual budget process on a department-by-department basis. While impossible to predict benefit utilization with perfect accuracy, we do have the foresight to budget a conservative buffer in the City Administration budget, which is the recommended source for the transfer to the Police Department. The FY26 tuition reimbursement budget by department before and after the recommended transfer follows:

Department	FY26 Budget as Approved	Recommended Transfers	FY26 Budget as Amended
City Administration	\$ 10,500	\$ (5,250)	\$ 5,250
Parks & Recreation	5,250		5,250
Police Department	-	5,250	5,250
General Fund Subtotal	15,750	-	15,750
Solid Waste	5,250		5,250
Electric	5,250		5,250
Utility Fund Subtotal	10,500	-	10,500
Grand Total	\$ 26,250	\$ -	\$ 26,250

RECOMMENDATION

Staff recommend that City Council approve a tuition reimbursement budget transfer of \$5,250 from the City Administration Department to the Police Department to reflect approved tuition reimbursement benefits.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola
Suzannah M. Frederick
Date: November 10, 2025
Re: Customer Service Postage Machine Upgrade

EXECUTIVE SUMMARY

The Postage Machine serving the Customer Service Department must be replaced; it has exceeded its expected serviceable life and will be decertified pursuant to changing USPS standards¹ this December. Staff recommend Council approve the purchase of an in-kind replacement through the State of Delaware approved NASPO contract² not to exceed \$9,000 (Contract Price \$8,315.06 plus Contingency). Ongoing maintenance and service costs will be approximately \$1,000 less per year compared to the existing machine.

BACKGROUND AND DETAIL

The City purchased the existing P1000 postage machine for \$15,633 in August 2015 to support daily operational needs. Though currently operational beyond its expected serviceable life, changing standards have rendered the unit obsolete, and it will be decertified by the USPS this December. Further, the City's vendor will no longer support a decertified machine. The MailCenter MC1000³ machine is a comparable, in-kind replacement for the P1000 and is expected to meet operational needs in the Customer Service Department now and in the future. The machine is available at a negotiated price of \$8,315.06 through the State of Delaware approved NASPO contract. The contract price includes delivery, installation, and introductory training. The funding recommendation not to exceed \$9,000 will permit ancillary costs not covered in the contract price, should unanticipated installation or training costs arise. Annual maintenance and meter rental costs through Pitney Bowes are approximately \$1,065 less than we are currently paying for the older P1000 machine.

RECOMMENDATIONS

- Staff recommend that City Council approve the purchase, delivery, and installation of the MC1000 postage machine through the State of Delaware contract for the negotiated price of \$8,315.06, not to exceed a total of \$9,000, funded by a pro rata mix of utility and general fund reserves.
- Staff recommend that City Council authorize the City Manager to execute a meter rental and equipment maintenance agreement with Pitney Bowes for the annual service costs associated with the MC1000. The existing operating budget is sufficient to support the reduced maintenance costs of the new machine through FY26, which will be budgeted annually thereafter.

¹ See enclosed technical brochure published by the United States Postal Service (USPS)

² State of Delaware NASPO VALUEPOINT CTR058808; GSS22576-MAILEQUIP contract

³ See enclosed specifications

Intelligent Mail Indicia (IMI)

Importance and Benefits for USPS

The Intelligent Mail Indicia (IMI) is the current USPS Postage Evidencing System (PES) Performance Criteria (PC)



BACKGROUND

The Postal Service provides many mailing products and shipping services. To meet our customers' diverse needs, we offer many innovative products and service platforms. Postage meters and PC Postage products, collectively identified as the "[Postage Evidencing System](#)" (PES), are one of these key platforms. PES customers range from small home businesses that send a handful of mail each week, to large eCommerce enterprises that ship thousands of packages daily. PES is offered to our customers through our PES Providers.

The USPS Commercial Payment office establishes the PES Performance Criteria (PC) and manages the PES compliance/governance. Currently there are two types of PC in use for PES: 1) Information Based Indicia Program (IBIP) and 2) Intelligent Mail Indicia - Performance Criteria (IMI-PC).

The IBIP was established in 1999 and ushered in the transition from mechanical PES to digital PES. PES developed using IBIP were set via modem/internet and printed a 2D barcode utilizing Federal Information Processing Standards (FIPS)-approved digital signature. Today, IBIP based PES no longer meet the Postal Service's evolving business needs. For instance, IBIP based PES offer limited postage and transaction data; use sun-setting technology/security standards; prevent the USPS from automating costly operations (such as refunds and proper postage payment validation); and do not fully meet product reporting/pricing requirements.

The IMI-PC was introduced in 2013 and meets current USPS business needs. PES developed using the IMI-PC provide more transparent and detailed transaction data; enable automation of costly back-office operations; and employ better security standards. As a result, the USPS is working closely with PES providers to replace all IBIP based PES with IMI-PC based PES. To this end, the Postal Service has issued a Federal Register Notice on 12-04-20.

WHY IMI-PC IS IMPORTANT FOR THE POSTAL SERVICE



	IMI-PC	IBIP
> Provides transaction level data for each mail piece daily	●	◐
> Supports automated refunds, refund authorization, and fraud detection (data on ImpB, PIC)	●	◐
> Restricts Keyed-In-Postage (KIP), which supports proper mail rating/classification for USPS	●	●
> Provides end mailer information for Federal Government compliance	●	◐
> Supports the tracking and management of reprinted indicia	●	●
> Provides improved indicia constructs that support Fraud Detection, Readability, and Indicia Management	●	●
> Supports the USPS to accurately calculate short paid and over paid postage (data on WT, Price, Notice123, Extra Services)	●	◐
> FIPS 140-2 Security Level 3+ (EFP/EFT) (security strength to deter current threats)	●	●
> Improved security for Rate Table, Log Files, and Data Exchange Interface	●	◐



Shipping & Mailing

Postage Meters

SendPro® MailCenter 1000

Take control of sending challenges.

Mail, ship and track with ease.

The SendPro MailCenter 1000 simplifies your sending processes by integrating mailing and shipping into a single system. The MailCenter 1000 provides a modern user experience making sending anything easier and more streamlined.

With fast automatic-feeding, you can quickly process high volumes of mail, easily ship through USPS®, FedEx® and UPS® and track packages all from one reliable system, improving productivity and creating new levels of efficiency for your organization.

For letter mail, the MailCenter 1000 will seal and print postage at up to 180 letters per minute. It handles thin or thick mail at up to $\frac{5}{8}$ of an inch thick.

- Minimize downtimes and jamming with reverse separation feeding technology.
- Automatically save on every First Class® letter you send and gain access to additional savings, such as presort rates.



For more information, visit us online: pitneybowes.com

For overnight deliveries and package shipments, the available shipping functionality allows you to compare services for USPS, FedEx® and UPS® so your packages are sent with the best cost and delivery option available. You will also gain complete visibility into your shipping history, package tracking and carrier spend, all in one place.

- Access special discounts with USPS® and UPS® or use your existing business accounts
- Accurately weigh packages and print professional looking shipping labels right from the integrated scale and connected shipping label printer

Intuitive user display

The 15" modern, color touch screen display on the SendPro® MailCenter 1000 simplifies the way users interact with the system and process each job. Users can benefit from easy-to-follow menus for the streamlined processing of mail and packages.

Flexible printing

Save on pre-printed stationary costs and increase the opening potential for your mail. The MailCenter allows you to print your business logo, return addresses, promotional messages, or graphics directly onto your outbound envelopes at the same time it prints postage for a more professional look.

Available desktop shipping

The SendPro MailCenter 1000 enables users outside the mail area to ship packages from their individual PCs with PitneyShip™ or PitneyShip™ Pro, our online shipping software powered by the Shipping 360™ platform, which allows office workers to access the same shipping capabilities on the MailCenter at their desk to send or track a package delivery.

Specifications	MailCenter 1000
Mail processing speeds (letters per minute)	Up to 145 LPM; Optional upgrade: Up to 160 or 180 LPM
Weigh-on-the-Way® (WOW®)	Not Available
Envelope processing thickness	5/8" media size: 3 1/2" x 5" up to 10" x 14"
Dimensions	39.3"L x 22.2"D x 25"H. Drop stacker adds 13.2" to L. Power stacker adds 33.6" to L
IMI indicia on-device stamp printing	Yes
Envelope flap depth	Min 1", max 3 7/8"
Envelope sealing system	Pump-fed pad; closed flap feeding. Seal only mode
Color touchscreen display	Standard 15" detachable display with optional display stand
Scale capacity	Optional: 5, 10, 15 lb small platform with stand. 15-30 lb tabletop platform. 70 and 149lb
Differentiated weighing	Yes
Available shipping carriers	USPS® UPS® FedEx®
Available desktop shipping access	PitneyShip® or PitneyShip Pro. Optional scale and label printer
Optional accounting	100, 500, 3,000, 100k max accounts
Optional expanded analytics	PitneyAnalytics™, Business Manager
Package tape printing	Adhesive roll tape (for large envelopes and packages using non-discounted USPS retail rates)
Peripheral hardware options	Barcode scanner, laser report printer, power stacker portrait flats kit, power stacker, wireless keyboard (for quick alpha-numeric entries).



United States
3001 Summer Street
Stamford, CT 06926-0700





Purchase Quote/Equipment and Software Maintenance

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Agreement Number

Your Business Information

Full Legal Name of Client / DBA Name of Client

CITY OF MILFORD

Tax ID # (FEIN/TIN)

516000177

Sold-To: Address

119 S WALNUT ST, MILFORD, DE, 19963-1955, US

Sold-To: Contact Name

Sandra Peck

Sold-To: Contact Phone #

3024245144

Sold-To: Account #

0011568194

Bill-To: Address

10 SE 2nd St, Milford, DE, 19963-1902, US

Bill-To: Contact Name

Suzannah Frederick

Bill-To: Contact Phone #

302-422-6616|

Bill-To: Account #

0018275936

Bill-To: Email

sfrederick@milford-de.gov

Ship-To: Address

119 S WALNUT ST, MILFORD, DE, 19963-1955, US

Ship-To: Contact Name

Faith Argo

Ship-To: Contact Phone #

(302) 424-5140

Ship-To: Account #

0011568194

PO #

.

Your Business Needs

Qty	Item	Business Solution Description	Sales Type	Price
1	SENDPROMAILCENTER	MailCenter	PURCHASE	\$ 0.00
1	1FWW	10lb Interfaced Weighing Feature	PURCHASE	\$ 1,276.80
1	7W00	MailCenter Meter	RENT	\$ 60.24
1	APAXL	Cost Acctg Accounts Level (100)	PURCHASE	\$ 0.00
1	APKG	SendPro 360 Shipping Feature	PURCHASE	\$ 0.00
1	APSA	145 LPM Speed	PURCHASE	\$ 0.00
1	CAABL	Basic Cost Acctg for SP MailCenter	RENT	\$ 13.05
1	F9PG	PowerGuard Service Package	PURCHASE	\$ 267.81
1	HV1P	MailCenter Printer	PURCHASE	\$ 0.00
1	HV96000	MailCenter Weighing Platform	PURCHASE	\$ 0.00
1	HVBA	MailCenter 1000	PURCHASE	\$ 6,106.45

1	M9SS	USPS Tracking Services	RENT	\$ 0.00
1	ME1C	Meter Equipment - Low	PURCHASE	\$ 664.00
1	MW90007	Drop Stacker	PURCHASE	\$ 0.00
1	MW92705	MailCenter 15in Display	PURCHASE	\$ 0.00
1	SJM1	SoftGuard - 1000	RENT	\$ 0.00
1	STDSL A	Standard SLA-Equipment Service Agreement (for MailCenter)	SLA	\$ 617.60

Purchase Total**	\$ 8,315.06
Monthly Total**	\$ 73.29
Annual Total**	\$ 617.60

***Plus applicable taxes which will be applied at the time of billing.*

Your Payment Plan

Quarterly Billing Total**		Annual Billing Total**	
Type	Fees	Type	Fees
Subscriptions	\$ 39.15	Equipment Maintenance	\$ 617.60
Meter Services	\$ 180.72	N/A	N/A

Tax Exempt

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

Shipping and Handling \$ 0.00

Initial Term : 12 Months

***Plus applicable taxes which will be applied at the time of billing.*

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states>. The terms and conditions of this contract will govern this transaction. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; GSS22576-MAILEQUIP
State/Entity's Contract #

Client Signature

Print Name

Title

Date

Email Address

Sales Information

Richard Morris

brian.morris@pb.com

Account Rep Name

Email Address



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Mayor and City Councilmembers
From: Tony Chipola, Electric Director
Subject: Introduction and Request for Approval: Municipal Agreement with DeIDOT for US 113 Lighting Improvements (Contract T202508303)
Date: November 4, 2025

This memorandum introduces for your review and necessary action the attached Municipal Agreement between the City of Milford and the State of Delaware, Department of Transportation (STATE), concerning the Hazard Elimination Program 2020, Site F – US 113 Lighting Improvements, Airport Road to SR 1 (Contract T202508303).

Project Purpose and Background

Through DeIDOT's Hazard Elimination Program, the US 113 corridor through City limits was evaluated for safety improvements and their recommendation is to install continuous roadway along US 113 from Airport Road to SR1.

Key Benefits to the City

The primary benefit to the City is the enhancement of public safety on a major thoroughfare without incurring the initial capital costs of design and construction:

- **State-Funded Capital Improvement:** The STATE agrees to fund all customary costs associated with the design, construction, and initial inspection of the improvements. This allows the City to receive a major safety upgrade at no initial expense to municipal taxpayers.
- **Enhanced Public Safety:** The project is part of the Hazard Elimination Program, indicating that the lighting improvements are intended to reduce hazards and improve visibility along US 113.
- **Acquisition of ROW at State Expense:** Should there be any necessary right-of-way needs for the lighting infrastructure, the STATE agrees to acquire it at STATE expense.

City Obligations

The primary long-term obligation assumed by the City is the maintenance of the new infrastructure:

- **Ownership and Maintenance:** Upon completion of the project, the City agrees to assume ownership and maintenance responsibilities of the lighting system.
- **Ongoing Costs:** Includes monthly utility costs and the responsibility to repair and replace all components (i.e., light poles, luminaires, wiring, pole bases, etc.) throughout their service life and ultimately remove and/or reconstruct them at the end of their service life.

Recommendation

This agreement secures State funding for a critical safety improvement project while clearly defining the City's future maintenance obligation. It is recommended that the City **Council approve this** Municipal Agreement to allow the Delaware Department of Transportation to proceed with the Hazard Elimination Program project.

City of MILFORD
T202508303 - Hazard Elimination Program 2020,
Site F – US 113 Lighting Improvements, Airport Road to SR 1

THIS AGREEMENT, made this ____ day of _____ 2025 A.D., between the State of Delaware, Department of Transportation, **PARTY OF THE FIRST PART**, and hereinafter referred to as the "**STATE**" and the City of Milford, a municipal corporation of the State of Delaware, **PARTY OF THE SECOND PART**, and hereinafter referred to as "**City**".

WITNESSETH:

WHEREAS, the parties hereto have agreed to the construction, reconstruction, and/or other related improvements to Hazard Elimination Program 2020, Site F – US 113 Lighting Improvements, Airport Road to SR 1, to be constructed as set forth in the plans and specifications for Contract T202508303, of the **STATE** which are/or will be on file in the Department of Transportation's Administration Center, Dover, Delaware, and are incorporated herein by reference and made a part of this Agreement, and as further described on EXHIBIT A, attached hereto and made part of this Agreement, herein referred to as the "**PROJECT**" and

WHEREAS, all work to be performed pursuant to this Agreement shall comply with the Specifications titled "Delaware Department of Highways and Transportation, Standard Specifications, January 2025", and all subsequent thereto, hereinafter referred to as Standard Specification, and

WHEREAS, the **City** intends by this Agreement to give such municipal consent, approval, and waiver as may be required by law, pursuant to Title 17, Section 134 of the Delaware Code, as amended, for construction by the **STATE** of the above-mentioned **PROJECT**, and

NOW, THEREFORE, the **City** and the **STATE** for and in consideration of the mutual promises and benefits agrees, covenants, and promises with each other as follows:

1. CONSENT OF TOWN

Pursuant to Title 17, Section 134 of the Delaware Code as amended, the **City** hereby grants, gives and surrenders to the **STATE** any and all such power, authority and jurisdiction over, in connection with or with respect to the proposed **PROJECT**, as may be necessary in the opinion of the **STATE** to enable the same to be constructed, reconstructed, and/or improved by the **STATE** as herein agreed in this Agreement.

2. CONSTRUCTION

The **STATE** agrees to fund all customary costs associated with design, construction, and initial inspection of the improvements as set forth in the plans and specifications of Contract T202508303 which is or will be on file in the Department of Transportation's Administration Center, Dover, Delaware.

3. OWNERSHIP AND MAINTENANCE

Upon completion of the **PROJECT**, the **City** agrees to assume ownership and maintenance responsibilities of the two lighting systems constructed via the **PROJECT**, including monthly utility costs. The **City** agrees to repair and replace all components of the lighting systems throughout their service life (i.e., light poles, luminaires, wiring, pole bases, conduits, junction wells, cabinets, electric service pedestals, etc.) and ultimately remove and/or reconstruct the lighting systems at the end of their service life.

This Agreement shall not alter, modify, amend or nullify any previous municipal agreements executed between the **STATE** and the **City** except as expressly stated herein as relates to the lighting systems being installed pursuant to this agreement.

4. CONTROL OF TRAFFIC AND PARKING

The **City** will not enact or enforce an ordinance regulation or rule, which may affect or apply to all or any part of the **PROJECT** and/or **PROJECT** area, which the **STATE** deems, will adversely affect the traffic and parking control for the **PROJECT** and/or **PROJECT** area. The **City** hereby agrees to comply with Title 17, Section 147 and with Title 21, Chapter 41 of the Delaware Code, as amended, and with all requirements of law and any rules or regulations promulgated from time to time by the **STATE**. The **City** agrees specifically to comply with all State laws, rules and/or regulations concerning traffic and parking control in, along, and/or over the streets, roads and/or highways within the **PROJECT** area and particularly shall meet all requirements as found in the then existing "**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways**" and any supplements and/or amendments thereto. For planned special events that have either a direct or indirect impact to the transportation system either through full roadway or lane closures or impacts to the normal traffic flow created by the crowds attracted to the special event through or around the **PROJECT** area, the **City** agrees to comply with the above requirements and to consult with the **STATE** two weeks prior to approving the special event within the **PROJECT** area. All temporary traffic control for special events shall comply with the requirements of the then existing "**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways**".

5. RIGHT OF WAY

Right of Way impacts are possible due to lighting infrastructure improvements within the project limits. Should there be any right of way needs on this project, the **STATE** agrees to acquire at **STATE** expense, the right of way necessary to construct improvements as set forth in proposed right of way plans and specifications of Contract T202508303 Hazard Elimination Program 2020, Site F – US 113 Lighting Improvements, which would then be provided to the **City** as a separate exhibit. Also, the **City** agrees, by signature of this agreement, to allow the **STATE** the Right to Trespass on **City** maintained streets in order to construct improvements as set forth in the attached plans and specifications for T202508303 Hazard Elimination Program 2023, Site F – US 113 Lighting Improvements.

6. DAMAGE CLAIMS

The **STATE** agrees to include in the specifications for construction of the **PROJECT** the requirement that the **STATE's** contractor shall indemnify and save harmless the **City**, in addition to the **STATE**, from all suits, actions, or claims pursuant to the State of Delaware, Department of Transportation, Standard Specifications dated June 2022, as amended, which are hereby incorporated herein.

The **City** agrees to indemnify and save harmless the **STATE** consistent with the aforesaid Standard Specifications, which are expressly incorporated and made part hereof, or to include in its specifications for any work within the **PROJECT** area the same requirement for indemnifying and saving harmless the **STATE**. In addition, the **City** agrees to protect and save harmless the **STATE** from any claims or liability arising from questions of title, privilege or authority to use the present, or proposed rights of way for the **PROJECT** to the exclusion of rights of way specifically acquired by the **STATE** from the owners of land other than the **City**. Nothing contained within this Agreement is intended to or shall waive any immunity **City** has under the County and Municipal Tort Claims Act, 10 *Del. C.* §4010, et seq. as applicable to the claims of third parties who are not signatories to this Agreement. Nothing contained within this Agreement shall create any rights or causes of action for the benefit of third parties who are not signatories to this Agreement. Nothing contained within this Agreement may be the basis of any third-party claim, challenge or appeal.

7. CHANGE IN AGREEMENT

The **STATE** and **City** agree that this Agreement is the entire and complete agreement between the parties and that no alterations, modifications, or amendments to this Agreement shall be made or deemed valid unless in writing and signed by both parties.

8. MANNER OF EXECUTION

This Agreement may be executed in counterparts, each of which shall be an original, and such counterparts shall be construed together as one instrument. Facsimile or pdf signatures shall be deemed original signatures.

9. REPRESENTATIVE CAPACITY

Each person executing this Agreement in a representative capacity represents and warrants that he or she is empowered to do so.

10. BACKGROUND

The background of this Agreement set forth above forms an integral part of this Agreement and is hereby incorporated as if fully set forth herein.

11. SEVERABILITY

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this AGREEMENT, in quadruplicate, under their respective seals, the day and year first above written.

ATTEST:

OFFICE OF TRANSPORTATION
SOLUTIONS THE STATE OF
DELAWARE

Anne Brown
Director of Finance

Mark Luszc
Director of Transportation Solutions

Date: _____

APPROVAL AS TO FORM:

George T. Lees, III
Deputy Attorney General

ATTEST:

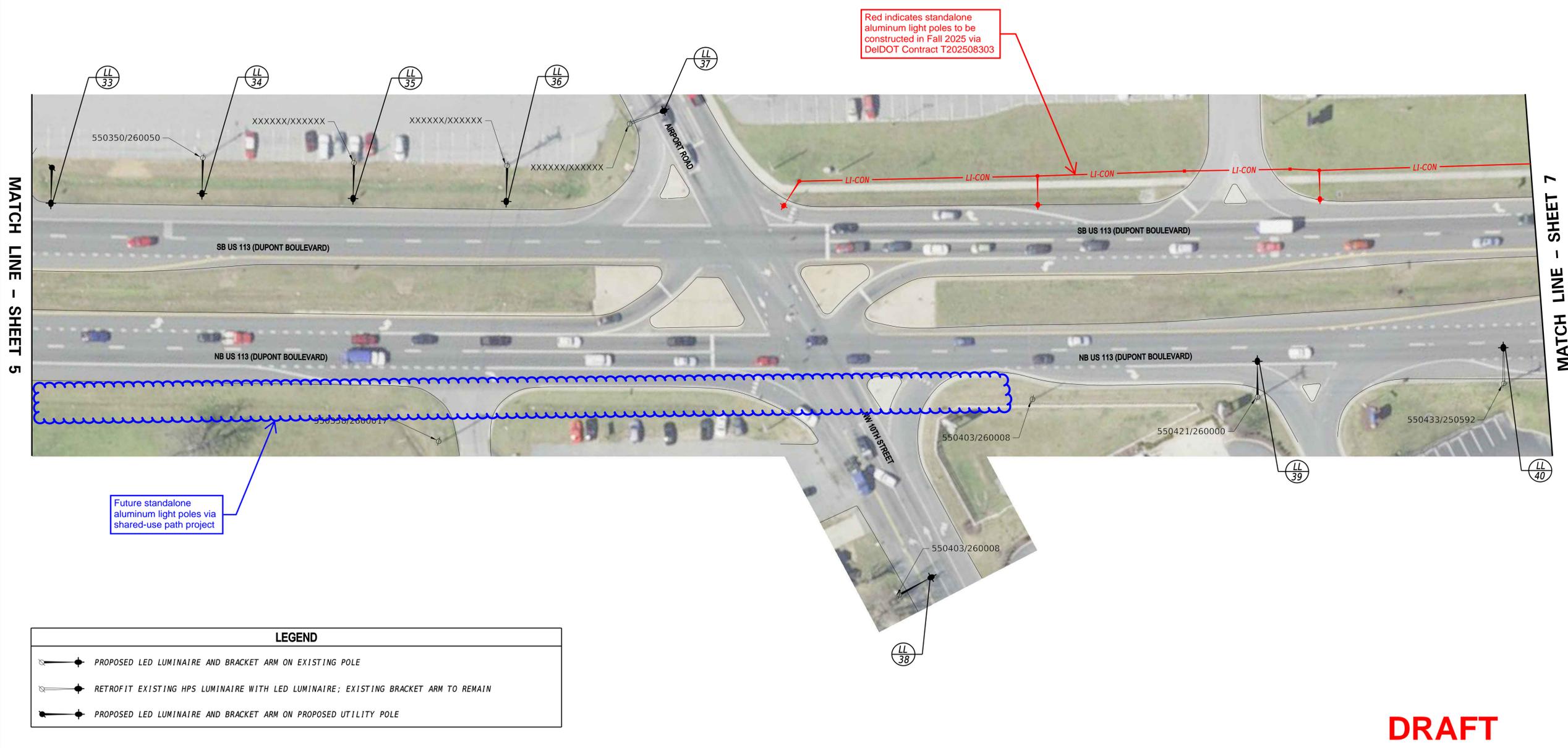
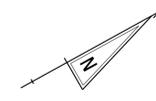
CITY OF MILFORD

F. Todd Culotta
CITY Mayor,
CITY of Milford

Date: _____

LEASED LIGHTING SCHEDULE					
NO.	POLE NO.	NORTHING	EASTING	ARM LENGTH	LUMINAIRE
33**	NEW POLE	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 4
34	550350/260050	337551.7411	651275.4064	12'	250W EQ. LED COBRAHEAD - TYPE 4
35	XXXXXX/XXXXXX	337641.6567	651327.4966	12'	250W EQ. LED COBRAHEAD - TYPE 4
36	XXXXXX/XXXXXX	337728.1316	651377.7728	12'	250W EQ. LED COBRAHEAD - TYPE 4
37*	XXXXXX/XXXXXX	337824.2620	651399.0538	EX	250W EQ. LED COBRAHEAD - TYPE 3
38	550403/260008	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 2
39	550421/260000	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 4
40*	550433/250592	XXXXXX.XXXX	XXXXXX.XXXX	EX	250W EQ. LED COBRAHEAD - TYPE 3

* DENOTES EXISTING HPS COBRAHEAD TO BE RETROFIT WITH LED COBRAHEAD; EXISTING BRACKET ARM TO REMAIN
 ** DENOTES NEW LED COBRAHEAD TO BE INSTALLED ON NEW UTILITY POLE

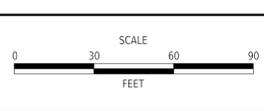


MATCH LINE - SHEET 5

MATCH LINE - SHEET 7

LEGEND	
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON EXISTING POLE
	RETROFIT EXISTING HPS LUMINAIRE WITH LED LUMINAIRE; EXISTING BRACKET ARM TO REMAIN
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON PROPOSED UTILITY POLE

REVISIONS	



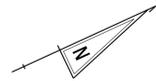
**US 113 MILFORD
LEASED LIGHTING IMPROVEMENTS**

CONTRACT	202508303
COUNTY	KENT
ROAD NO.	N/A
DESIGNED BY:	O. ZOLPER
CHECKED BY:	K. CLEVENGER

LEASED LIGHTING PLAN

SECTION	WRA
SHEET NO.	6

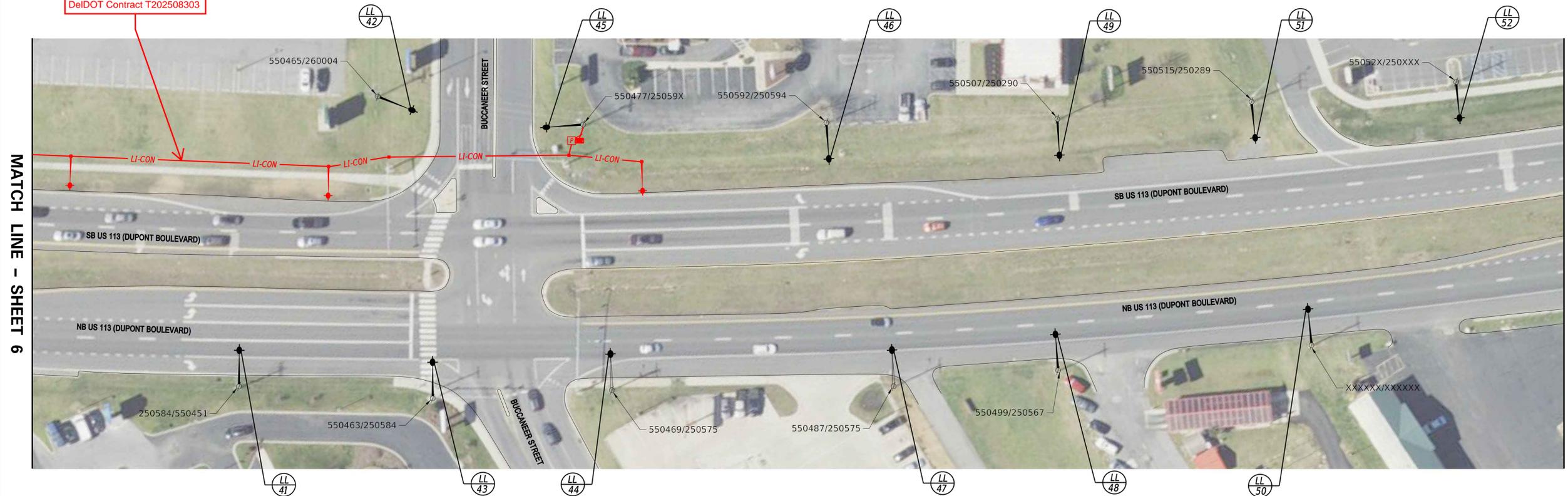
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LEASED LIGHTING SCHEDULE					
NO.	POLE NO.	NORTHING	EASTING	ARM LENGTH	LUMINAIRE
41	250584/550451	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 3
42	550465/260004	338558.0307	651779.8653	12'	250W EQ. LED COBRAHEAD - TYPE 3
43	550463/250584	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 3
44*	550469/250575	XXXXXX.XXXX	XXXXXX.XXXX	EX	250W EQ. LED COBRAHEAD - TYPE 2
45	550477/25059X	338671.2518	651853.2843	12'	250W EQ. LED COBRAHEAD - TYPE 3
46	550592/250594	338818.9987	651920.2017	12'	250W EQ. LED COBRAHEAD - TYPE 4
47*	550487/250575	XXXXXX.XXXX	XXXXXX.XXXX	EX	250W EQ. LED COBRAHEAD - TYPE 2
48	550499/250567	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 2
49	550507/250290	338956.5936	651982.5215	12'	250W EQ. LED COBRAHEAD - TYPE 4
50	XXXXXX/XXXXXX	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 2
51	550515/250289	339077.4484	652026.6675	12'	250W EQ. LED COBRAHEAD - TYPE 4
52	55052X/250XXX	339205.3018	652071.3061	12'	250W EQ. LED COBRAHEAD - TYPE 4

* DENOTES EXISTING HPS COBRAHEAD TO BE RETROFIT WITH LED COBRAHEAD; EXISTING BRACKET ARM TO REMAIN
 ** DENOTES NEW LED COBRAHEAD TO BE INSTALLED ON NEW UTILITY POLE

Red indicates standalone aluminum light poles to be constructed in Fall 2025 via DelDOT Contract T202508303



MATCH LINE - SHEET 6

MATCH LINE - SHEET 8

LEGEND	
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON EXISTING POLE
	RETROFIT EXISTING HPS LUMINAIRE WITH LED LUMINAIRE; EXISTING BRACKET ARM TO REMAIN
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON PROPOSED UTILITY POLE

DRAFT

NO.	DATE	REVISIONS



**US 113 MILFORD
LEASED LIGHTING IMPROVEMENTS**

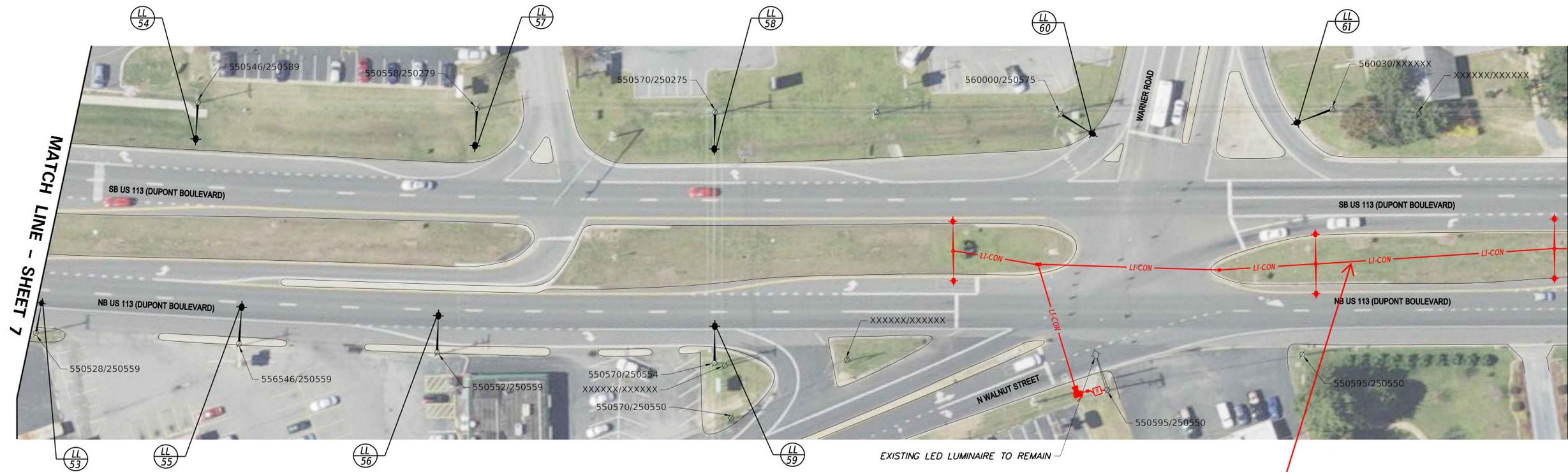
CONTRACT 202508303	ROAD NO. N/A	SECTION WRA SHEET NO. 7
COUNTY KENT	DESIGNED BY: O. ZOLPER	
	CHECKED BY: K. CLEVENGER	

LEASED LIGHTING PLAN



LEASED LIGHTING SCHEDULE					
NO.	POLE NO.	NORTHING	EASTING	ARM LENGTH	LUMINAIRE
53	556552/250559	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 2
54	550546/250589	339205.3018	652120.1029	12'	250W EQ. LED COBRAHEAD - TYPE 4
55	556546/250559	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 2
56	556552/250559	XXXXXX.XXXX	XXXXXX.XXXX	12'	150W EQ. LED COBRAHEAD - TYPE 3
57	550558/250279	339518.7485	652166.2215	12'	150W EQ. LED COBRAHEAD - TYPE 3
58	550570/250275	339667.6570	652205.5590	12'	150W EQ. LED COBRAHEAD - TYPE 3
59	550546/250589	XXXXXX.XXXX	XXXXXX.XXXX	12'	150W EQ. LED COBRAHEAD - TYPE 3
60	260000/250575	339885.1945	652256.6838	12'	250W EQ. LED COBRAHEAD - TYPE 2
61	560030/XXXXXX	340057.2630	652296.4219	12'	250W EQ. LED COBRAHEAD - TYPE 4

* DENOTES EXISTING HPS COBRAHEAD TO BE RETROFIT WITH LED COBRAHEAD; EXISTING BRACKET ARM TO REMAIN
 ** DENOTES NEW LED COBRAHEAD TO BE INSTALLED ON NEW UTILITY POLE



LEGEND	
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	PROPOSED LED LUMINAIRE AND BRACKET ARM ON PROPOSED UTILITY POLE

REVISIONS

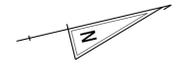


US 113 MILFORD
LEASED LIGHTING IMPROVEMENTS

CONTRACT 202508303	ROAD NO. N/A	SECTION WRA
COUNTY KENT	DESIGNED BY: O. ZOLPER	SHEET NO. 8
	CHECKED BY: K. CLEVENGER	

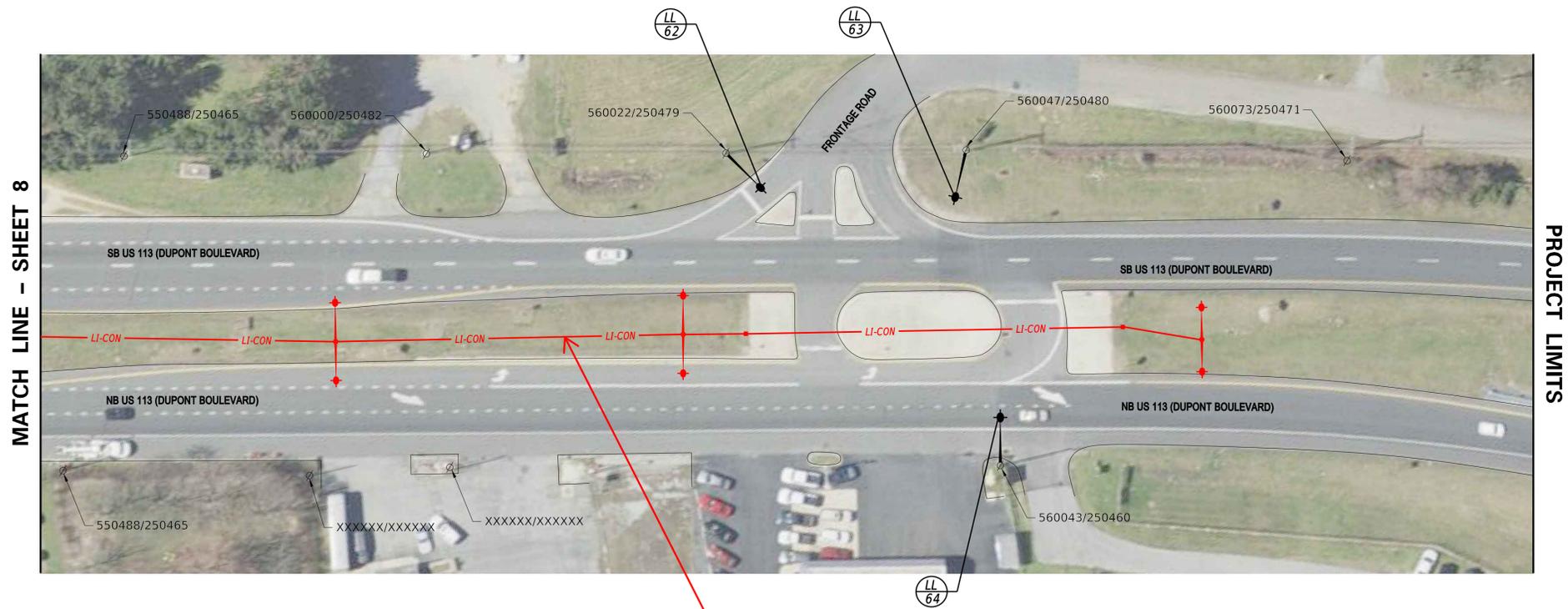
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LEASED LIGHTING PLAN



LEASED LIGHTING SCHEDULE					
NO.	POLE NO.	NORTHING	EASTING	ARM LENGTH	LUMINAIRE
62	560022/250479	340535.2453	652409.1429	12'	250W EQ. LED COBRAHEAD - TYPE 3
63	560047/250480	340650.5216	652434.8268	12'	250W EQ. LED COBRAHEAD - TYPE 4
64	560043/250460	XXXXXX.XXXX	XXXXXX.XXXX	12'	250W EQ. LED COBRAHEAD - TYPE 3

* DENOTES EXISTING HPS COBRAHEAD TO BE RETROFIT WITH LED COBRAHEAD; EXISTING BRACKET ARM TO REMAIN
 ** DENOTES NEW LED COBRAHEAD TO BE INSTALLED ON NEW UTILITY POLE

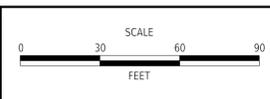


LEGEND	
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON EXISTING POLE
	RETROFIT EXISTING HPS LUMINAIRE WITH LED LUMINAIRE; EXISTING BRACKET ARM TO REMAIN
	PROPOSED LED LUMINAIRE AND BRACKET ARM ON PROPOSED UTILITY POLE

Red indicates standalone aluminum light poles to be constructed in Fall 2025 via DeIDOT Contract T202508303

DRAFT

NO.	DATE	DESCRIPTION



**US 113 MILFORD
LEASED LIGHTING IMPROVEMENTS**

CONTRACT 202508303	ROAD NO. N/A
COUNTY KENT	DESIGNED BY: O. ZOLPER
	CHECKED BY: K. CLEVENGER

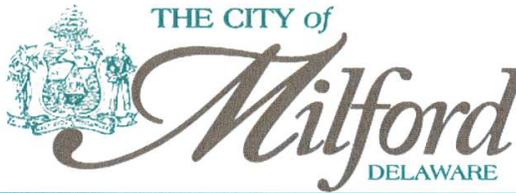
SECTION WRA	LEASED LIGHTING PLAN
SHEET NO. 9	



DATA SHEET FOR REVOCABLE TRUST OF PAMELA DAVIS THOMPSON

Annexation Committee: August 25, 2025
Planning Commission Meeting: November 18, 2025
City Council Meeting: November 24, 2025

Application Number / Name	:	ANNEX-166-2025 / Revocable Trust of Pamela Davis Thompson
Applicant	:	Revocable Trust of Pamela Davis Thompson 2 N. Brandywine Rd Milford, DE 19963
Owner	:	Same
Application Type	:	Annexation
Comprehensive Plan Designation	:	Proposed Low Density Residential
Current Zoning District	:	AR-1 (Agricultural Residential)
Proposed Zoning District	:	R-1 (Single-family Detached)
Present Use	:	Single-family Detached Dwelling
Proposed Use	:	Single-family Detached Dwelling
Area and Location	:	0.53 +/- acres of land located along the north side of the entrance to Shawnee Acres along Rehoboth Boulevard, addressed as 2 N. Brandywine Road.
Property Identification Numbers	:	3-30-11.00-007.00
ENC:		Annexation Committee Report Exhibit A - Location & Zoning Map Exhibit B – Comprehensive Plan Land Use Map Exhibit C – Written Petition Exhibit D – Annexation Agreement Exhibit E – OSPC Approval



TO: Mayor & Council Members
FROM: Annexation Committee
DATE: August 25, 2025
RE: Annexation Committee Report – Revocable Trust of Pamela Davis Thompson

A public meeting was held in Council Chambers on August 25, 2025 to consider the annexation request for lands described as:

Property Owner:	Revocable Trust of Pamela Davis Thompson
Location:	2 N. Brandywine Rd
Size:	0.53 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	R-1 (Single-family Residential)
Tax Map and Parcel Number:	3-30-11.00-007.00

APPLICANT

A petition by the property owners and applicant was submitted on July 9, 2025 to annex 0.53 +/- acres of land into the City of Milford.

LOCATION

The property is identified as Sussex County Tax Parcel(s) 3-30-11.00-007.00 and is located at 2 N. Brandywine Road within the Shawnee Acres residential development.

STREETS

N. Brandywine Road is a State maintained roadway and the property contains an existing single-family detached dwelling with a residential driveway.

DRAINAGE

The property is currently improved with a single-family detached dwelling within an existing residential subdivision.

ZONING

The area proposed to be annexed is currently zoned AR-1 (Agricultural Residential) in Sussex County. The applicant requests the property be zoned R-1 (Single-family Residential District) under the City of Milford zoning ordinance.

SEWER

The property owner would be required to connect to the existing sanitary sewer system located adjacent to the property. The sewer ultimately flows to the existing Shawnee Acres pump station, which conveys the sewage to downtown Milford and the Kent County regional pump station located on NE Front Street. The property owner would be responsible for obtaining a utility permit from the City in order to connect to the sewer system. All costs associated with the design and construction of the sewer connection would be borne by the applicant.

WATER

The property owner would be required to connect to the existing water infrastructure located adjacent to the property. The property owner would be responsible for obtaining a utility permit from the City in order to connect to the water system. All costs associated with the design and construction of the water connection would be borne by the applicant.

ELECTRIC

The property is already served by City of Milford electric utility.

TRAFFIC

The property is located along N. Brandywine Road which is a State maintained roadway. The property contains an existing single-family detached dwelling and residential driveway.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers and/or DNREC would control provisions related to existing wetlands on the parcel. According to the DNREC GIS information, the property does not contain wetlands. Additionally, the property is not located within the 100-year floodplain according to the most recent FEMA Flood Insurance Rate Maps (FIRMs). The property does not contain areas of excellent groundwater recharge according to DNREC GIS information.

AREA LAND USES

The properties to the north, west and south contain existing single-family detached dwellings zoned AR-1 and located within the unincorporated areas of Sussex County. The properties to the east, located across Rehoboth Boulevard, contain single-family detached dwellings zoned R-1 and located within the City of Milford.

FIRE AND POLICE

Carlisle Volunteer Fire Company provides fire and EMS coverage to this area. EMS is also currently provided by Kent County Levy Court. Milford Police Department will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation request is consistent with the amended 2018 Comprehensive Plan Future Land Use Plan and is designated as Low Density Residential. R-1 is an allowable zone in the comprehensive plan's future land use and zoning link table.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

Development of the property would provide additional property tax, electric, water and sewer revenue.

ADVANTAGES TO THE CITY

- 1. The property is within the planning area of the City of Milford.
- 2. The City would receive revenues (property tax, etc.).
- 3. Potential for additional water and sewer users.
- 4. The annexation would eliminate a failing septic system within Sussex County.
- 5. Identified within the Urban Growth Boundary of the 2018 Comprehensive Plan.
- 6. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

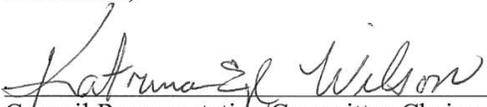
- 1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

- 1. Annexation is consistent with the "Comprehensive Land Use Plan."
- 2. Property is contiguous to existing City Limits.
- 3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
- 4. Property will be served by City water, sewer and electric.
- 5. An executed Annexation Agreement is required prior to final City Council approval.
- 6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: R-1 (Single-family Residential)



 Council Representative/Committee Chairman

8/25/2025

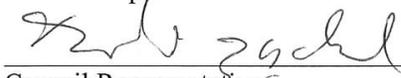
 Date



 Council Representative

8/25/2025

 Date



 Council Representative

8/25/2025

 Date



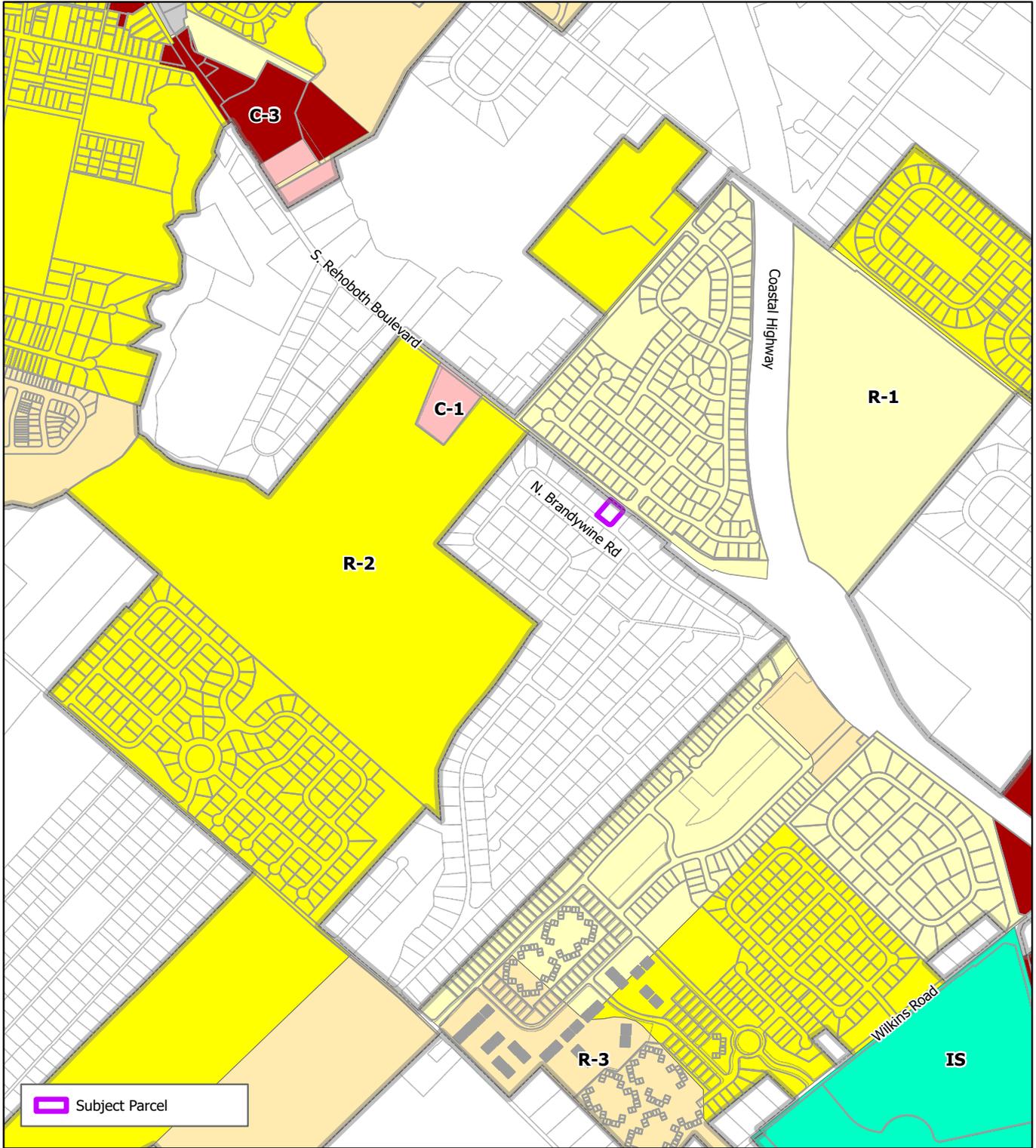
 Council Representative

8/25/2025

 Date

 Planning Commission Chairman

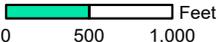
 Date



 Subject Parcel


 THE CITY of
Milford
 DELAWARE

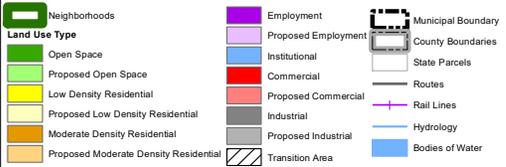
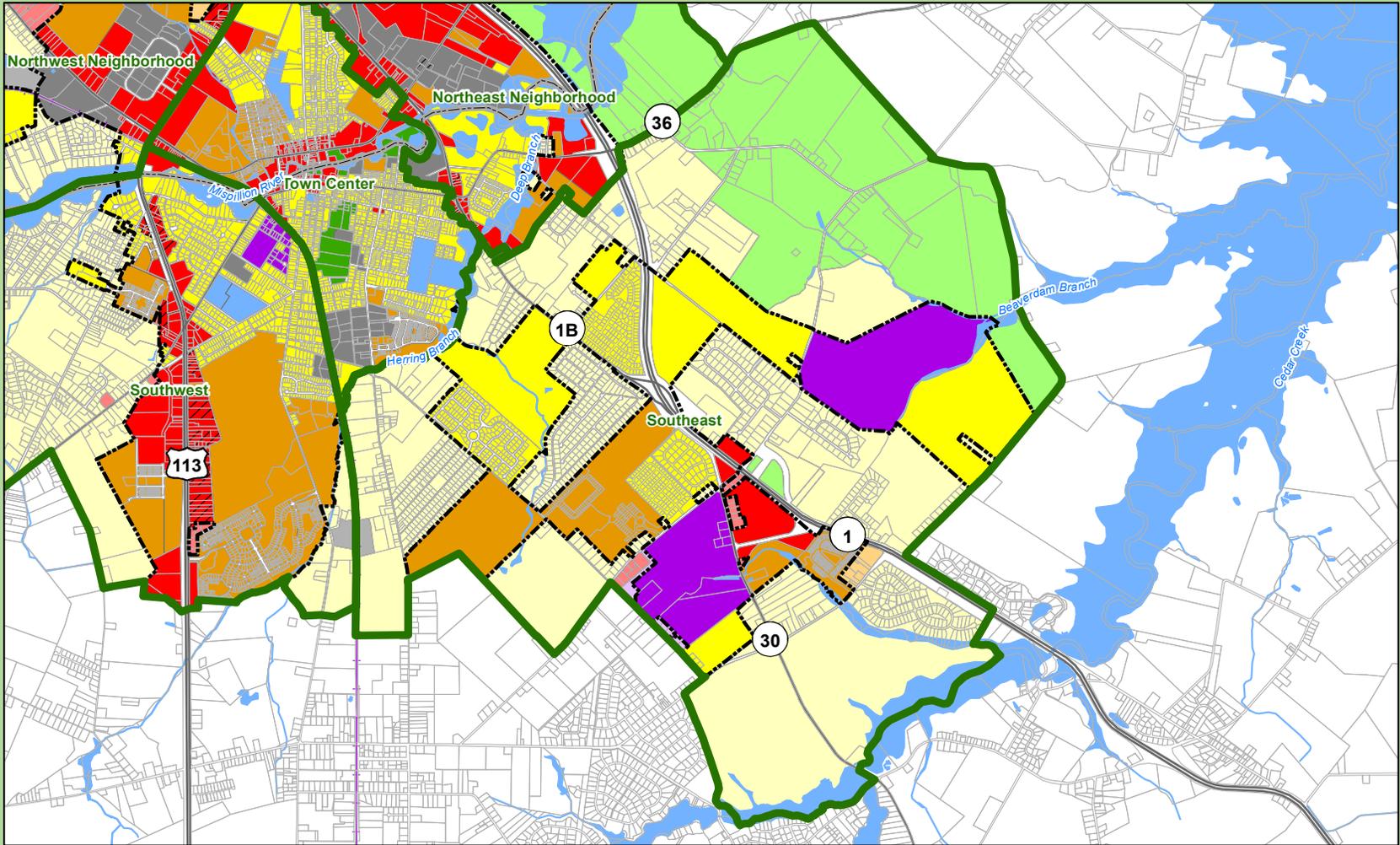
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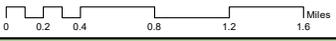
Drawn by: WRP Date: 07/17/25

Title:

Annexation
Revocable Trust of
Pamela Davis Thompson
 Location & Zoning Ma Page 97 of 160



City of Milford, Delaware
 Future Land Use
 Southeast
 Adopted Jan. 22, 2018, Certified TBD



Sources:
 Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
 DRAFT Future Land Use - City of Milford, Delaware 01/18.
 Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
 Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.



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

July 9, 2025

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

Re: **Petition for Annexation**

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

Dear Mayor and City Council,

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

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

Sincerely,

Pamela Davis Thompson 7/9/25

Jennifer M. Mudd

7/9/25

STATE OF NEW YORK
COUNTY OF SUFFOLK } SS:

Date

Witness Notary Public

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

Jennifer M. Mudd
Notary Public

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

Tax Parcel No. 3-30-11.00-007.00

Prepared by: Planning & Zoning

City of Milford
201 S. Walnut St.
Milford, DE 19963

Return to: The Honorable F. Todd Culotta, Mayor

City of Milford, 201 S. Walnut St.
Milford, DE 19963

REVOCABLE TRUST OF PAMELA DAVIS THOMPSON
PLAN OF SERVICES AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2025, by and between REVOCABLE TRUST OF PAMELA DAVIS THOMPSON (hereinafter “THOMPSON”) located at 2 N. Brandywine Road, Milford, DE 19963, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, THOMPSON is the record title owner of a parcel of land consisting of 0.53 acres, more or less, lying contiguous to the City of Milford, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-007.00, said tract hereinafter referred to as “THOMPSON PROPERTY”.

THOMPSON is desirous of having the THOMPSON PROPERTY annexed into the City of Milford and requested the land use to be low density residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor and Planning Director), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:

1. The property would be within the planning area of the City of Milford.
2. Identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
3. Consistent with the Future Land Use Maps of the 2018 Comprehensive Plan, as amended.

- C. Recognizing that THOMPSON’S request for annexation is unilateral (in that the City cannot annex the THOMPSON PROPERTY unless THOMPSON desires the property to be annexed) and further recognizing that the intended land use is consistent with the

City's Land Use Plan, and can be accommodated within the City's long range Comprehensive Plan, the City Council has determined that it is in the City's best interest to provide THOMPSON with binding assurances to proceed with annexation.

- D. Article I, Section 1.04 of the City Charter of the City of Milford (pursuant to Chapter 148, Volume 72, Laws of Delaware {as amended}) authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of THOMPSON'S request to be annexed into the City of Milford, in consideration of the annexation filing fee for administrative expenses, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the THOMPSON PROPERTY. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 0.53 acres, more or less, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-007.00.

The hereinabove described parcel of land is more fully depicted on that certain Survey "Survey Plan" dated June 21, 2025, prepared by Richard K. Vetter, P.E. a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference; metes and bounds description for parcel is attached hereto as Exhibit "B" and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, THOMPSON agrees that the THOMPSON PROPERTY will be connected to the City water distribution system and to the City's sanitary sewer system, treatment of which is provided by Kent County, if and when the property is developed. The parties agree that THOMPSON would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the THOMPSON PROPERTY. THOMPSON agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.
4. Electric Distribution System. Notwithstanding any other provisions or requirements under any City ordinance or regulation, THOMPSON agrees that the THOMPSON PROPERTY will be connected to the City electric distribution system if and when the property is developed. The parties agree that

THOMPSON would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the THOMPSON PROPERTY. THOMPSON agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.

5. Natural Features. The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.
6. Zoning. The THOMPSON PROPERTY shall be annexed as City district R-1 Single-family Residential and shall be developed in accordance with said district. Nothing in this agreement shall remove or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.

5. City Not Responsible for Infrastructure Improvements; THOMPSON Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
 - b) THOMPSON may, with the City's prior written consent, which shall not be unreasonably withheld, conditioned or delayed, sell, lease, or convey all or any portion of THOMPSON PROPERTY to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
 7. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
 - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation agreement, shall briefly summarize the

terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation hearings are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

8. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department and Carlisle Fire Department of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
9. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
10. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
12. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
13. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
14. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
15. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
16. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights

or a waiver of any subsequent breach.

17. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.
18. Recording. This agreement, duly executed by the City and THOMPSON, shall be recorded in the office of the Recorder of Deeds, in and for Sussex County, Delaware. The cost of recording shall be paid by THOMPSON.
19. Plan of Services Requirement. This Agreement shall not be considered or deemed to be contract zoning. The parties hereto acknowledge their respective obligations to enter into a Plan of Services Agreement as part of the annexation process according to 22 Del.C., §101(3) and Milford City Charter Article 1.04(a)(3).

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

REVOCABLE TRUST OF PAMELA
DAVIS THOMPSON

Attest: _____

By: _____
Pamela Davis Thompson

STATE OF DELAWARE :
:
COUNTY OF :

Signed and sworn to before me this _____ day of _____, 2025, by Pamela Davis Thompson.

Signature of Notary Public

CITY OF MILFORD

Attest: _____
City Clerk

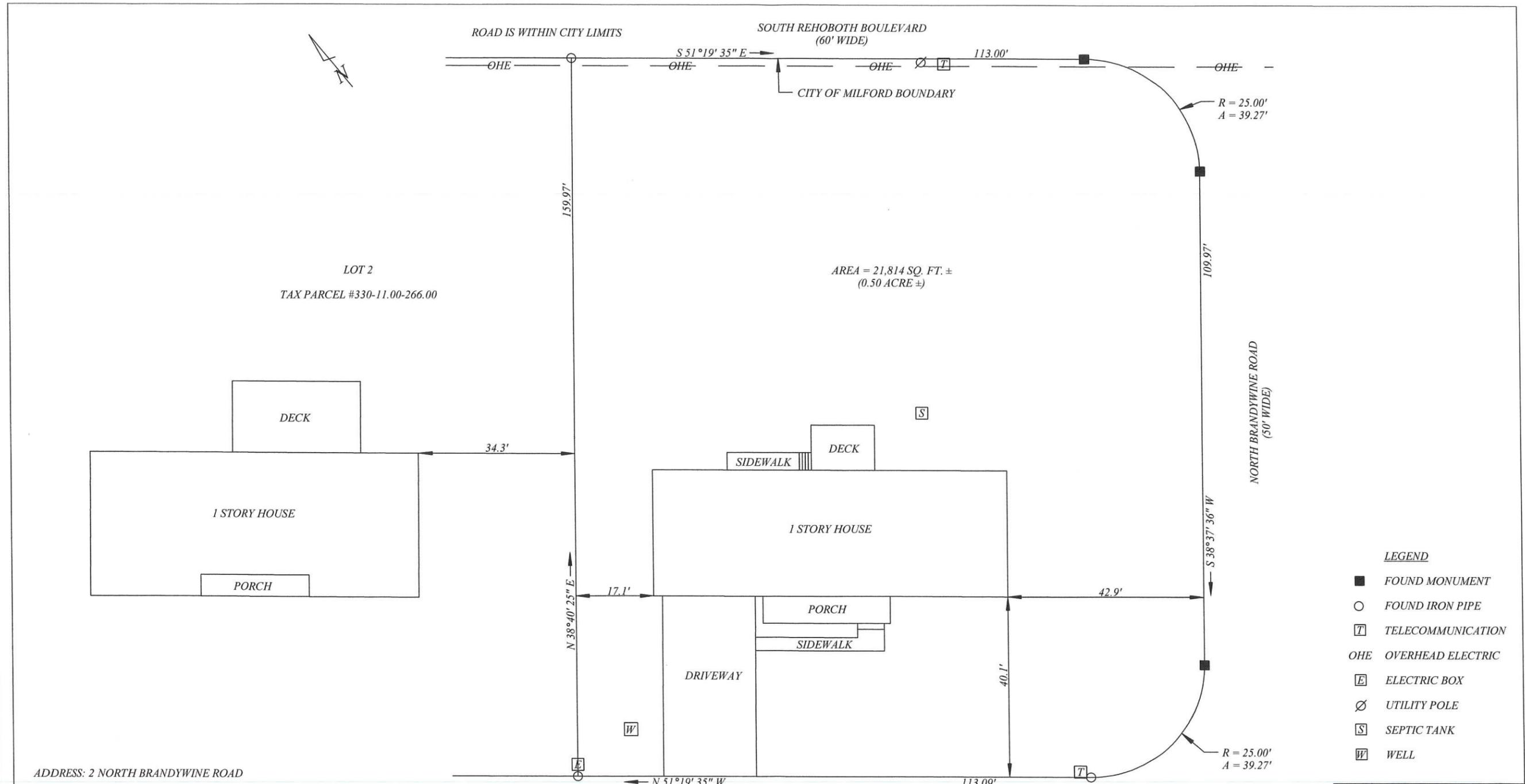
By: _____ (Seal)
F. Todd Culotta, Mayor

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

Signed and sworn to before me this _____ day of _____, 2025, by F. Todd Culotta, Mayor of the City of Milford.

Signature of Notary Public

Exhibit A



- LEGEND**
- FOUND MONUMENT
 - FOUND IRON PIPE
 - ⌈ TELECOMMUNICATION
 - OHE OVERHEAD ELECTRIC
 - ⌈ ELECTRIC BOX
 - ⊗ UTILITY POLE
 - ⌈ SEPTIC TANK
 - ⌈ WELL

ADDRESS: 2 NORTH BRANDYWINE ROAD

TAX PARCEL #: 330-11.00-7.00
 OWNER: PAMELA D. THOMPSON, TRUSTEE

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

Richard K. Vetter
 RICHARD K. VETTER, P.E. #10329

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

Page 107 of 160

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

Exhibit B

Legal Description

ADDRESS: 2 North Brandywine Road
OWNER: Pamela Thompson, Trustee

ALL that certain lot, piece or parcel of land with the improvements thereon erected, situated in Cedar Creek Hundred, Sussex County, State of Delaware, lying on the northeast and northwest sides of North Brandywine Road, and the southwest side of South Rehoboth Boulevard, being all of Lot 1 as shown on a Plot of "Shawnee Acres Addition", as recorded in the Office of the Recorder of Deeds in Plot Book 38, Page 294, and being more particularly described in accordance with a survey by Richard Vetter, P.E., dated June 21, 2025, as follows, to wit:

BEGINNING at a found iron pipe at the westerly end of a 25.00-foot radius junction curve joining the northeast and northwest lines of North Brandywine Road (50 feet wide); thence running from said point of beginning with the northeast line of North Brandywine Road, North 51 degrees 19 minutes 35 seconds West, 113.09 feet to a found iron pipe at a corner for this lot and Lot 2; thence turning and running with Lot 2, North 38 degrees 40 minutes 25 seconds East, 159.97 feet to a found iron pipe in the southwest line of South Rehoboth Boulevard at a corner for this lot; thence turning and running with the southwest line of South Rehoboth Boulevard, South 51 degrees 19 minutes 35 seconds East, 113.00 feet to a found concrete monument at the northerly end of a 25.00-foot radius junction curve joining the southwest line of South Rehoboth Boulevard and the northwest line of North Brandywine Road; thence turning and running with said 25.00-foot radius junction curve to the right, an arc distance of 39.27 feet to a found concrete monument in the northwest line of North Brandywine Road; thence running with the northwest line of North Brandywine Road, South 38 degrees 37 minutes 36 seconds West, 109.97 feet to a found concrete monument at the easterly end of a 25.00-foot radius junction curve joining the northeast and northwest lines of North Brandywine Road; thence turning and running with said 25.00-foot radius junction curve to the right, an arc distance of 39.27 feet to the point and place of beginning, and containing 21,814 square feet of land (by subdivision plot), be the same more or less.



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

October 23, 2025

Mr. Rob Pierce
Planning Director
City of Milford
201 S. Walnut Street
Milford, DE 19963

**RE: Plan of Services 2025-12, Lands of Pamela Davis Thompson
Tax Parcel(s): 330-11.00-7.00**

Dear Mr. Pierce,

This letter is to confirm that we have received and accepted the completed Plan of Services for the above referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, and subsection (3) of the Delaware Code.

After this property has been annexed, please notify our office in writing so that we may update our records and maps. A copy of the annexation committee report and the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Thomas".

Joshua Thomas, AICP
Principal Planner

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, November 18, 2025
City Council Hearing: Monday, November 24, 2025

NOTICE IS HEREBY GIVEN that the Planning Commission and City Council will hold Public Hearings at 6:00 p.m., or as soon thereafter as possible, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

ORDINANCE 2025-18

Having met all requirements of Article I: Incorporation, Territory, and Annexation of the Charter of the City of Milford, this Ordinance Authorizes the Annexation of Lands owned by Revocable Trust of Pamela Davis Thompson, and the Change of Zone from AR-1 (Agricultural Residential) to R-1 (Single-family Detached).

Property is located along the north side of the entrance to Shawnee Acres along Rehoboth Boulevard, addressed as 2 N. Brandywine Road.
Present Use: Single-family Detached Dwelling
Proposed Use: Single-family Detached Dwelling
Tax Map 3-30-11.00-007.00

WHEREAS, the owners of the property above have petitioned the City of Milford for an amendment of the zoning map of the City of Milford by annexing and rezoning land, as above described herein; and

WHEREAS, in accordance with Title 22 of the Delaware State Code and Chapter 230 of the City of Milford Code, the City provided public notice by advertisement in the Daily State News and by mailing public notices to property owners within a 200-foot radius of the site of the property; and

WHEREAS, in accordance with the City of Milford Charter, annexation includes and is subject to an annexation agreement; and

WHEREAS, the City of Milford Planning Commission will consider the petition/Ordinance at a Public Hearing and hear public comments on November 18, 2025; and

WHEREAS, Milford City Council will hold a Public Hearing on November 24, 2025 to allow for public comment and further review of the Ordinance.

WHEREAS, it was deemed in the best interest of the City of Milford to authorize the annexation with the updated change of zone, as herein described.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The boundary of the City of Milford, as presently established, is hereby extended to include by annexation, all that certain tract of land consisting of 0.53 +/- acres, described in the legal description referred to as Exhibit A, attached hereto and made a part hereof, and as shown on the plan denoted as Exhibit B.

Section 2. The newly annexed land(s) shall be designated R-1 (Single-family Detached) as outlined in Chapter 230 of the City of Milford Code.

Section 3. A Plan of Services has been completed in accordance with Delaware Code and accepted by all necessary agencies.

Section 4. Following a favorable vote by City Council on November 24, 2025, property should be included in the geographical and political subdivision of the City of Milford known as Ward 1, beginning on the effective date of this Ordinance.

Section 4. As a result of this action, the City Planner shall secure a plot of the territory, legal description of the property, and associated Ordinances, as certified by the City Clerk, for recording purposes in the Sussex County Office of the Recorder of Deeds, as directed by the Charter of the City of Milford.

Dates.

City Council Introduction: November 10, 2025

Planning Commission Review & Public Hearing: November 18, 2025

City Council Public Hearing: November 24, 2025

Effective Ten Days Following Adoption

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

Attachment (s): Exhibit A, Exhibit B

Advertised: *Daily State News 11/05/2025*

10312025



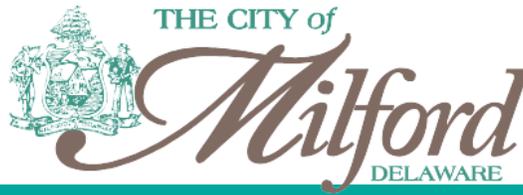
DATA SHEET FOR 609 WALNUT LLC

Planning Commission Meeting: November 18, 2025

Development Advisory Committee: June 18, 2025

Application Number / Name	:	MJSP-126-2025 / 609 Walnut LLC
Applicant	:	609 Walnut, LLC 872 Walker Road, Suite A Dover, DE 19904
Owner	:	Same
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Low Density Residential
Zoning District	:	R-2 (Residential District)
Present Use	:	One (1) Single-family Detached Dwelling and Vacant Land
Proposed Use	:	Six (6) Single-family Semi-Detached Dwellings Two (2) Single-family Detached Dwellings
Area and Location	:	1.44 +/- acres located along the east side of N. Walnut Street between NE Sixth Street and NE Seventh Street.
Property Identification Numbers	:	MD-16-183.06-03-02.00, 03.00 & 04.00

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



**STAFF ANALYSIS REPORT
October 27, 2025**

Application Number / Name : MJSP-126-2025 / 609 Walnut LLC
Property Identification Numbers : MD-16-183.06-03-02.00, 03.00 & 04.00
Area and Location : 1.44 +/- acres located along the east side of N. Walnut Street between NE Sixth Street and NE Seventh Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to subdivide three existing parcels containing a single-family detached dwelling, vacant land and a planned duplex into eight (8) parcels containing two (2) single-family detached dwellings and six (6) single-family semi-detached dwellings as shown on the provided preliminary major subdivision plans.
- Per Chapter 230-10(B), single-family detached dwellings and single-family semi-detached dwellings are permitted uses subject to the area regulations of the R-2 zoning district.

II. STAFF ANALYSIS:

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

- The applicant sought a variance from Chapter 230-10(D)(1)(c) which states the “minimum lot width shall be 80 feet” for single-family detached lots. The Board of Adjustment approved a variance to reduce the lot width for proposed Lot 10 from 80 feet to 56.45 feet at their September 11, 2025 meeting.
- Chapter 230-19.7(E)(1) states “residential developments with less than five acres of land and less than ten dwellings. These developments **shall be exempt** from the land requirements set forth in [sub]section A and B, but **shall require a full cash donation** to be made by the developer in lieu of a dedication of land.” Payment of the cash donation will be required prior to the issuance of the first building permit for development as outlined in Chapter 230-19.7(E)(4) and will be calculated as required by Chapter 230-19.7(E)(2).
- Other than the variance approval for a reduced lot width of proposed Lot 10, the application is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land.

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

III. AGENCY & DEPARTMENT COMMENTS:

- **Office of State Planning Coordination**

No comments provided.

- **DelDOT**

See below comments;

1. No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.
2. DelDOT held a coordination meeting for April 28, 2025 to discuss access.
3. DelDOT had follow-up discussion with the City of Milford
4. The project will be required to obtain Record Plan and Entrance Plan approval through DelDOT Subdivisions.

- **Delaware Health and Social Services – Division of Public Health**

No comments provided.

- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**

No comments provided.

- **Kent Conservation District**

See provided comments.

- **Delaware State Fire Marshal’s Office**

See provided comments.

- **Carlisle Fire Company**

No comments provided.

- **City of Milford Public Works Department, City Engineer**

See plan review comments from KCI dated October 1, 2025 and applicant’s response.

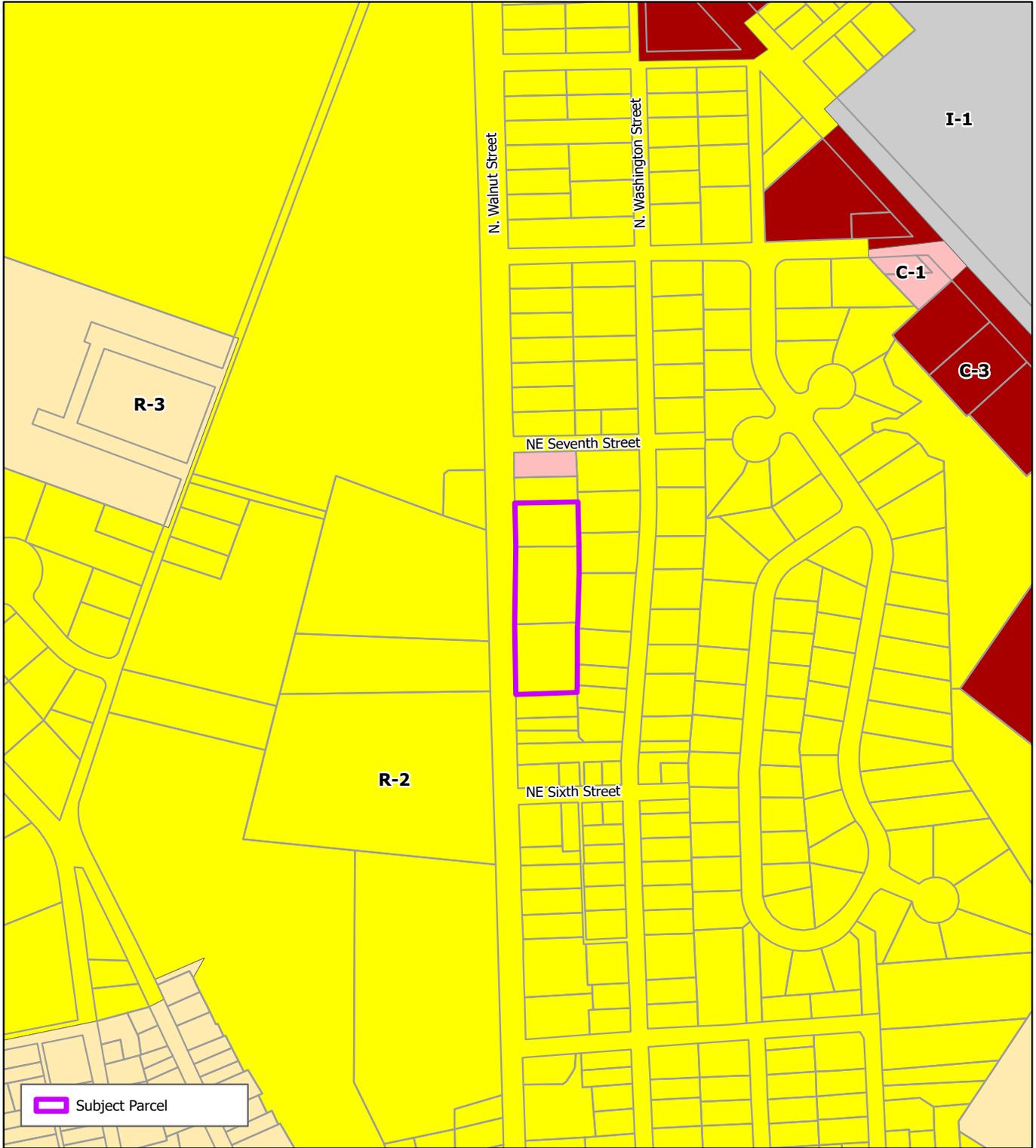
- **City of Milford Parks and Recreation Department**

No comments provided.

- **City of Milford Police Department**

No comments provided.

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



	Scale:  Feet 0 150 300	Title: Major Subdivision 609 Walnut, LLC Location & Zoning
	Drawn by: WRP Date: 06/04/2025	
Filepath: Major_609WalnutLLC.aprx		

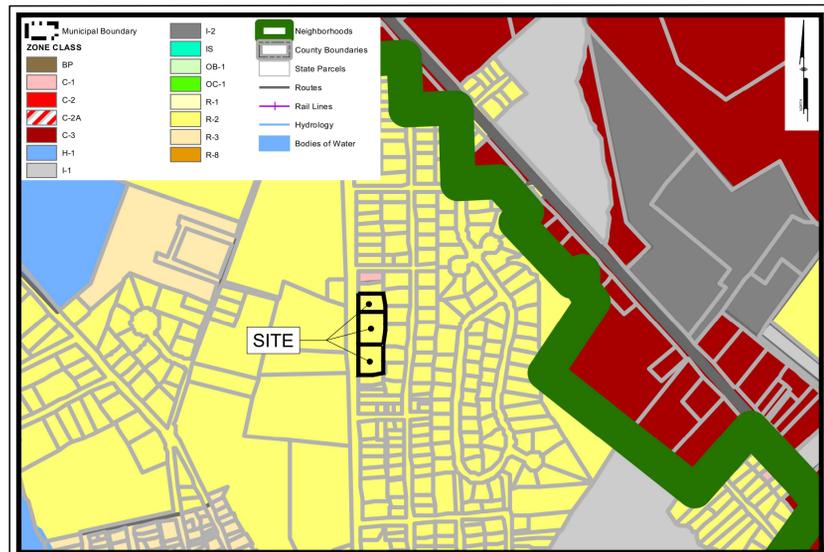
SITE DATA TABLE

1. TAX MAP NUMBER:	5-16-183.06-03-02-00-0001 5-16-183.06-03-03-00-0001 5-16-183.06-03-04-00-0001
2. DEED/PLAT REFERENCE:	DEED REFERENCE: DB 12784, PG 344
3. OWNER / DEVELOPER NAME:	609 WALNUT, LLC 872 WALKER RD SUITE A DOVER, DE 19904
4. SITE ADDRESS:	609 N WALNUT ST MILFORD, DELAWARE 19963
5. EXISTING ZONING:	R-2 (RESIDENTIAL DISTRICT)
6. PROPOSED ZONING:	R-2 (RESIDENTIAL DISTRICT)
7. PRESENT USE:	RESIDENTIAL SINGLE FAMILY DWELLING / VACANT LOT
8. PROPOSED USE:	RESIDENTIAL SINGLE FAMILY DWELLING / SINGLE FAMILY DETACHED SEPARATELY OWNED
9. REQUIRED SETBACKS (B.R.L.):	(R-2, RESIDENTIAL) (§ 230-10) FRONT - 30 FEET SIDE - 8 FEET REAR - 15 FEET *FOR LOWER LOTS THE REAR YARD MAY BE REDUCED 20% IN DEPTH TO ALLOW FOR THE SKEWING OF A RESIDENTIAL DWELLING ON ITS LOT.
10. EXISTING TOTAL AREA (GROSS):	02.00: 9,642± SQ.FT. 0.22± ACRES 03.00: 28,740± SQ.FT. 0.66± ACRES 04.00: 25,044± SQ.FT. 0.57± ACRES
MINIMUM LOT AREA - NOT SEPARATELY OWNED - SEPARATELY OWNED:	6,000 SQ.FT. (INTERIOR LOT) & 13,000 SQ.FT. (CORNER LOT) 4,000 SQ.FT. (INTERIOR LOT) & 6,000 SQ.FT. (CORNER LOT)
11. PROPOSED TOTAL AREA (GROSS):	LOT 2: 6,030± SQ.FT. 0.14± ACRES LOT 3: 6,030± SQ.FT. 0.14± ACRES LOT 4: 6,030± SQ.FT. 0.14± ACRES LOT 5: 6,030± SQ.FT. 0.14± ACRES LOT 6: 6,040± SQ.FT. 0.14± ACRES LOT 7: 6,045± SQ.FT. 0.14± ACRES LOT 8: 6,048± SQ.FT. 0.14± ACRES LOT 9: 12,033± SQ.FT. 0.28± ACRES LOT 10: 8,208± SQ.FT. 0.19± ACRES TOTAL: 63,405± SQ.FT. 1.46± ACRES
12. EXISTING LOT WIDTH:	02.00: 63.42 FT 03.00: 190.64 FT 04.00: 169.65 FT
MINIMUM LOT WIDTH - NOT SEPARATELY OWNED - SEPARATELY OWNED:	80 FT 40 FT
13. PROPOSED LOT WIDTH:	LOT 2: 40 FT LOT 3: 40 FT LOT 4: 40 FT LOT 5: 40 FT LOT 6: 40 FT LOT 7: 40 FT LOT 8: 40 FT LOT 9: 87.32 FT LOT 10: 56.45 FT (PENDING VARIANCE APPROVAL)
14. EX SITE CALCULATIONS	EX. PARCEL 02.00 EX. PARCEL 03.00 EX. PARCEL 04.00 BUILDING AREA 0.04± AC (11.11%) 0.12± AC (18.18%) 0.03± AC (5.17%) GRASS AREA 0.30± AC (83.34%) 0.36± AC (54.55%) 0.53± AC (91.38%) ASPHALT/CONCRETE 0.02± AC (5.56%) 0.16± AC (27.27%) 0.02± AC (3.45%) TOTAL 0.36± AC (100%) 0.66± AC (100%) 0.58± AC (100%)
15. PROP. SITE CALCULATIONS	BUILDING AREA GRASS AREA ASPHALT/CONCRETE TOTAL LOT 2 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 3 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 4 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 5 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 6 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 7 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 8 0.02± AC (15.38%) 0.10± AC (76.92%) 0.01± AC (7.70%) 0.14± AC (100%) LOT 9 0.03± AC (10.34%) 0.23± AC (79.32%) 0.03± AC (10.34%) 0.39± AC (100%) LOT 10 0.05± AC (26.32%) 0.13± AC (68.42%) 0.01± AC (5.26%) 0.19± AC (100%)
16. SPECIFIC IMPERVIOUS BREAKDOWN:	MAXIMUM LOT COVERAGE: (40.00%) OVERALL IMPERVIOUS: LOT 2 - 0.03 AC (21.43%) LOT 3 - 0.03 AC (21.43%) LOT 4 - 0.03 AC (21.43%) LOT 5 - 0.03 AC (21.43%) LOT 6 - 0.03 AC (21.43%) LOT 7 - 0.03 AC (21.43%) LOT 8 - 0.03 AC (21.43%) LOT 9 - 0.06 AC (20.86%) LOT 10 - 0.06 AC (31.58%)
17. LIMIT OF DISTURBANCE TOTAL:	1.42 ± AC.
18. BUILDING HEIGHT:	35' MAX ALLOWED (ACCESSORY 15')
PROPOSED HEIGHT:	30' ± MAX
19. PARKING (§ 230-21-PARKING AND LOADING STANDARDS):	REQUIRED SPACES: SINGLE-FAMILY DETACHED & SEMI-DETACHED DWELLING: (2 1/2 SPACES PER DWELLING UNIT) PROVIDED SPACES: 23 SPACES PROPOSED
20. WATER SUPPLY:	PUBLIC WATER - CITY OF MILFORD
21. SEWER SUPPLY:	PUBLIC SEWER - CITY OF MILFORD
22. ELECTRIC PROVIDER:	CITY OF MILFORD (PROPOSED LOADS TO BE DETERMINED)
23. SOURCE WATER PROTECTION:	A. SUBJECT PROPERTY IS WITHIN AN AREA OF "GOOD & FAIR" GROUNDWATER RECHARGE POTENTIAL. B. SUBJECT PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.
24. STATE INVESTMENT AREA (2020):	LEVEL 1
25. LONGITUDE AND LATITUDE:	BENCHMARK #1: SURVEY NAIL - NORTHWEST OF PROPERTY ACROSS N. WALNUT ST. (NAD83 NAVD83) N: 335898.91 E: 652710.42, LAT: N 038°55'43.73" LONG: W 075°25'43.73" BENCHMARK #2: CAPPED PIPE - SOUTHEAST CORNER OF PROPERTY (NAD83 NAVD83) N: 335284.02 E: 652911.59, LAT: N 038°55'14.28" LONG: W 075°25'41.19"
26. WETLAND AREA:	NO WETLANDS FOUND ONSITE
27. DATUM:	HORIZONTAL = NAD83 VERTICAL = NAVD83
28. SURVEY:	BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED BY PENNONI ASSOCIATES ON APRIL 2024 THROUGH MAY 2024.
29. FIRE DISTRICT:	CARLISLE FIRE CO. (STATION 42)
30. FLOOD ZONE:	THIS PROPERTY IS LOCATED ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 100502041K, DATED MARCH 16, 2015. 100 YEAR FLOODPLAIN ZONE X-UNSHADED WHICH LIES OUTSIDE THE 500 YEAR FLOODPLAIN.
31. WATERSHED:	MISPILLON RIVER - DELAWARE BAY HUC8.0204207, HUC10: 0204020705
32. TOTAL EDUS:	1 EXISTING EDU AND 7 PROPOSED EDUS
33. LANDSCAPE:	REQUIRED TREE DENSITY PER SECTION 230-19.8(F)(2) REQUIRED: 10 PROVIDED: 8 PROP. 2 EXISTING
34. OPEN SPACE:	PER CITY OF MILFORD ZONING CODE SECTION 230-19.7(E)(1)(a) A FULL CASH DONATION IS REQUIRED TO BE MADE BY THE DEVELOPER IN LIEU OF A DEDICATION OF LAND. THE AMOUNT OF THE DONATION IS PER SECTION 230-19.7 (E)(2).
35. LOCAL GOVERNMENT RESPONSIBLE FOR LAND USE APPROVAL:	CITY OF MILFORD

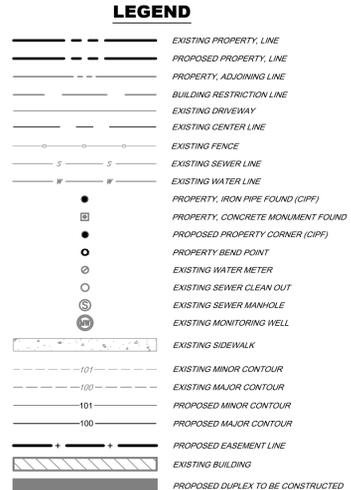
N. WALNUT STREET RECORD PLAN SET

TAX MAP: 5-16-183.06-03-02.00-00001, 03.00-00001, & 04.00-00001
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

PREPARED FOR:
OWNER/DEVELOPER
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904
(302) 677-1940



ZONING MAP
SCALE: NOT TO SCALE



LOCATION MAP
Scale: 1" = 2500'



VICINITY MAP
Scale: 1" = 400'



SOILS MAP
Scale: 1" = 200'

OWNERS/DEVELOPER
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

ENGINEER/SITE DESIGNER
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968
(302) 684-8030

SURVEYOR
PENNONI ASSOCIATES, INC.

LANDSCAPE ARCHITECT
PENNONI ASSOCIATES, INC.

SCHOOL DISTRICT
CITY OF MILFORD

FIRE DISTRICT
CARLISLE FIRE CO. (42)

POSTAL DISTRICT
MILFORD (19963)

WATER UTILITY
PUBLIC - CITY OF MILFORD

SEWER UTILITY
PUBLIC - CITY OF MILFORD

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
INB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

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

OWNER'S AND DEVELOPER'S CERTIFICATION:
IT IS HEREBY CERTIFIED THAT I AM THE OWNER/DEVELOPER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN. THE PLAN WAS MADE AT MY DIRECTION, THAT I ACKNOWLEDGE THE SAME TO BE MY ACT. IT IS MY DESIRE TO HAVE THE PLAN RECORDED AS SHOWN AND IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE DATE

609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904
(302) 677-1940
JORDANASHBURN@PENNONI.COM JAMES@GRANTROOFING.COM

ENGINEER CERTIFICATION:
IT IS HEREBY CERTIFIED 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.

SIGNATURE DATE

ROBERT HURWITZ, PE (DE PE# 13979)
PENNONI ASSOCIATES, INC.
18072 DAVIDSON DRIVE MILTON, DE 19968
(302) 684-8030
RHURWITZ@PENNONI.COM

Sheet List Table

Sheet Number	Drawing #	Sheet Title
1	RP0001	COVER SHEET
2	RP1000	NOTES, DETAILS & SIGHT DISTANCE TRIANGLE
3	RP1001	RECORD PLAN

VARIANCE REQUEST:

1. THE PROPOSED PROJECT IS SEEKING A VARIANCE FROM ZONING CODE REFERENCE 230-110-D(1)(c) WHICH STATES THAT IN THE R-2 RESIDENTIAL DISTRICT, FOR A SINGLE FAMILY HOME THE MINIMUM LOT WIDTH SHALL BE 80 FEET.

Pennoni

PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

N. WALNUT STREET
COVER SHEET
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

TAX MAP: 5-16-183.06-03-02.00-00001, 03.00-00001, & 04.00-00001

609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-22	REVISED PER CITY OF MILFORD	JAM

PROJECT: ASBHM24001
DATE: 2025-05-22
DRAWING SCALE: AS SHOWN
DRAWN BY: ASM
APPROVED BY: RLH

RP0001
SHEET 1 OF 3

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY TO PENNONI ASSOCIATES. PENNONI ASSOCIATES, INC. AND ITS EMPLOYEES SHALL NOT BE LIABLE FOR ANY DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

CITY OF MILFORD GENERAL MAJOR SUBDIVISION AND SITE PLAN NOTES:

- THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY PENNONI ASSOCIATES ON APRIL 2024 THROUGH MARCH 2025.
- A TOPOGRAPHIC SURVEY WAS PERFORMED BY PENNONI ASSOCIATES, INC. IN MILTON, DELAWARE IN APRIL 2024 THROUGH MARCH 2025. ELEVATIONS ARE BASED ON DATUM NAVD83.
- HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83.
- HYDRAULIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE KENT COUNTY SOIL SURVEY.
- 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 BEGUN 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 DUE TO THEM DUE TO HISHER 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 MISEI UTILITY OF DELAWARE (800-292-8550) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
- USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
- THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
- ALL VALVE CLOSURES AND CUT-IN SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
- PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
- CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES, AND ALONG ALL SEWER LATERALS AND FORCE MAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATER-TIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
- PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM LOCATION.
- IF ANY DEVIATIONS (ANY ITEMS) WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF THE ITEMS.
- ALL SANITARY SEWER MAINS AND FORCE MAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
- THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCE MAINS 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 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.
- THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. 12 INCHES COVER MINIMUM. A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASED PIPE IN CONCRETE.
- THE PROPERTY IS LOCATED IN ZONE X UNLESS NOTED ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 1005C041K REVISED MARCH 16, 2015. ALL ROADWAYS SHALL BE FREE OF ANY DEBRIS ON A DAILY BASIS.
- THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA INCLUDING MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, 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.
- 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.
- THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
- ALL FIRE LINES, FIRE HYDRANTS, AND SPRINKLERS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOIL HANDLING DURING THE CONSTRUCTION AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.
- 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 THERE TO APPURTENANT.
- THE OWNER AND/OR HISHER 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 THAT INCLUDES THE RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAN, FOR VERIFICATION.
- 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.
- 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:
 - ALL ITEMS HAVE PASSED CITY INSPECTION
 - THE CITY HAS REVIEWED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS
 - THE RIGHTS-OF-WAY AND/OR EASEMENT HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
- 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.
- PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED FOR GOOD CAUSE BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
- THE APPROVAL FOR A CONDITIONAL USE IS VALID FOR ONE YEAR. UNLESS PERMITS ARE OBTAINED OR CONSTRUCTION OR USE IS SUBSTANTIALLY UNDERWAY, ALL PROVISIONS OF THE CONDITIONAL USE ARE AUTOMATICALLY RESCINDED.
- WITHIN 90 DAYS OF FINAL APPROVAL FROM CITY COUNCIL, THE SUBDIVIDER SHALL RECORD THE PLAN AT THE COUNTY RECORDER OF DEEDS OFFICE. FAILURE TO RECORD THE APPROVED PLAN WITHIN ONE YEAR 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 AND RECEIVE PRELIMINARY APPROVAL. FAILURE TO RECORD THE APPROVED PLAN IN MORE THAN ONE YEAR FROM THE DATE OF CITY COUNCIL APPROVAL SHALL VOID THE PRELIMINARY APPROVAL AND FINAL APPROVAL. IN ORDER TO OBTAIN PRELIMINARY APPROVAL AFTER THEY HAVE BEEN VOIDED, THE SUBDIVIDER MUST MAKE APPLICATION FOR AND RECEIVE PRELIMINARY APPROVAL, THEN MAKE APPLICATION FOR AND RECEIVE FINAL APPROVAL.
- 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 200.9 OF THE CITY CODE.
- FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAN IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
- THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT AND/OR HISHER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
- AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND TO POST A COMPLETION GUARANTEE FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTEE SHALL BE IN AN AMOUNT EQUAL TO 100% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTEE SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND GUARANTEE SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. THE COMPLETION GUARANTEE SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED.
- A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE AMOUNT OF THE COMPLETION GUARANTEE PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS AND RELEASE OF THE COMPLETION GUARANTEE. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR. AN AGREEMENT REVIEWED AND APPROVED BY THE CITY SOLICITOR SHALL ACCOMPANY THE BOND AND SHALL DESCRIBE THE TERMS OF THE BOND.
- 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 OWNERS 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:
 - ALL PROPERTY MONUMENTS/MARKERS,
 - SEWER MANHOLE RIM AND INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED, PUMP STATION RIM, BOTTOM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED, FORCE MAIN INVERT ELEVATIONS EVERY 50 FEET, FORCE MAIN AIR RELEASE VALVE RIM AND INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM AND INVERT ELEVATIONS.
 - WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS.
 - STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED, AND
 - ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HISHER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- THE PROPERTY IS LOCATED IN AN AREA OF 'GOOD & FAIR' GROUNDWATER RECHARGE AND IS NOT SITUATED WITHIN A WELLHEAD PROTECTION AREA. ACCORDING TO THE PROTECTED WATER PROTECTION AREA STATEMENT OF WORK, THE PROPERTY IS NOT SITUATED WITHIN A WELLHEAD PROTECTION AREA. PER A SITE REVIEW BY PENNONI ASSOCIATES, INC. AND PROFESSIONAL WETLAND SCIENTIST (NO. 3557) MIKE MARRA, NO WETLANDS WERE IDENTIFIED ON THE SUBJECT PROPERTY.
- ALL RIGHT-OF-WAYS SHOWN ON THIS PLAN SHALL BE DEDICATED TO THE PUBLIC USE UPON RECORDATION OF THESE PLANS.

GENERAL NOTES:

- ALL WORK SHALL COMPLY WITH ALL APPLICABLE STATE, FEDERAL AND LOCAL CODES. ALL NECESSARY LICENSES AND PERMITS SHALL BE OBTAINED BY THE CONTRACTOR AT HIS EXPENSE UNLESS PREVIOUSLY OBTAINED BY OWNER. THE CONTRACTOR SHALL ERCT AND MAINTAIN AS REQUIRED BY THE CONDITIONS AND PROGRESS OF THE WORK. ALL NECESSARY SAFEGUARDS FOR SAFETY AND PROTECTION.
- THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THEY DISCOVER IN THE PLAN.
- DEVIATION FROM THESE PLANS AND NOTES WITHOUT THE PRIOR CONSENT OF THE OWNER OR HIS REPRESENTATIVE OR THE ENGINEER MAY BE CAUSE FOR THE WORK TO BE REJECTED.
- ALL MATERIALS SHALL BE NEW AND SHALL BE ASBESTOS AND VERMICULITE FREE. ALL MATERIALS SHALL BE STORED SO AS TO ASSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE INTENDED WORK.
- CONSTRUCTION SHALL BE RESPONSIBLE FOR ALL WORK TO BE PERFORMED. IT MUST BE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERE TO APPURTENANT.
- PRIOR TO CONSTRUCTION, CONTRACTOR TO FIELD LOCATE AND RECORD ANY DAMAGE TO EXISTING PAVING, SIDEWALK, CURB OR STRUCTURES NOT TO BE REMOVED OR REPLACED, ENGINEER TO VERIFY LOCATION AND EXTENT OF DAMAGE.
- THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF CONTRACT DRAWINGS ON WHICH HE SHALL NOTE, IN RED, THE ALIGNMENTS AND INVENTS OF ALL UNDERGROUND UTILITIES INSTALLED OR ENCOUNTERED DURING THE PROSECUTION OF THE WORK. ALL DISCREPANCIES BETWEEN THE PLAN LOCATIONS AND ELEVATIONS OF BOTH THE EXISTING AND PROPOSED UTILITIES SHALL BE SHOWN ON THE AS-BUILT DRAWINGS TO BE MAINTAINED BY THE CONTRACTOR IN THE FIELD.
- THE CONTRACTOR SHALL OPEN ONLY THAT SECTION OF TRENCH OR ACCESS PITS WHICH CAN BE BACKFILLED AND STABILIZED AT THE END OF EACH WORKING DAY. STEEL PLATES SHALL BE USED ON ANY TRENCH OR ACCESS PITS WHICH MUST REMAIN OPEN OVERNIGHT. THIS REQUIREMENT DOES NOT APPLY TO AREAS COMPLETELY CLOSED AND SECURED FROM VEHICULAR OR PEDESTRIAN TRAFFIC.
- DAMAGE TO EXISTING PAVING, SIDEWALK, CURB OR STRUCTURES NOT TO BE REPLACED OR REMOVED DURING CONSTRUCTION SHALL BE IMMEDIATELY REPORTED TO ENGINEER, CONTRACTOR SHALL REPAIR OR REPLACE ALL DAMAGED WORK WITHOUT CHARGE TO THE OWNER.
- BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBER 1005C041K, EFFECTIVE DATE MARCH 16, 2015, THE PROPERTY IS LOCATED IN FLOOD ZONE 'X' (UNSHADED), WHICH IS AN AREA THAT HAS BEEN DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN.
- SUBJECT PROPERTY IS CURRENTLY 'R2' (RESIDENTIAL DISTRICT).
- THE SUBJECT SITE WILL BE CONSTRUCTED AS A SINGLE PHASE.
- FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNERS 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:
 - ALL PROPERTY MONUMENTS/MARKERS,
 - SEWER MANHOLE RIM AND INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCE MAIN INVERT ELEVATIONS EVERY 50 FEET, FORCE MAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM AND INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS.
 - CURB VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS.
 - STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, AND
 - ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- STORM WATER WILL BE HANDLED BY OVERLAND FLOW TO THE EXISTING REGIONAL STORMWATER MANAGEMENT SYSTEM.
- ALL FIRE LINES, EXITS, STANDPIPE AND SPRINKLER CONNECTIONS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS. ALL FIRE PREVENTION REGULATIONS SHALL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
- MISS UTILITY SHALL BE NOTIFIED THREE (3) DAYS PRIOR TO EXCAVATION.
- NOT DISTURBED AREAS WITHIN THE LIMIT OF DISTURBANCE, BUT NOT IN PAVEMENT, SHALL BE TOP-SOILED (6" MINIMUM), SEEDED AND MULCHED. IF THE ENGINEER DETERMINES THAT A SATISFACTORY STAND OF GRASS DOES NOT EXIST AT THE TIME OF FINAL INSPECTION, ALL COSTS ASSOCIATED WITH RE-ESTABLISHING A SATISFACTORY STAND OF GRASS SHALL BE AT THE CONTRACTOR'S EXPENSE.
- A 72 HOUR (MINIMUM) NOTICE SHALL BE GIVEN TO THE DISTRICT PERMIT SUPERVISOR PRIOR TO STARTING ROADWAY CONSTRUCTION.
- ALL SIGNING FOR MAINTENANCE OF TRAFFIC IS THE CONTRACTORS RESPONSIBILITY, AND SHALL FOLLOW THE GUIDELINES SHOWN IN LATEST EDITION OF DELAWARE MUTCD.
- DESIGN, FABRICATION AND INSTALLATION OF ALL PERMANENT SIGNING SHALL BE AS OUTLINED IN THE LATEST EDITION OF THE DE MUTCD.
- EPOXY RESIN PANT SHALL BE REQUIRED FOR LONG LINE STRIPING.
- THERMO PLASTIC (EXTRUDED OR PREFORMED MATERIAL) WILL BE REQUIRED ON ASPHALT SURFACES, FOR SHORT LINE STRIPING, I.E. SYMBOLS/LEGENDS.
- PERMANENT PAVEMENT MARKING TAPE (PER DELDOT APPROVED MATERIALS LIST) WILL BE REQUIRED ON CONCRETE SURFACES, FOR SHORT LINE STRIPING, I.E. SYMBOLS/LEGENDS.
- BREAKAWAY POSTS SHALL BE USED WHEN INSTALLING ALL SIGNS. REFERENCE DELDOT STANDARD CONSTRUCTION DETAIL 1-15.
- THE CONTRACTOR SHALL NOTIFY THE FOLLOWING, TWO (2) WEEKS PRIOR TO THE START OF CONSTRUCTION:
 - THE OWNER
 - CITY OF MILFORD
 - DELOT
- THE CONTRACTOR SHALL MAINTAIN PUBLIC ROADS AND STREETS IN A BROOM SWEEP CONDITION AT ALL TIMES.
- 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 INFORMATION SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
- THE DEVELOPER WILL COORDINATE ELECTRIC SERVICE WITH THE ELECTRIC DEPARTMENT DURING THE BUILDING PERMIT SUBMISSION.

FIRE MARSHAL SITE DATA:

- SITE NAME/ADDRESS: LOTS 2-4 N. WALNUT STREET MILFORD, DELAWARE 19863
- OWNER INFORMATION:
 - CURRENT OWNER: TAX MAP/PARCEL # 5-16-183-06-03-02-00-0001 0.22A ACRES
 - 609 WALNUT, LLC 5-16-183-06-03-03-00-0001 0.61A ACRES
 - 872 WALKER ROAD, SUITE A 5-16-183-06-03-04-00-0001 0.58 ACRES
 - DOVER, DE 19904
- WATER SUPPLIER: CITY OF MILFORD
- MAXIMUM BUILDING HEIGHT: 35'
- AUTOMATIC SPRINKLERS: NO
- FIRE DISTRICT: CARLSBIRE FIRE CO. (42)
- TYPE OF CONSTRUCTION: 2 STORY TYPE V

FIRE MARSHAL NOTES:

- ALL FIRE LINES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.
- AN EXISTING FIRE HYDRANT LOCATED ON N. WALNUT STREET IS ACROSS THE STREET FROM THE PROPOSED ENTRANCES.
- THESE STRUCTURES WILL NOT BE PROTECTED WITH AUTOMATIC SPRINKLERS IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS AND NFPA 13.

CITY OF MILFORD RECORD PLAN NOTES:

- 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 MARKERS (OR MONUMENTS) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAN FOR VERIFICATION.
- HYDRAULIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE KENT COUNTY SOIL SURVEY. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING 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 AND/OR HISHER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS. (GN3)
- UPON COMPLETION OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND/OR TO POST A COMPLETION GUARANTEE FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTEE SHALL BE IN AN AMOUNT EQUAL TO 100% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTEE SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTEE SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. THE COMPLETION GUARANTEE SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED. (GN4)
- A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE CONSTRUCTION VALUE FOR ANY CONSTRUCTED IMPROVEMENTS AND A PERFORMANCE BOND IN THE AMOUNT OF 100% OF THE CONSTRUCTION VALUE FOR ANY UNCOMPLETED WORK SHALL BE PROVIDED IN ORDER TO ACHIEVE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTEE. 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. (GN5)
- 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 OWNERS 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:
 - ALL PROPERTY MONUMENTS/MARKERS,
 - SEWER MANHOLE RIM AND INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCE MAIN INVERT ELEVATIONS EVERY 50 FEET, FORCE MAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM AND INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS.
 - CURB VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS.
 - STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, AND
 - ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HISHER REPRESENTATIVE SHALL BE IN ATTENDANCE. (GN7)

BUILDING USE AND CONSTRUCTION				
BUILDING	USE	CONSTRUCTION TYPE	AREA (SF)	SPRINKLER
PR, DUPLEX	RESIDENTIAL	WOOD FRAME	960	NO
EX, BUILDING	RESIDENTIAL	WOOD FRAME	1,100	NO
PR, SINGLE FAMILY	RESIDENTIAL	WOOD FRAME	2,150	NO

DEDOT RECORD/SITE PLAN NOTES (REVISED 3/21/2019):

- ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DEDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO ITS APPROVAL.
- NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL.
- 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 OWNERS LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
- 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 DEDOT'S DISCRETION, AND IN CONFORMANCE WITH DEDOT'S DEVELOPMENT COORDINATION MANUAL.
- PRIVATE STREETS CONSTRUCTED WITHIN THIS SUBDIVISION SHALL BE MAINTAINED BY THE DEVELOPER. THE PROPERTY OWNERS WITHIN THIS SUBDIVISION OR BOTH (TITLE 17 §131). DEDOT ASSUMES NO RESPONSIBILITIES FOR THE FUTURE MAINTENANCE OF THESE STREETS.
- 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.
- ALL LOTS SHALL HAVE ACCESS FROM THE INTERNAL SUBDIVISION STREET.
- DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
- 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 CLARENCE.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DEDOT'S DEVELOPMENT COORDINATION MANUAL.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MARKERS TO PROVIDE A PERMANENT REFERENCE FOR RE-ESTABLISHING THE RIGHT-OF-WAY AND PROPERTY CORNERS ON LOCAL AND HIGHER ORDER FRONTAGE ROADS. RIGHT-OF-WAY MARKERS SHALL BE SET AND/OR PLACED ALONG THE FRONTAGE ROAD RIGHT-OF-WAY AT PROPERTY CORNERS AND AT EACH CHANGE IN RIGHT-OF-WAY ALIGNMENT IN ACCORDANCE WITH SECTION 3.2.4.2 OF THE DEVELOPMENT COORDINATION MANUAL.

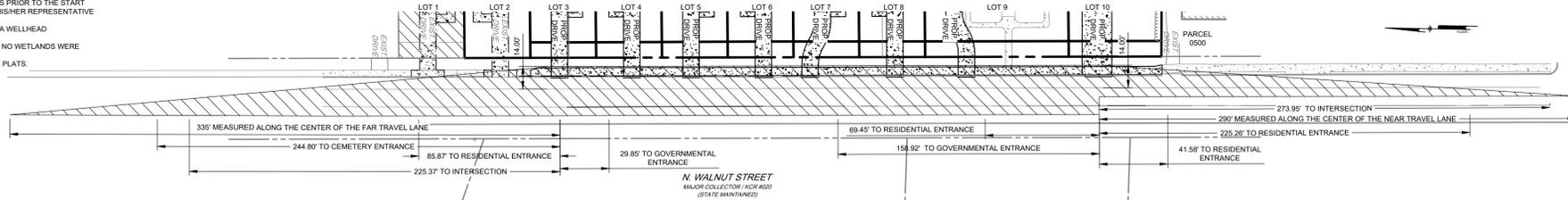
TRAFFIC GENERATION - N. WALNUT ST. (KCR 020)
(FULL MOVEMENT FOR INDIVIDUAL RESIDENTIAL DRIVEWAYS)

ROAD TRAFFIC DATA:
FUNCTIONAL CLASSIFICATION - R020 (N. WALNUT ST.) - MAJOR COLLECTOR
POSTED SPEED LIMIT - 25 MPH
ADT = 5,484 TRIPS (FROM 2024 DEDOT TRAFFIC SUMMARY)
10 YEAR PROJECTED ADT = 11,614,548 TRIPS = 63.73 TRIPS PER HOUR
TRAFFIC PATTERN GROUP = 2 (FROM 2024 DEDOT TRAFFIC SUMMARY)
PEAK HOUR - 11:15 AM
TRUCK VOLUME - 2.3% COMBO UNIT
DISTRIBUTION - 56.90 / 43.10

SITE TRAFFIC DATA:
SOURCE: ITE TRIP GENERATION MANUAL, 11TH EDITION
EXISTING LAND USE: VACANT FIELD
2 DWELLINGS - SINGLE FAMILY DETACHED HOUSING (ITE 210)
LN(T)=0.92 LN(X)+2.68 +28 TRIPS (WEEKDAY) (14 ENTER / 14 EXIT)
PEAK HOUR OF ADJACENT STREET TRAFFIC:
AM: LN(T)=0.91 LN(X)+0.12 = 2 TRIPS (WEEKDAY) [25% / 75%] (1 / 1)
PM: LN(T)=0.94 LN(X)+0.27 + 3 TRIPS (WEEKDAY) (83% / 37%) (2 / 1)

TRAFFIC GENERATION DIAGRAM
ADT PEAK HOUR (A.M.), ADT PEAK HOUR (P.M.)
1) DIRECTIONAL DISTRIBUTION PROVIDED BY DEDOT
2) DIRECTIONAL DISTRIBUTION PROVIDED BY ITE MANUAL
DESIGN VEHICLE = SU-30

TRAFFIC GENERATION DIAGRAM
ADT PEAK HOUR (A.M.), ADT PEAK HOUR (P.M.)
1) DIRECTIONAL DISTRIBUTION PROVIDED BY DEDOT
2) DIRECTIONAL DISTRIBUTION PROVIDED BY ITE MANUAL
DESIGN VEHICLE = SU-30



SIGHT DISTANCE TRIANGLE: SCALE = 1' = 40"

Pennoni
PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19863

609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

TAX MAP: 5-16-183-06-03-02-00-0001, 03-04-00-0001, & 04-00-0001
N. WALNUT STREET (KCR 020)

NOTES, DETAILS & SIGHT DISTANCE TRIANGLE

NO.	DATE	REVISIONS	BY
1	03/25/24	REVISED PER CITY OF MILFORD	JAM

RP1000

SHEET 2 OF 3

Page 119 of 160

SITE INFORMATION:

SITE ADDRESS:
 LOTS 5-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-18306-03-02-00-00001
 TAX MAP: 5-16-18306-03-02-00-00001
 TAX MAP: 5-16-18306-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILTON, DELAWARE 19968
 (302) 684-6218
 RHURWITZ@Pennonni.com



PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 TAX MAP: 5-16-18306-03-02-00-00001, 03-04-00-00001, & 04-00-00001
 LOTS 5-4 NORTH WALNUT STREET (KCR #20)
 MILFORD, DE 19963

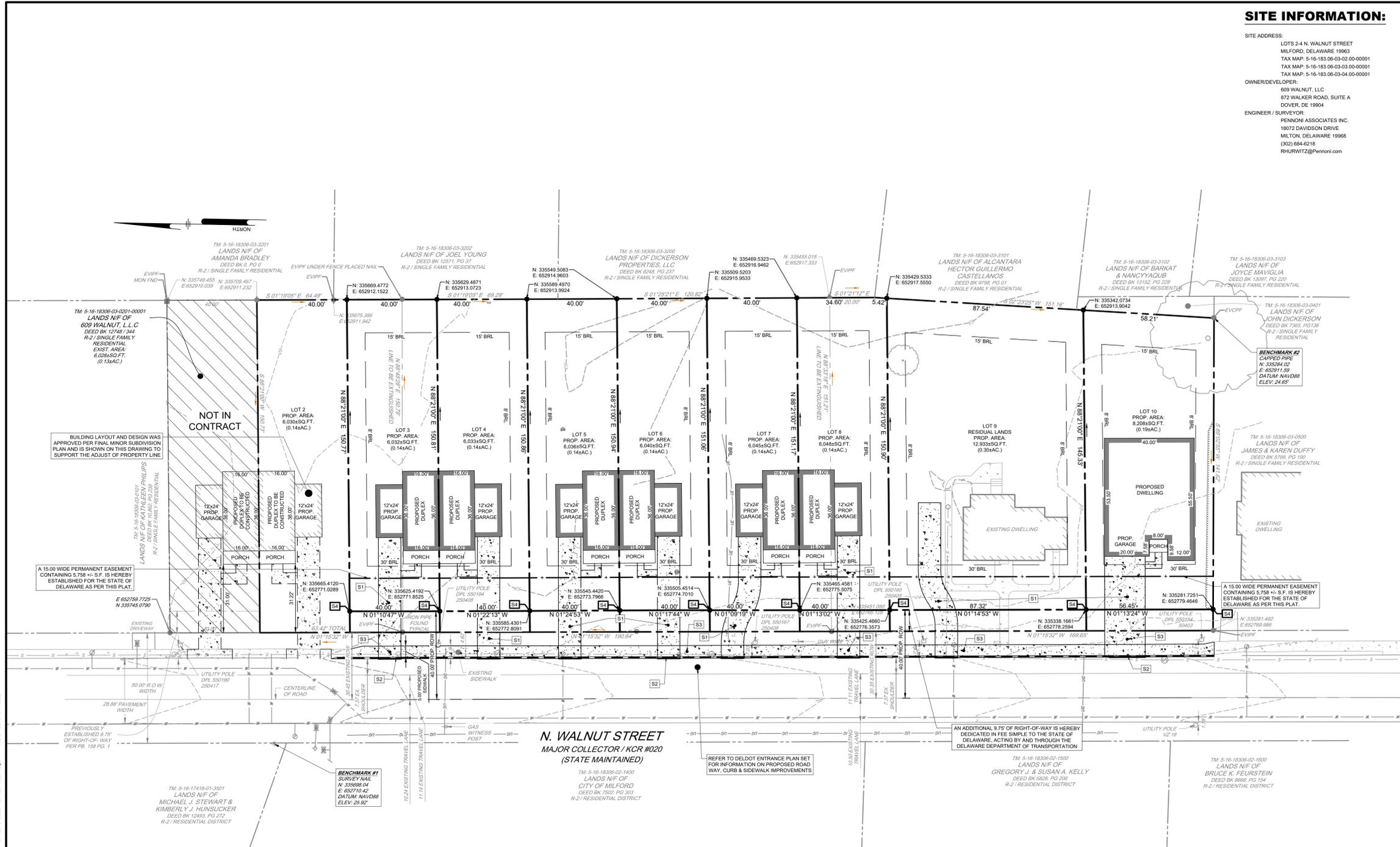
RECORD PLAN
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	03/25/2025	REVISED PER CITY OF MILFORD	JAM

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OF LEGAL EXPOSURE TO PENNONI ASSOCIATE, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

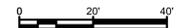
PROJECT: ASBHM24001
 DATE: 2025-05-22
 DRAWING SCALE: 1"=20'
 DRAWN BY: ASM
 APPROVED BY: RLH

RP1001
 SHEET 3 OF 3



KEY NOTES

- [S1] PROPOSED CONCRETE DRIVEWAY
- [S2] PROPOSED PCC CURB TYPE 1-4. REFER TO DELDOT STANDARD DETAIL.
- [S3] PROPOSED 5' WIDE CONCRETE SIDEWALK
- [S4] MONUMENTATION TO BE INSTALLED. REFER TO DELDOT STANDARD CONSTRUCTION DETAIL M-2



SITE DATA TABLE

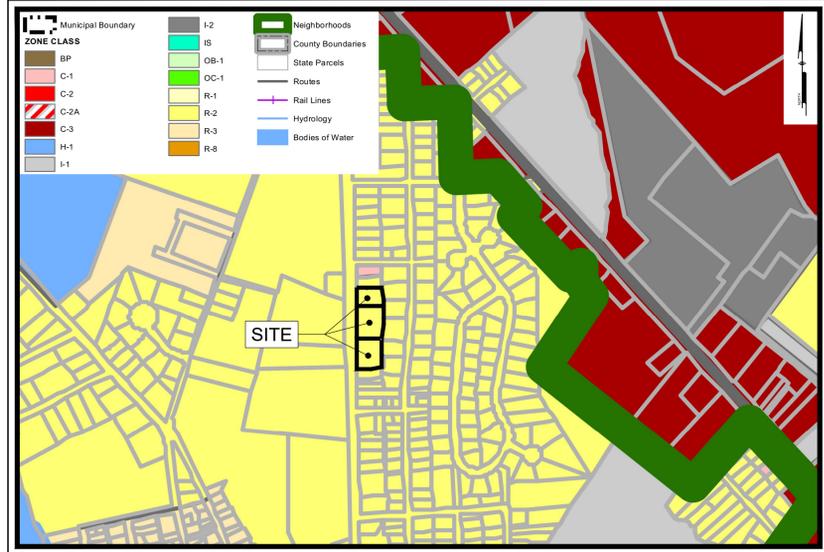
1. TAX MAP NUMBER:	5-16-183.06-03-02-00-00001 5-16-183.06-03-03-00-00001 5-16-183.06-03-04-00-00001
2. DEED/PLAT REFERENCE:	DEED REFERENCE: DB 12784, PG 344
3. OWNER / DEVELOPER NAME:	609 WALNUT, LLC 872 WALKER RD SUITE A DOVER, DE 19904
4. SITE ADDRESS:	609 N. WALNUT ST MILFORD, DELAWARE 19963
5. EXISTING ZONING:	R-2 (RESIDENTIAL DISTRICT)
6. PROPOSED ZONING:	R-2 (RESIDENTIAL DISTRICT)
7. PRESENT USE:	RESIDENTIAL SINGLE FAMILY DWELLING / VACANT LOT
8. PROPOSED USE:	RESIDENTIAL SINGLE FAMILY DWELLING / SINGLE FAMILY DETACHED SEPARATELY OWNED
9. REQUIRED SETBACKS (B.R.L.):	(R-2, RESIDENTIAL) (§ 230-10) FRONT - 30 FEET SIDE - 8 FEET REAR - 15 FEET *FOR LOWER LOTS THE REAR YARD MAY BE REDUCED 20% IN DEPTH TO ALLOW FOR THE SKEWING OF A RESIDENTIAL DWELLING ON ITS LOT.
10. EXISTING TOTAL AREA (GROSS):	02.00: 9,642± SQ.FT. 0.22± ACRES 03.00: 28,740± SQ.FT. 0.66± ACRES 04.00: 25,024± SQ.FT. 0.71± ACRES MINIMUM LOT AREA - NOT SEPARATELY OWNED - SEPARATELY OWNED: 6,000 SQ.FT. (INTERIOR LOT) & 13,000 SQ.FT. (CORNER LOT) 4,000 SQ.FT. (INTERIOR LOT) & 6,000 SQ.FT. (CORNER LOT)
11. PROPOSED TOTAL AREA (GROSS):	LOT 2: 6,030± SQ.FT. 0.14± ACRES LOT 3: 6,032± SQ.FT. 0.14± ACRES LOT 4: 6,033± SQ.FT. 0.14± ACRES LOT 5: 6,036± SQ.FT. 0.14± ACRES LOT 6: 6,040± SQ.FT. 0.14± ACRES LOT 7: 6,045± SQ.FT. 0.14± ACRES LOT 8: 6,048± SQ.FT. 0.14± ACRES LOT 9: 12,833± SQ.FT. 0.30± ACRES LOT 10: 8,208± SQ.FT. 0.19± ACRES TOTAL: 63,405± SQ.FT. 1.46± ACRES
12. EXISTING LOT WIDTH:	02.00: 63.42 FT 03.00: 190.64 FT 04.00: 169.65 FT MINIMUM LOT WIDTH - NOT SEPARATELY OWNED - SEPARATELY OWNED: 80 FT 40 FT
13. PROPOSED LOT WIDTH:	LOT 2: 40 FT LOT 3: 40 FT LOT 4: 40 FT LOT 5: 40 FT LOT 6: 40 FT LOT 7: 40 FT LOT 8: 40 FT LOT 9: 87.32 FT LOT 10: 56.45 FT (PENDING VARIANCE APPROVAL)
14. EX SITE CALCULATIONS:	EX. PARCEL 02.00 EX. PARCEL 03.00 EX. PARCEL 04.00 BUILDING AREA 0.04± AC (11.11%) 0.12± AC (18.18%) 0.03± AC (5.17%) GRASS AREA 0.30± AC (83.34%) 0.36± AC (54.55%) 0.53± AC (91.38%) ASPHALT/CONCRETE 0.02± AC (5.56%) 0.16± AC (27.27%) 0.02± AC (3.45%) TOTAL 0.36± AC (100%) 0.66± AC (100%) 0.58± AC (100%)
15. PROP. SITE CALCULATIONS:	BUILDING AREA GRASS AREA ASPHALT/CONCRETE TOTAL LOT 2 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 3 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 4 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 5 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 6 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 7 0.02± AC (14.29%) 0.11± AC (78.57%) 0.01± AC (7.14%) 0.14± AC (100%) LOT 8 0.02± AC (15.38%) 0.10± AC (76.92%) 0.01± AC (7.70%) 0.14± AC (100%) LOT 9 0.03± AC (10.34%) 0.23± AC (79.32%) 0.03± AC (10.34%) 0.30± AC (100%) LOT 10 0.05± AC (26.32%) 0.13± AC (68.42%) 0.01± AC (5.26%) 0.19± AC (100%)
16. SPECIFIC IMPERVIOUS BREAKDOWN:	MAXIMUM LOT COVERAGE: (40.00%) OVERALL IMPERVIOUS: LOT 2 - 0.03 AC (21.43%) LOT 3 - 0.03 AC (21.43%) LOT 4 - 0.03 AC (21.43%) LOT 5 - 0.03 AC (21.43%) LOT 6 - 0.03 AC (21.43%) LOT 7 - 0.03 AC (21.43%) LOT 8 - 0.03 AC (21.43%) LOT 9 - 0.06 AC (20.86%) LOT 10 - 0.09 AC (31.58%)
17. LIMIT OF DISTURBANCE TOTAL:	1.42 ± AC
18. BUILDING HEIGHT:	35' MAX ALLOWED (ACCESSORY 15')
19. PROPOSED HEIGHT:	30' ± MAX
20. PARKING (§ 230-21-PARKING AND LOADING STANDARDS):	REQUIRED SPACES: SINGLE-FAMILY DETACHED & SEMI-DETACHED DWELLING: (2 1/2 SPACES PER DWELLING UNIT) PROVIDED SPACES: 23 SPACES PROPOSED
21. WATER SUPPLY:	PUBLIC WATER - CITY OF MILFORD
22. SEWER SUPPLY:	PUBLIC SEWER - CITY OF MILFORD
23. ELECTRIC PROVIDER:	CITY OF MILFORD (PROPOSED LOADS TO BE DETERMINED)
24. SOURCE WATER PROTECTION:	A. SUBJECT PROPERTY IS WITHIN AN AREA OF "GOOD & FAIR" GROUNDWATER RECHARGE POTENTIAL. B. SUBJECT PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.
25. STATE INVESTMENT AREA (2020):	LEVEL 1
26. LONGITUDE AND LATITUDE:	BENCHMARK #1: SURVEY NAIL - NORTHWEST OF PROPERTY ACROSS N. WALNUT ST. (NAD83 NAVD83) N: 335898.94 E: 652710.42, LAT: N 038°55'43.73" LONG: W 075°25'43.73" BENCHMARK #2: CAPPED PIPE - SOUTHEAST CORNER OF PROPERTY (NAD83 NAVD83) N: 335284.02 E: 652911.59, LAT: N 038°55'14.28" LONG: W 075°25'41.19"
27. WETLAND AREA:	NO WETLANDS FOUND ONSITE
28. DATUM:	HORIZONTAL = NAD83 VERTICAL = NAVD83
29. SURVEY:	BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED BY PENNONI ASSOCIATES ON APRIL 2024 THROUGH MAY 2024.
30. FIRE DISTRICT:	CARLISLE FIRE CO. (STATION 42)
31. FLOOD ZONE:	THIS PROPERTY IS LOCATED ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 100502041K, DATED MARCH 16, 2015. 100 YEAR FLOODPLAIN ZONE X-UNSHADED WHICH LIES OUTSIDE THE 500 YEAR FLOODPLAIN.
32. WATERSHED:	MISPILLON RIVER - DELAWARE BAY HUC8.0204207, HUC10: 020402075
33. TOTAL EDUS:	1 EXISTING EDU AND 7 PROPOSED EDUS
34. LANDSCAPE:	REQUIRED TREE DENSITY PER SECTION 230-19.8(F)(2) REQUIRED: 10 PROVIDED: 8 PROP. 2 EXISTING
35. OPEN SPACE:	PER CITY OF MILFORD ZONING CODE SECTION 230-19.7(E)(1)(a) A FULL CASH DONATION IS REQUIRED TO BE MADE BY THE DONOR IN LIEU OF A DEDICATION OF LAND. THE AMOUNT OF THE DONATION IS PER SECTION 230-19.7 (E)(2).
36. LOCAL GOVERNMENT RESPONSIBLE FOR LAND USE APPROVAL:	CITY OF MILFORD

N. WALNUT STREET PRELIMINARY SITE PLAN SET

TAX MAP: 5-16-183.06-03-02-00-00001, 03.00-00001, & 04.00-00001
LOTS 2-4 NORTH WALNUT STREET, KCR 020

MILFORD, DE 19963

PREPARED FOR:
OWNER/DEVELOPER
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904
(302) 677-1940



ZONING MAP
SCALE: NOT TO SCALE



LOCATION MAP
Scale: 1" = 2500'



SOILS MAP
Scale: 1" = 200'

OWNER/DEVELOPER
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

ENGINEER/SITE DESIGNER
PENNONI ASSOCIATES, INC.
18072 DAVIDSON DRIVE
MILTON, DE 19968
(302) 684-8050

SURVEYOR
PENNONI ASSOCIATES, INC.

LANDSCAPE ARCHITECT
PENNONI ASSOCIATES, INC.

SCHOOL DISTRICT
CITY OF MILFORD

FIRE DISTRICT
CARLISLE FIRE CO. (42)

POSTAL DISTRICT
MILFORD (19963)

WATER UTILITY
PUBLIC - CITY OF MILFORD

SEWER UTILITY
PUBLIC - CITY OF MILFORD

LEGEND

EXISTING	PROPOSED	DESCRIPTION
---	---	CURB
---	---	EDGE OF PAVEMENT
---	---	EDGE OF GRAVEL
---	---	EASEMENT
---	---	FENCE
---	---	PROPERTY LINE/ RIGHT OF WAY
---	---	BUILDING RESTRICTION LINE
---	---	PROPERTY, CORNER FOUND
---	---	PROPERTY, ADJOINING LINED
---	---	SITE, MAIL BOX
---	---	SITE, TRAFFIC SIGN
---	---	SOIL BOUNDARY
---	---	SOIL LABEL
---	---	STORM SEWER, INLET
---	---	STORM SEWER, HEADWALL
---	---	STORM SEWER, MANHOLE
---	---	STORMPIPE, INLET, MANHOLE, # FLARED END
---	---	MINOR CONTOUR
---	---	MAJOR CONTOUR
---	---	SPOT ELEVATION
---	---	WATER, UNDERGROUND
---	---	WATER VALVE
---	---	WATER MAIN
---	---	MONITORING WELL
---	---	WATER METER
---	---	CLEAN OUT
---	---	SANITARY SEWER, UNDERGROUND
---	---	SANITARY SEWER, FORCED MAIN
---	---	SANITARY SEWER, MANHOLE
---	---	POWER-UNDERGROUND ELECTRIC
---	---	POWER, UTILITY POLE

Sheet List Table

Sheet Number	Drawing #	Sheet Title
1	CS0001	COVER SHEET
2	CS0201	EXISTING CONDITIONS KEY SHEET
3	CS0202	EXISTING CONDITIONS PLAN
4	CS0203	EXISTING CONDITIONS PLAN
5	CS0501	DEMOLITION PLAN
6	CS1501	DETAILED GRADING PLAN KEY SHEET
7	CS1502	DETAILED GRADING PLAN
8	CS1503	DETAILED GRADING PLAN
9	CS1701	UTILITY PLAN KEY SHEET
10	CS1702	UTILITY PLAN
11	CS1703	UTILITY PLAN
12	CS2001	LANDSCAPE PLAN
13	CS6001	SITE DETAILS

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800-282-8555
Ticket Number(s): 243740805

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

OWNER'S AND DEVELOPER'S CERTIFICATION:
IT IS HEREBY CERTIFIED THAT I AM THE OWNER/DEVELOPER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN. THE PLAN WAS MADE AT MY DIRECTION, THAT I ACKNOWLEDGE THE SAME TO BE MY ACT. IT IS MY DESIRE TO HAVE THE PLAN DEVELOPED AS SHOWN AND IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE DATE
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904
(302) 677-1940
JORDANMASHBURN@ME.COM JAMES@GRANTROOFING.COM

ENGINEER CERTIFICATION:
IT IS HEREBY CERTIFIED 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.

SIGNATURE DATE
ROBERT HURWITZ, PE (DE PE# 13979)
PENNONI ASSOCIATES, INC.
18072 DAVIDSON DRIVE MILTON, DE 19968
(302) 684-8050
RHURWITZ@PENNONI.COM

Pennoni

PENNONI ASSOCIATES, INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

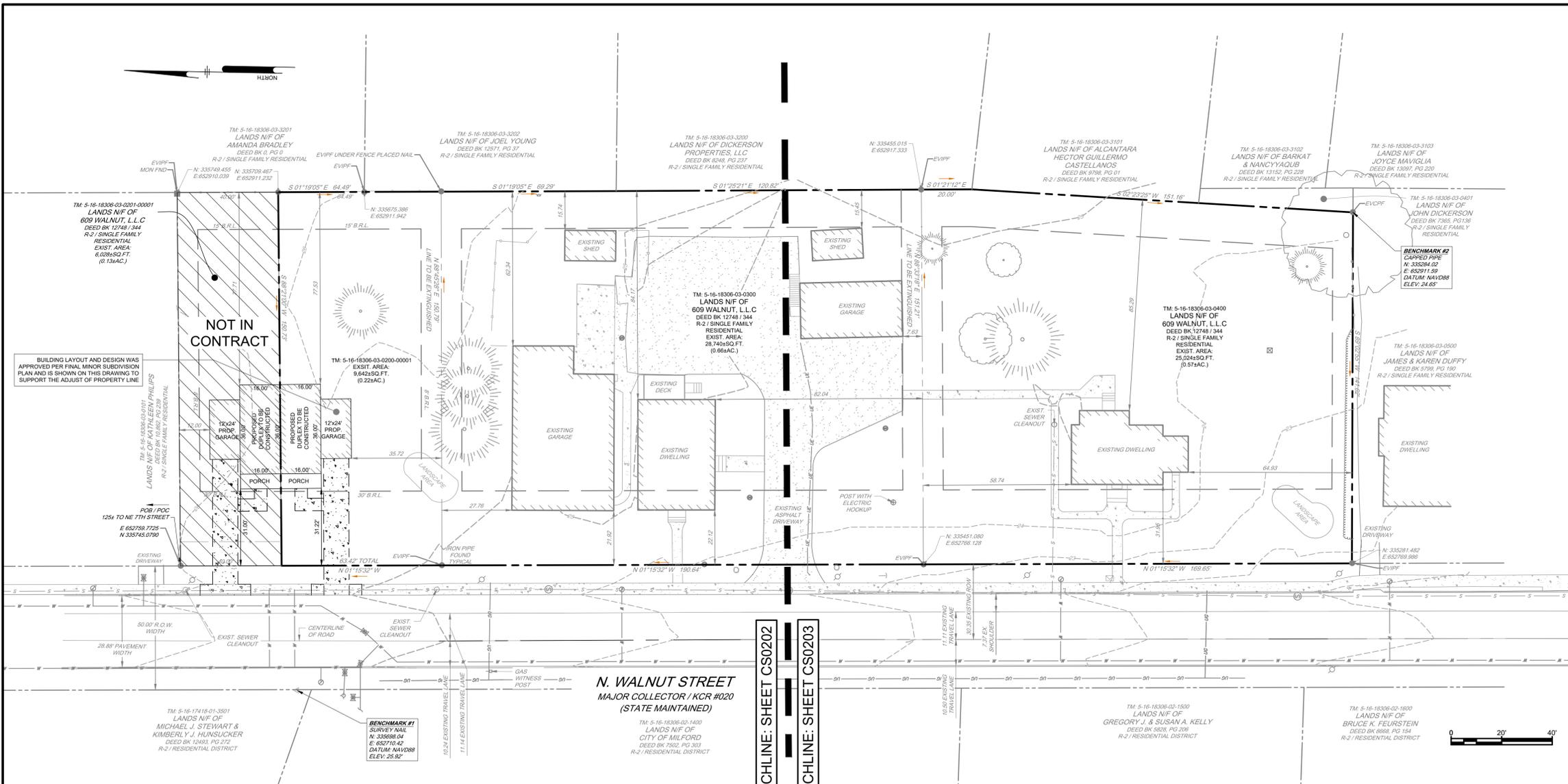
N. WALNUT STREET
TAX MAP: 5-16-183.06-03-02-00-00001, 03.00-00001, & 04.00-00001
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

COVER SHEET
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

PROJECT ASBHM24001
DATE 2025-05-28
DRAWING SCALE AS SHOWN
DRAWN BY ASM
APPROVED BY RLH

CS0001
SHEET 1 OF 13



NOT IN CONTRACT

BUILDING LAYOUT AND DESIGN WAS APPROVED PER FINAL MINOR SUBDIVISION PLAN AND IS SHOWN ON THIS DRAWING TO SUPPORT THE ADJUST OF PROPERTY LINE

N. WALNUT STREET
MAJOR COLLECTOR / KCR #020
(STATE MAINTAINED)

MATCHLINE: SHEET CS0202

MATCHLINE: SHEET CS0203

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
IuB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

SITE INFORMATION:

SITE ADDRESS:
LOTS 2-4 N. WALNUT STREET
MILFORD, DELAWARE 19963
TAX MAP: 5-16-183-06-03-02-00-00001
TAX MAP: 5-16-183-06-03-03-00-00001
TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

ENGINEER / SURVEYOR:
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DELAWARE 19968
(302) 684-6248
RHURWITZ@pennoni.com

EXISTING CONDITION NOTES:

- ELEVATIONS ARE BASED ON NAVD 88, AND DE STATE PLANE COORDINATE SYSTEM NAD 83 HORIZONTAL DATUM.
 - DEED REFERENCE: DB 12784, PG. 344
- UNLESS SPECIFICALLY STATED OR SHOWN HEREON TO THE CONTRARY, THIS SURVEY IS MADE SUBJECT TO AND DOES NOT LOCATE OR DELINEATE:
 - RIGHTS OR INTEREST OF THE UNITED STATES OF AMERICA OR STATE OF DELAWARE OVER LANDS NOW OR FORMERLY FLOWED BY TIDEWATER, BUT NO LONGER VISIBLE OR PHYSICALLY EVIDENT, OR LANDS CONTAINING ANY ANIMAL, MARINE OR BOTANICAL SPECIES REGULATED BY OR UNDER THE JURISDICTION OF ANY FEDERAL, STATE, OR LOCAL AGENCY
 - BUILDING SETBACK LINES, ZONING REGULATIONS OR LINES ESTABLISHED BY ANY FEDERAL, STATE OR LOCAL AGENCY WHICH MAY AFFECT THE BUILDING OR DEVELOPMENT POTENTIAL OF THE SUBJECT PROPERTY.
 - ANY SUBSURFACE OR SUBTERRANEAN CONDITION, EASEMENTS OR RIGHTS, INCLUDING, BUT NOT LIMITED TO MINERAL OR MINING RIGHTS, OR THE LOCATION OR OR RIGHTS TO ANY SUBSURFACE STRUCTURES, CONTAINERS OR FACILITIES OR ANY OTHER NATURAL OR MAN-MADE SUBSURFACE CONDITION WHICH MAY OR MAY NOT AFFECT THE USE OR DEVELOPMENT POTENTIAL OF THE SUBJECT PROPERTY.
- UTILITY NOTES.
 - THE LOCATION OF THE EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN HAVE BEEN TAKEN FROM EXISTING UTILITY RECORDS AVAILABLE AT THE TIME THESE PLANS WERE PREPARED AND FROM SURFACE OBSERVATION OF THE SITE. LOCATIONS OF UTILITIES AS SHOWN AND MAY OR MAY NOT BE COMPLETE. THE NATURE AND EXACT LOCATION OF EXISTING UTILITIES SHOULD BE VERIFIED PRIOR TO INITIATING ANY ACTIVITY THAT MAY AFFECT THEIR USE OR LOCATION.
 - COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND STRUCTURES IS NOT GUARANTEED.
 - MISS UTILITY SHALL BE NOTIFIED THREE (3) DAYS PRIOR TO EXCAVATION.
 - THE CONTRACTORS SHALL VERIFY LOCATIONS AND DEPTHS OF ALL UNDERGROUND UTILITIES AND STRUCTURES BEFORE THE START OF WORK.
 - IF CONFLICTS ARE FOUND THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER AND DESIGN ENGINEER FOR INSTRUCTION BEFORE PROCEEDING WITH WORK.
 - THIS SITE IS CURRENTLY ZONED R-2 (RESIDENTIAL DISTRICT).
 - STORMWATER IS HANDLED BY OVERLAND FLOW.

REFERENCE:
1. EXISTING CONDITIONS SURVEY PERFORMED BY PENNONI ASSOCIATES INC. ON MARCH 2024 THROUGH APRIL 2025.

FLOOD ZONE INFORMATION:
1. BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBER 1005020041K, EFFECTIVE DATE MARCH 16, 2015, THE ENTIRE PROPERTY IS LOCATED IN AN AREA DESIGNATED AS FLOOD ZONE "X" (UNSHADED).
2. NO FELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE AND AN ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THIS DETERMINATION OR APPLY FOR A VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.



PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
TAX MAP: 5-16-183-06-03-02-00-00001, 03-04-00001, & 04-00-00001
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

EXISTING CONDITIONS KEY SHEET

609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	03/25/24	REVISED PER CITY OF MILFORD	JAM

PROJECT: **ASBHM24001**

DATE: 2025-05-28

DRAWING SCALE: 1"=20'

DRAWN BY: ASM

APPROVED BY: RLH

CS0201

SHEET 2 OF 13

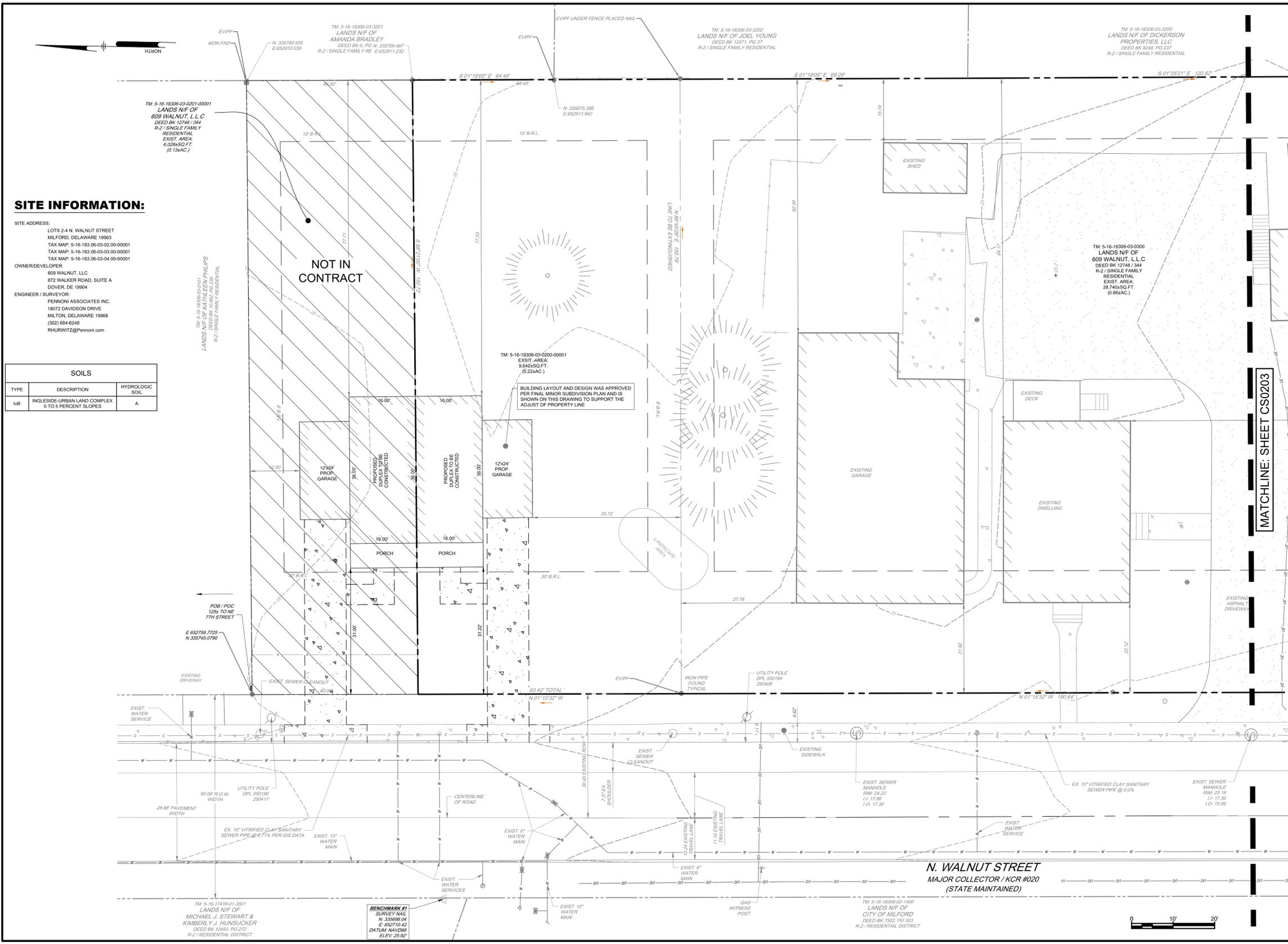
SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183-06-03-00-00001
 TAX MAP: 5-16-183-06-03-01-00-00001
 TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILTON, DELAWARE 19968
 (302) 684-6248
 RHURWITZ@Pennonni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
luB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



NOT IN CONTRACT

BUILDING LAYOUT AND DESIGN WAS APPROVED PER FINAL MINOR SUBDIVISION PLAN AND IS SHOWN ON THIS DRAWING TO SUPPORT THE ADJUST OF PROPERTY LINE

MATCHLINE: SHEET CS0203



PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 LOTS 2-4 NORTH WALNUT STREET, KCR #20
 MILFORD, DE 19963

EXISTING CONDITIONS PLAN

609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	ASM

PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1"=20'
 DRAWN BY: ASM
 APPROVED BY: RLH

CS0202

SHEET 3 OF 13

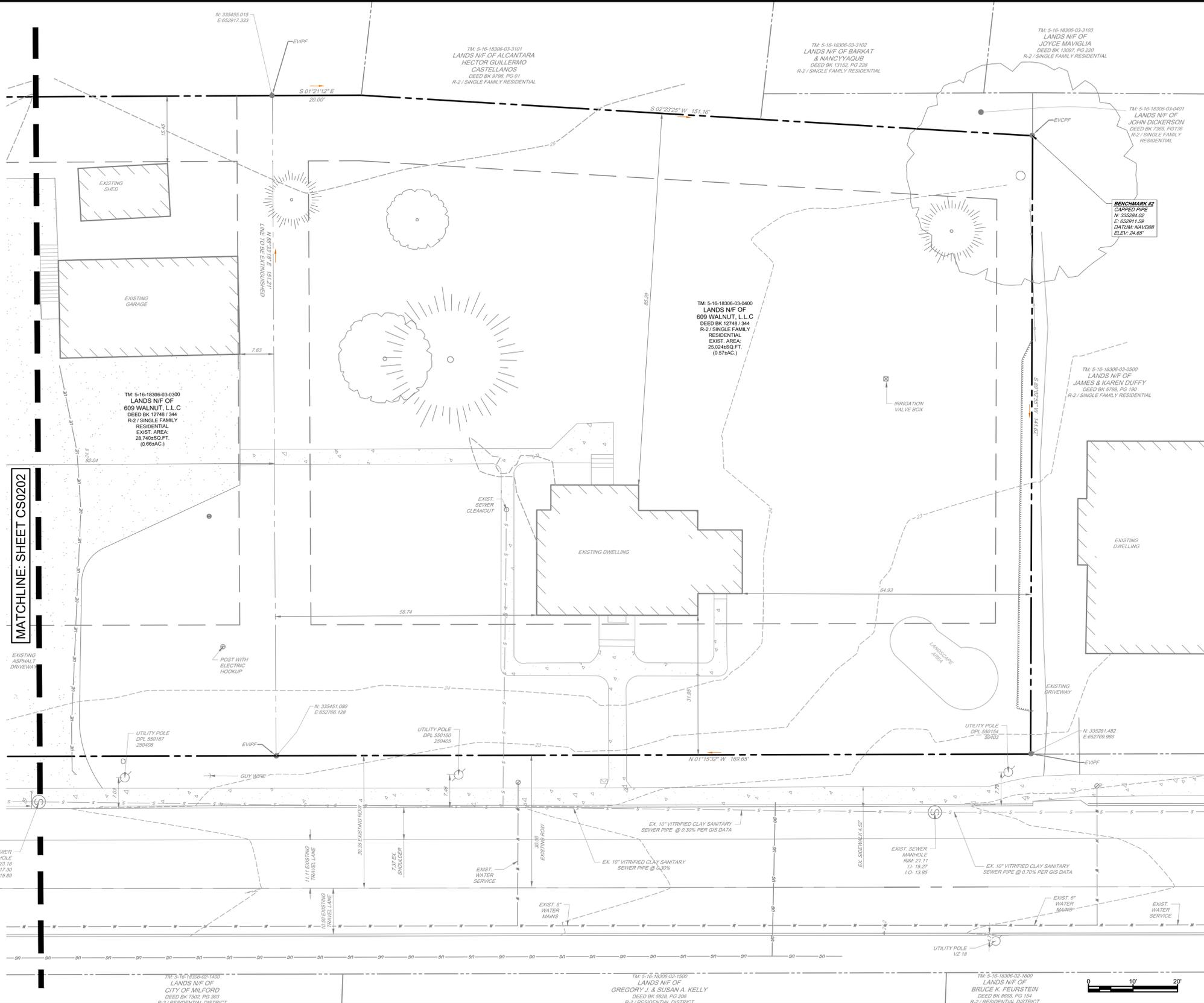
SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183-06-03-02-00-00001
 TAX MAP: 5-16-183-06-03-03-00-00001
 TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
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SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
1UB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



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 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

N. WALNUT STREET
 TAX MAP: 5-16-183-06-03-02-00-00001, 03-04-00-00001, & 04-00-00001
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

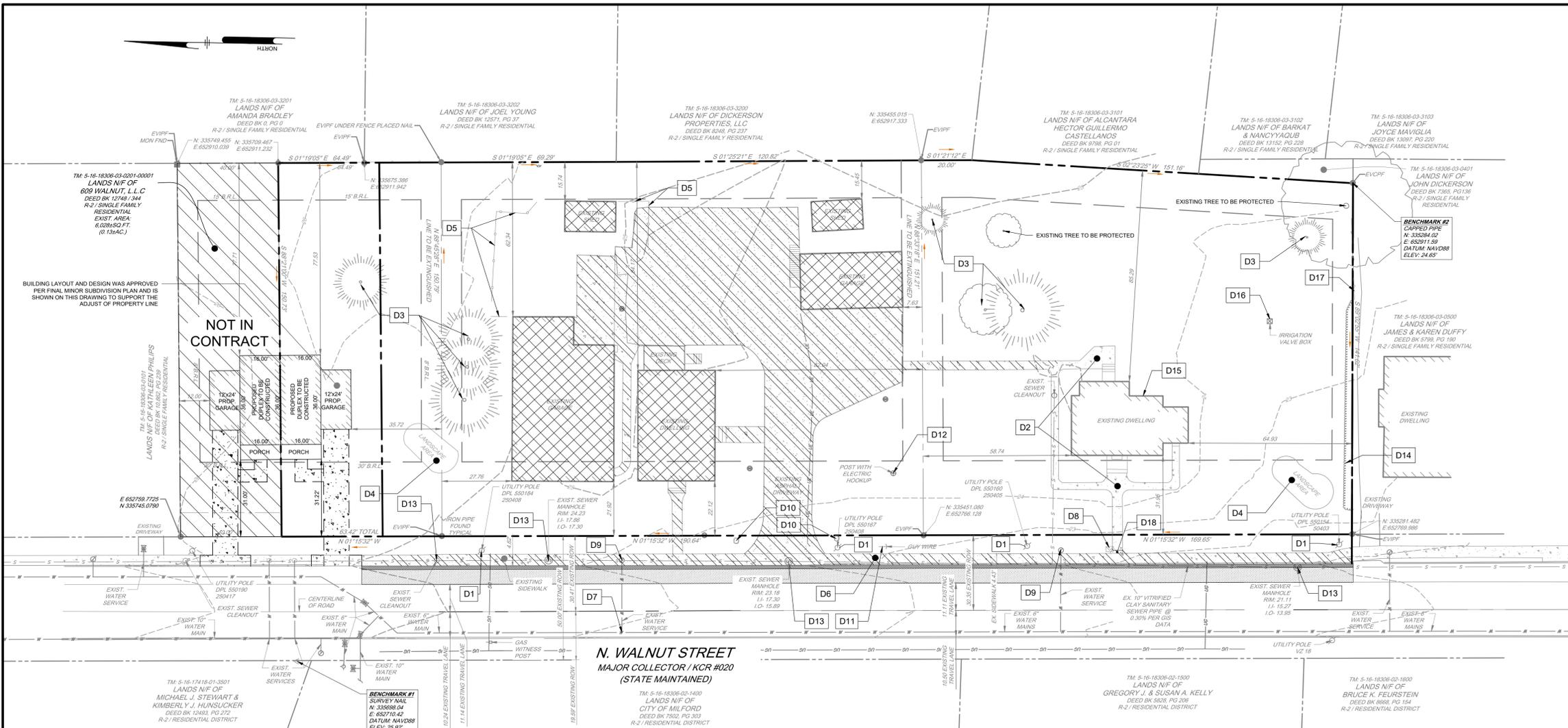
EXISTING CONDITIONS PLAN
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-02	REVISED PER CITY OF MILFORD	JAM

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSION OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS RISK AND WITHOUT LIABILITY TO PENNONI ASSOCIATES. PENNONI ASSOCIATES SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1"=10'
 DRAWN BY: ASM
 APPROVED BY: RLH

CS0203
 SHEET 4 OF 13



- DEMOLITION NOTES:**
- UNLESS OTHERWISE INDICATED, DEMOLITION WASTE BECOMES PROPERTY OF CONTRACTOR.
 - ON-SITE STORAGE OF REMOVED ITEMS OR MATERIALS IS NOT PERMITTED.
 - REMOVE TREES, SHRUBS, GRASS AND OTHER VEGETATION, IMPROVEMENTS, OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION. REMOVAL INCLUDES DIGGING OUT STUMPS AND ROOTS.
 - SITE CLEARING INCLUDES, BUT IS NOT LIMITED TO:
 - PROTECT EXISTING TREES TO REMAIN.
 - CLEAR AND GRUB ALL TREES AND VEGETATION WHERE CONSTRUCTION ACTIVITIES OF THE PROJECT WILL BE CONDUCTED.
 - TOPSOIL STRIPPING AND STOCKPILING ON SITE.
 - DISPOSE OF VEGETATION AND OTHER DEBRIS RESULTING FROM CLEARING OPERATIONS.
 - REMOVE EXISTING PAVEMENTS AND BASES AS SHOWN ON THE DRAWINGS.
 - DISPOSE OF ALL TREE STUMPS RESULTING FROM THE CLEARING OPERATIONS.
 - REMOVE EXISTING OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION.
 - PROTECT EXISTING TREES AND OTHER VEGETATION INDICATED TO REMAIN IN PLACE, AGAINST UNNECESSARY CUTTING, BREAKING OR SKINNING OF ROOTS, SKINNING AND BRUISING OF BARK, SMOTHERING OF TREES BY STOCKPILING CONSTRUCTION MATERIALS OR EXCAVATED MATERIALS WITHIN DRIP LINE, EXCESS FOOT OR VEHICULAR TRAFFIC OR PARKING OF VEHICLES WITHIN DRIP LINE. PROVIDE TEMPORARY GUARDS TO PROTECT TREES AND VEGETATION TO BE LEFT STANDING.
 - PROTECT BENCH MARKS AND EXISTING STRUCTURES, ROADS, SIDEWALKS, PAVING AND CURBS AGAINST DAMAGE FROM VEHICULAR OR FOOT TRAFFIC.
 - MAINTAIN DESIGNATED TEMPORARY ROADWAYS, WALKWAYS AND DETOURS, FOR VEHICULAR AND PEDESTRIAN TRAFFIC.
 - ALL STUMPS, BRUSH, PAVEMENT AND WASTE MATERIAL GENERATED BY CLEARING OPERATIONS SHALL BECOME CONTRACTOR'S PROPERTY AND SHALL BE REMOVED FROM THE SITE FOR SAFE, LEGAL, OFF-SITE DISPOSAL.
 - MAINTAIN UTILITY, ELECTRICAL, AND MECHANICAL SERVICES/SYSTEMS INDICATED TO REMAIN AND PROTECT THEM AGAINST DAMAGE.
 - LOCATE, IDENTIFY, DISCONNECT, AND SEAL OR CAP OFF UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS SELECTED TO BE SELECTIVELY DEMOLISHED.
 - SEWER SERVICE LATERAL & CLEAN-OUT LOCATIONS ARE SHOWN ON THE PLANS. CONTRACTOR SHALL TEST PIT AND LOCATE PRIOR TO CONSTRUCTION.
 - WATER SERVICE LATERAL LOCATIONS ARE UNKNOWN. CONTRACTOR SHALL TEST PIT AND LOCATE PRIOR TO CONSTRUCTION.
 - 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 CONTRACTOR.

N. WALNUT STREET
 MAJOR COLLECTOR / KCR #020
 (STATE MAINTAINED)

LEGEND

- EXISTING BUILDING DEMOLITION
- EXISTING CONCRETE/DECK DEMOLITION
- PAVEMENT REMOVAL/16" CURB PATCH
- 2" MILLING AND OVERLAY

KEY NOTES

- D1 EXISTING UTILITY POLE TO BE PROTECTED AND MAINTAINED
- D2 EXISTING WALKWAY TO BE MAINTAINED
- D3 EXISTING TREE TO BE REMOVED
- D4 EXISTING LANDSCAPE AREA TO BE REMOVED
- D5 EXISTING FENCE TO BE REPLACED
- D6 EXISTING SIDEWALK TO BE REPLACED
- D7 EXISTING WATER SERVICE TO BE ABANDONED AT WATER MAIN
- D8 EXISTING MAILBOX TO BE REMOVED AND PLACED BACK INTO ORIGINAL LOCATION
- D9 EXISTING WATER METER TO BE ADJUSTED IN CONJUNCTION WITH PROPOSED GRADING
- D10 EXISTING SHRUB TO BE REMOVED
- D11 EXISTING GUY WIRE TO BE PROTECTED AND MAINTAINED
- D12 EXISTING POLE WITH ELECTRICAL HOOKUP TO BE REMOVED
- D13 EXISTING SEWER MANHOLE/CLEANOUT TO BE ADJUSTED IN CONJUNCTION WITH PROPOSED GRADING
- D14 EXISTING HEDGE TO REMAIN
- D15 EXISTING BUILDING TO BE PROTECTED AND MAINTAINED
- D16 EXISTING IRRIGATION SYSTEM TO BE REMOVED
- D17 EXISTING FENCE TO REMAIN
- D18 EXISTING SIDEWALK TO BE REMOVED AND REPLACED UP TO THE NEXT CONCRETE JOINT, IN CONJUNCTION WITH FINAL SIDEWALK GRADING

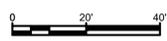
SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183 06-03-02 00-00001
 TAX MAP: 5-16-183 06-03-03 00-00001
 TAX MAP: 5-16-183 06-03-04 00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILTON, DELAWARE 19968
 (302) 684-4048
 RHURWITZ@Pennon.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
1uB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

N. WALNUT STREET
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

DEMOLITION PLAN
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

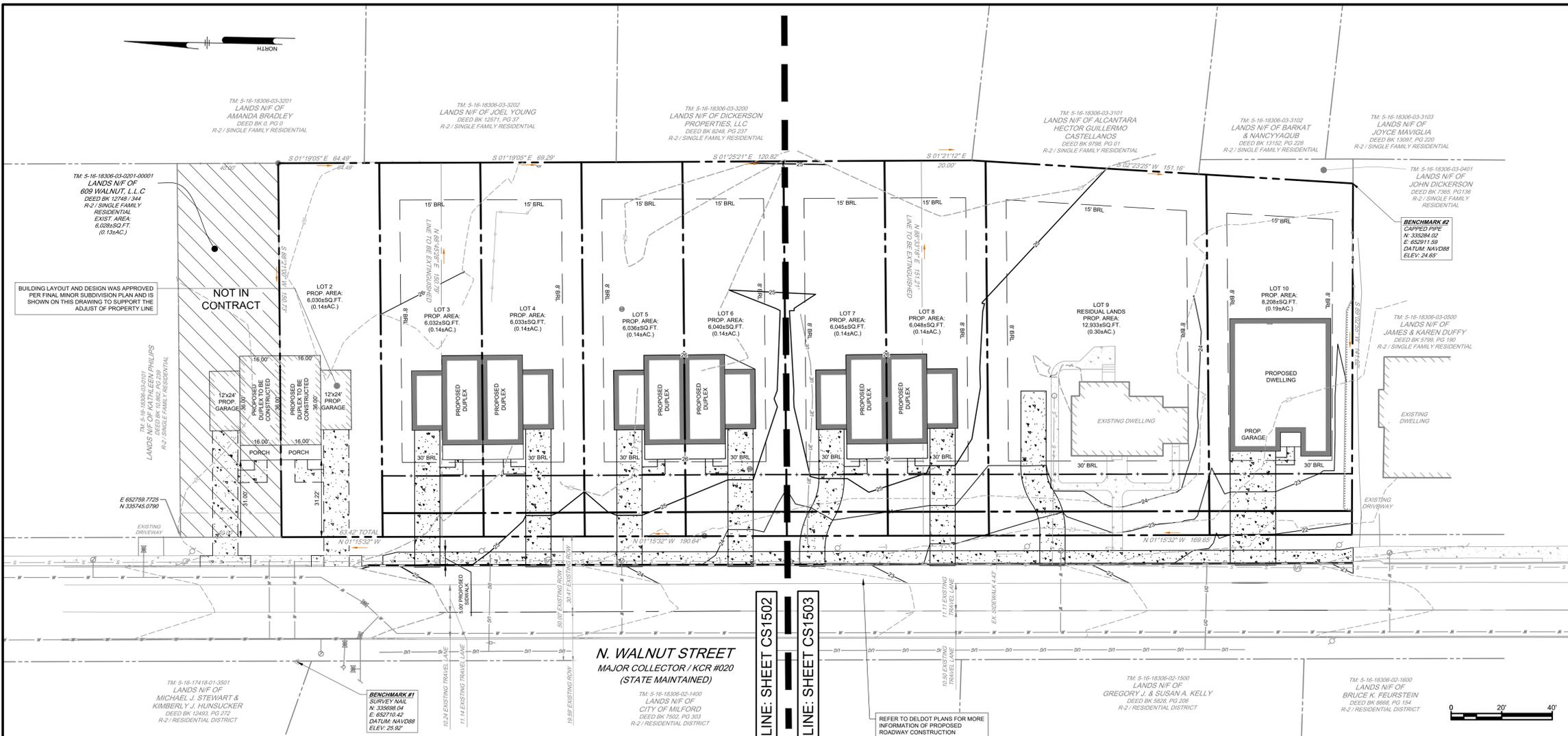
TAX MAP: 5-16-183 06-03-02 00-00001, 03 00-00001, & 04 00-00001
 MILFORD, DE 19963

NO.	DATE	REVISIONS	BY
1	05/24/25	REVISED PER CITY OF MILFORD	JAM

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY TO PENNONI ASSOCIATES. PENNONI ASSOCIATES AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1"=20'
 DRAWN BY: ASM
 APPROVED BY: RLH

CS0501
 SHEET 5 OF 13



GRADING NOTES:

1. BEDDING REQUIREMENTS SPECIFIED HEREIN ARE TO BE CONSIDERED AS MINIMUMS FOR RELATIVELY DRY, STABLE EARTH CONDITIONS. ADDITIONAL BEDDING SHALL BE REQUIRED FOR ROCK TRENCHES AND WET AREAS. CONTRACTOR SHALL HAVE THE RESPONSIBILITY TO PROVIDE SUCH ADDITIONAL BEDDING AS MAY BE REQUIRED TO PROPERLY CONSTRUCT THE WORK.
2. COMPACTION OF THE BACKFILL OF ALL TRENCHES SHALL BE COMPACTED TO THE DENSITY OF 95% OF THEORETICAL MAXIMUM DRY DENSITY (ASTM D698). BACKFILL MATERIAL SHALL BE FREE FROM ROOTS, STUMPS, OR OTHER FOREIGN DEBRIS AND SHALL BE PLACED IN LIFTS NOT TO EXCEED 8 INCHES IN COMPACTED FILL THICKNESS. CORRECTION OF ANY TRENCH SETTLEMENT WITHIN A YEAR FROM THE DATE OF APPROVAL WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. MATERIAL THAT CANNOT BE COMPACTED AS REQUIRED SHALL BE BROUGHT TO THE ATTENTION OF A GEOTECHNICAL ENGINEER, OVER EXCAVATED, AND THEN REPLACED WITH SUITABLE FILL.
3. THE CONTRACTOR WILL INSURE THAT POSITIVE AND ADEQUATE DRAINAGE IS MAINTAINED AT ALL TIMES WITHIN THE PROJECT LIMITS. THIS MAY INCLUDE, BUT NOT BE LIMITED TO, REPLACEMENT OR RECONSTRUCTION OF EXISTING DRAINAGE STRUCTURES THAT HAVE BEEN DAMAGED OR REMOVED OR REGRADING AS REQUIRED BY THE ENGINEER. EXCEPT FOR THOSE DRAINAGE ITEMS SHOWN AT SPECIFIC LOCATIONS AND HAVING SPECIFIC PAY ITEMS IN THE DETAILED ESTIMATE, NO SEPARATE PAYMENT WILL BE MADE FOR ANY COSTS INCURRED TO COMPLY WITH THIS REQUIREMENT.
4. THE CONTRACTOR SHALL PROVIDE ANY AND ALL EXCAVATION AND MATERIAL SAMPLES NECESSARY TO CONDUCT REQUIRED SOIL TESTS. ALL ARRANGEMENTS AND SCHEDULING FOR THE TESTING SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
5. SOILS TESTING AND ON-SITE INSPECTION SHALL BE PERFORMED BY AN INDEPENDENT GEOTECHNICAL ENGINEER. THE SOILS ENGINEER SHALL PROVIDE COPIES OF TEST REPORTS TO THE CONTRACTOR, THE OWNER AND THE OWNER'S REPRESENTATIVE AND SHALL PROMPTLY NOTIFY THE OWNER, HIS REPRESENTATIVE AND THE CONTRACTOR, SHOULD WORK PERFORMED BY THE CONTRACTOR FAIL TO MEET BUILDING STANDARDS.
6. CONTRACTOR SHALL FURNISH AND MAINTAIN ALL NECESSARY BARRICADES AROUND THE WORK AREA AND SHALL PROVIDE PROTECTION AGAINST WATER DAMAGE AND SOIL EROSION.
7. MAXIMUM SIDEWALK CROSS SLOPE IS 2% AND MINIMUM SIDEWALK CROSS SLOPE IS 1% FOR ADA ACCESSIBLE AREAS.
8. VERTICAL ELEVATIONS ARE BASED ON NAVD 88.
9. ALL SLOPES MAXIMUM 3:1 UNLESS OTHERWISE NOTED.
10. DRAINAGE INLETS SHALL BE MANUFACTURED IN ACCORDANCE WITH THE LATEST STANDARDS OF DELDOT'S STANDARD CONSTRUCTION DETAILS UNLESS NOTED OTHERWISE ON THE PLANS.
11. CONTRACTOR IS RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE TOWARDS OUTLET AT ALL TIMES DURING CONSTRUCTION, PONDING OF WATER, EXCLUDING STORMWATER MANAGEMENT PONDS, AND LACK OF POSITIVE DRAINAGE WITHIN THE PROPERTY DURING GRADING, FILLING OR EXCAVATION, NO MATTER OF THE DESIGN OR THE STAKEOUT, IS FORBIDDEN WITHOUT THE PERMISSION OF THE DESIGN ENGINEER OR THEIR AUTHORIZED REPRESENTATIVE. CONTRACTOR IS RESPONSIBLE TO DISCUSS ALL GRADING AND DRAINAGE CONCERNS WITH THE DESIGN ENGINEER PRIOR TO AND DURING APPLICATION OF THE DESIGN ENGINEER'S POSITIVE DRAINAGE TOWARDS OUTLETS ARE ADDRESSED APPROPRIATELY AND SAFELY. DESIGN ENGINEER WILL BE HELD HARMLESS FROM CONCERNS ARISING FROM THE LACK OF POSITIVE DRAINAGE IF NOT NOTIFIED PRIOR TO ITS APPLICATION.
12. CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF EXCESS DIRT FROM THE SITE. THIS CAN BE COORDINATED WITH OWNER TO DETERMINE IF LONG TERM STORAGE ON SITE IS APPLICABLE.
13. THE CONTRACTOR SHALL IMMEDIATELY INFORM THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THEY DISCOVER IN THE PLAN.
14. DEVIATION FROM THESE PLANS AND NOTES WITHOUT THE PRIOR CONSENT OF THE OWNER OR HIS REPRESENTATIVE OR THE ENGINEER MAY BE CAUSE FOR THE WORK TO BE REJECTED.

SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183-06-03-02-00-00001
 TAX MAP: 5-16-183-06-03-03-00-00001
 TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILTON, DELAWARE 19968
 (302) 684-6248
 RHURWITZ@pennoni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
h/b	INGLISE URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

MATCHLINE: SHEET CS1502

MATCHLINE: SHEET CS1503

PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

TAX MAP: 5-16-183-06-03-02-00-00001, 03-04-00001, & 04-00-00001

609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

DETAILED GRADING PLAN KEY SHEET

NO.	DATE	BY	REVISIONS
1	7/25/24	JAM	REVISED PER CITY OF MILFORD

PROJECT: ASBHM24001

DATE: 2025-05-28

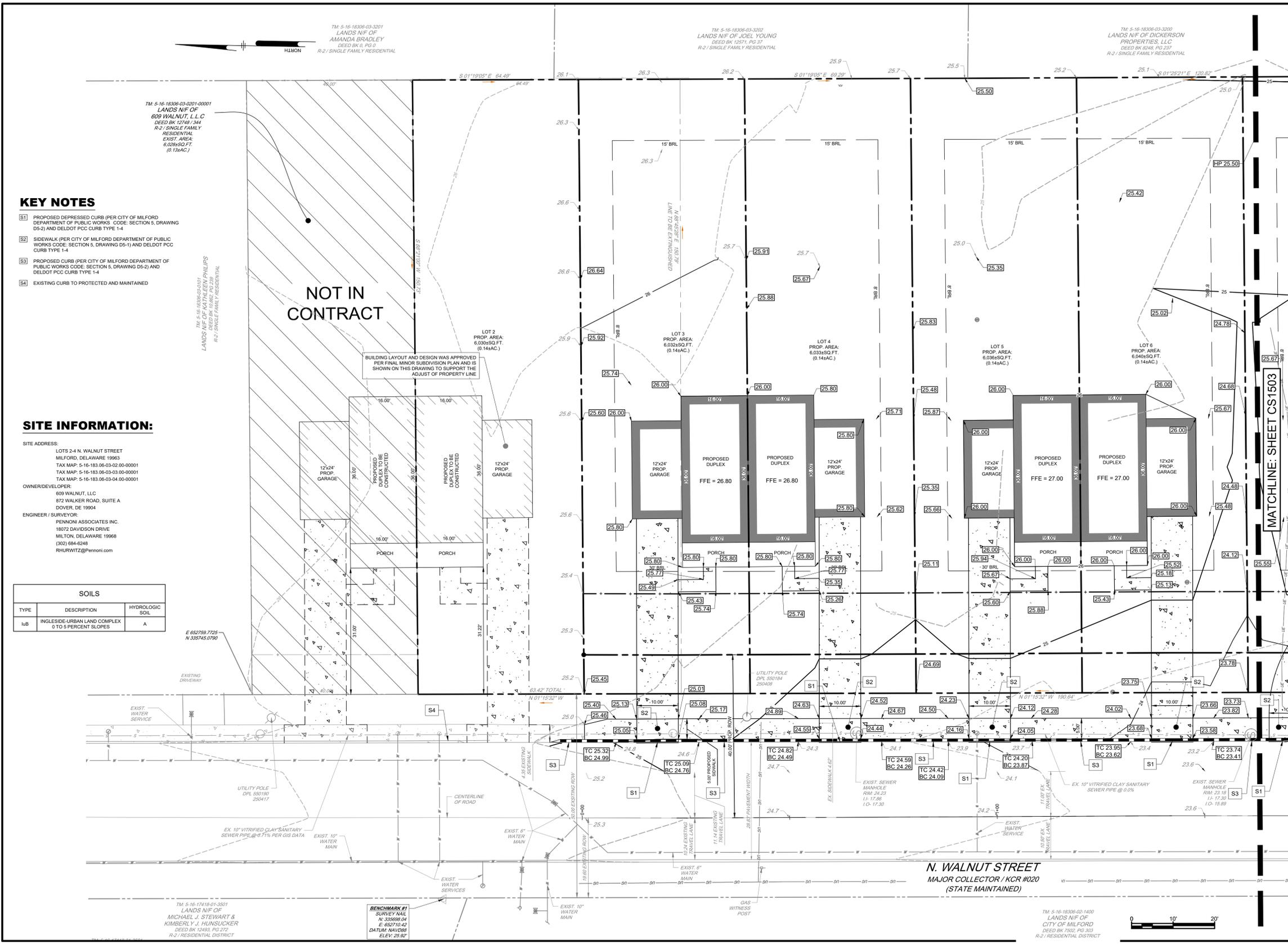
DRAWING SCALE: 1"=20'

DRAWN BY: ASM

APPROVED BY: RLH

CS1501

SHEET 6 OF 13



- KEY NOTES**
- S1 PROPOSED DEPRESSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE, SECTION 5, DRAWING DS-2) AND DELOTT PCC CURB TYPE 1-4.
 - S2 SIDEWALK (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE, SECTION 5, DRAWING DS-1) AND DELOTT PCC CURB TYPE 1-4.
 - S3 PROPOSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE, SECTION 5, DRAWING DS-2) AND DELOTT PCC CURB TYPE 1-4.
 - S4 EXISTING CURB TO PROTECTED AND MAINTAINED.

SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
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 RHRURWITZ@Pennonni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
1/B	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

NOT IN CONTRACT

LANDS N/F OF KATHLEEN PHILIPS
 TM: 5-16-18306-03-011
 DEED BK 01882, PG 239
 R-2 / SINGLE FAMILY RESIDENTIAL

LANDS N/F OF AMANDA BRADLEY
 TM: 5-16-18306-03-301
 DEED BK 0, PG 0
 R-2 / SINGLE FAMILY RESIDENTIAL

LANDS N/F OF JOEL YOUNG
 TM: 5-16-18306-03-302
 DEED BK 12571, PG 37
 R-2 / SINGLE FAMILY RESIDENTIAL

LANDS N/F OF JOEL YOUNG
 TM: 5-16-18306-03-300
 DEED BK 0348, PG 237
 R-2 / SINGLE FAMILY RESIDENTIAL

LANDS N/F OF MICHAEL J. STEWART & KIMBERLY J. HUNSUCKER
 TM: 5-16-17418-01-3301
 DEED BK 0481, PG 272
 R-2 / RESIDENTIAL DISTRICT

PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milford, DE 19968
 T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 TAX MAP: 5-16-183-06-03-02-00-00001, 03-04-00-00001, & 04-00-00001
 LOTS 2-4 NORTH WALNUT STREET, KCR #20
 MILFORD, DE 19963

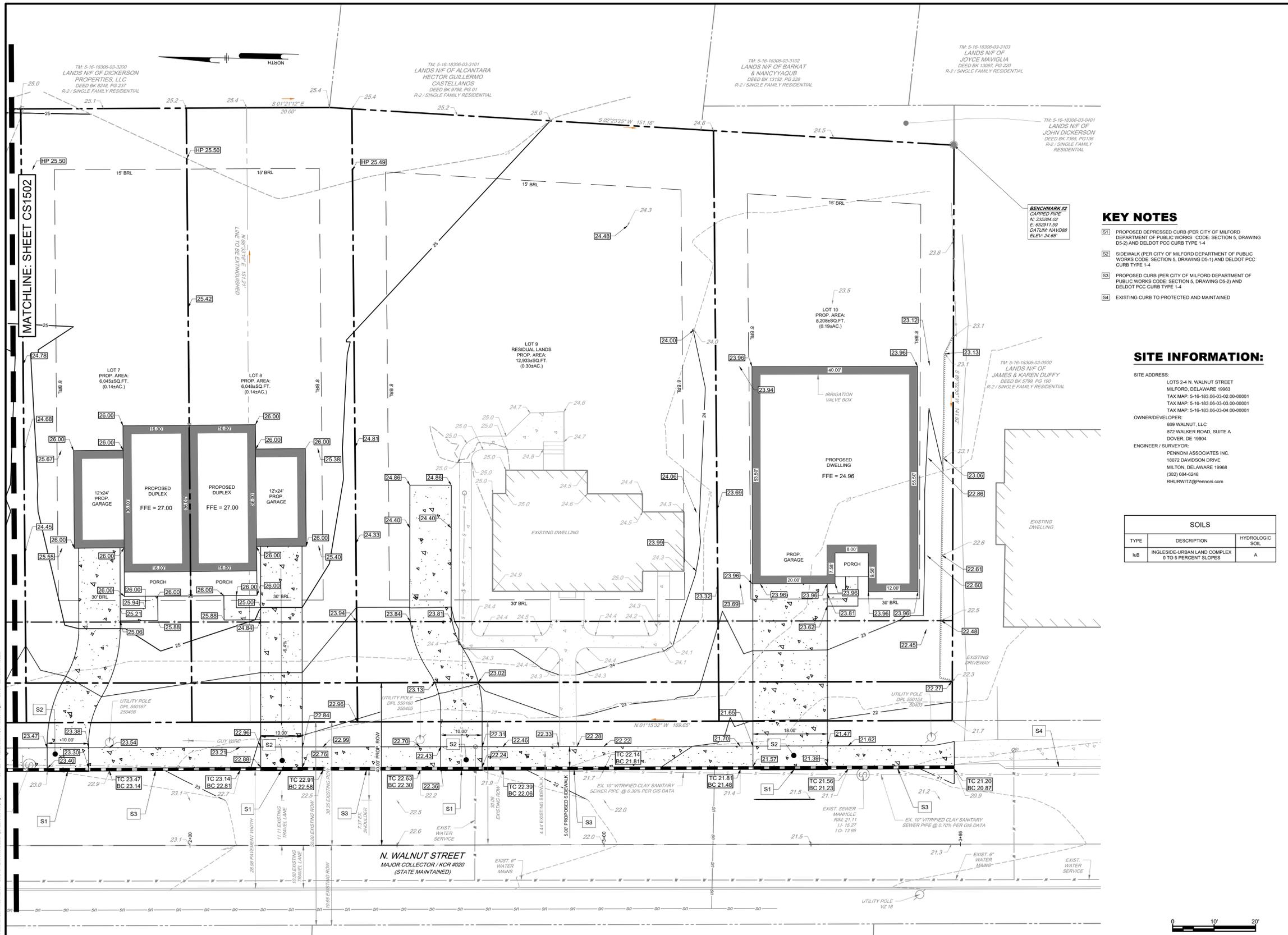
DETAILED GRADING PLAN
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

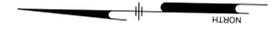
PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1"=10'
 DRAWN BY: ASM
 APPROVED BY: RLH

CS1502

SHEET 7 OF 3



MATCHLINE: SHEET CS1502



- KEY NOTES**
- [S1] PROPOSED DEPRESSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE SECTION 5, DRAWING DS-2) AND DELDOT PCC CURB TYPE 1-4
 - [S2] SIDEWALK (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE SECTION 5, DRAWING DS-1) AND DELDOT PCC CURB TYPE 1-4
 - [S3] PROPOSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE SECTION 5, DRAWING DS-2) AND DELDOT PCC CURB TYPE 1-4
 - [S4] EXISTING CURB TO PROTECTED AND MAINTAINED

SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183-06-03-00-00001 & 04-00-00001
 TAX MAP: 5-16-183-06-03-00-00001
 TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILTON, DELAWARE 19968
 (302) 684-8248
 RHURWITZ@Pennonni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
luB	INLETSIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

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N. WALNUT STREET
 TAX MAP: 5-16-183-06-03-00-00001 & 04-00-00001
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

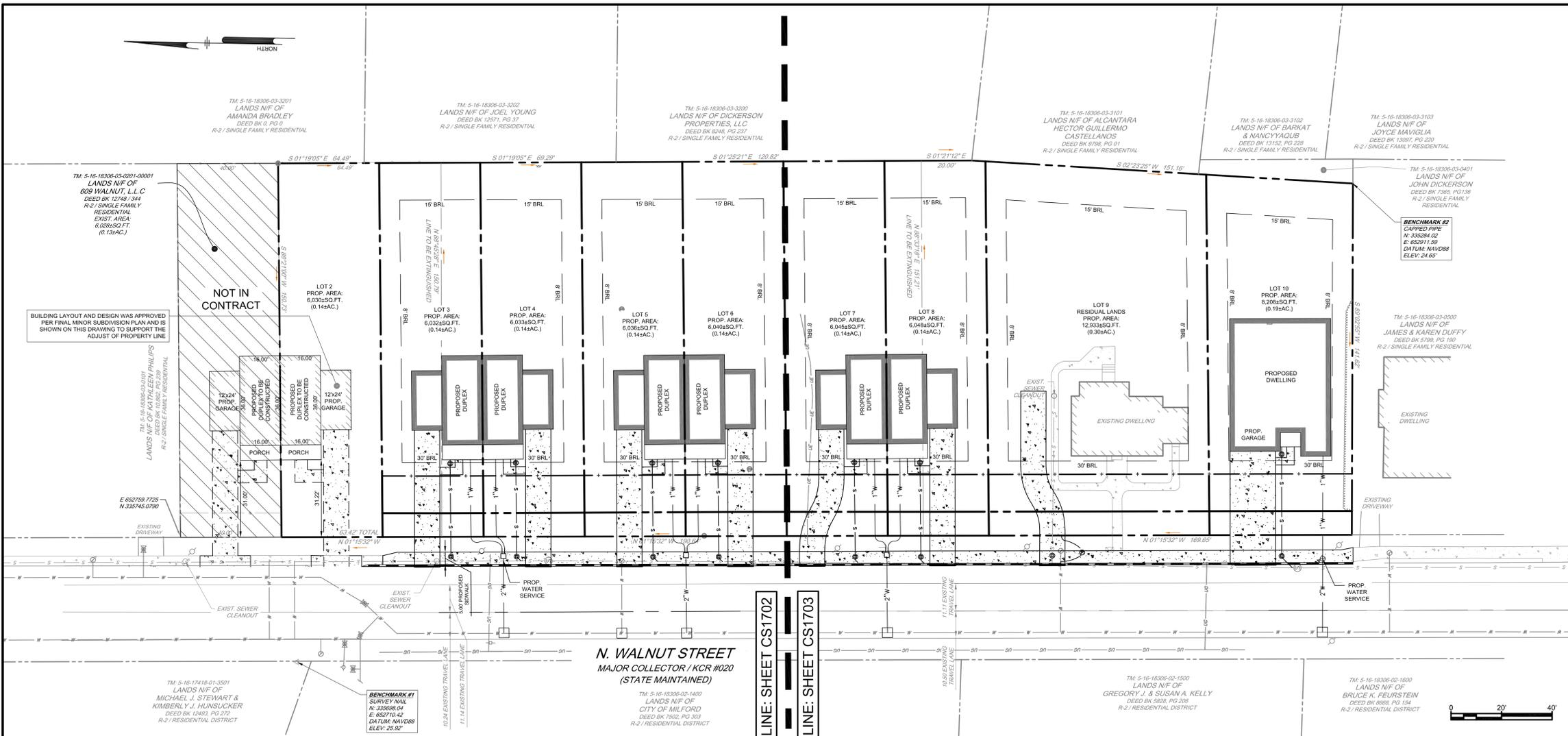
DETAILED GRADING PLAN
 609 WALNUT, LLC
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 DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1"=10'
 DRAWN BY: ASM
 APPROVED BY: RLH

CS1503

SHEET 8 OF 13



UTILITY NOTES:

1. ANY SANITARY SEWER MAIN AND SERVICE WORK / WATER MAIN AND SERVICE WORK SHALL CONFORM TO THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS.
2. ALL PROPOSED SEWER CLEANOUTS AND WATER METER PITS SHALL BE PLACED IN THE CENTER OF THE SIDEWALK AND CONFORM TO THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS.
3. ALL WORK SHALL COMPLY WITH APPLICABLE STATE, FEDERAL AND LOCAL CODES. ALL NECESSARY LICENSES AND PERMITS SHALL BE OBTAINED BY THE CONTRACTOR AT HIS EXPENSE UNLESS PREVIOUSLY OBTAINED BY THE OWNER.
4. THE CONTRACTOR SHALL IMMEDIATELY INFORM THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THEY DISCOVER IN THE PLAN.
5. UTILITIES ENTER THE PREMISES FROM PUBLIC STREETS OR RIGHTS OF WAY.
6. PROPOSED UTILITY SERVICE AND CONNECTIONS (SANITARY SEWERS) SUBJECT TO FINAL DESIGN AND APPROVAL.
7. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION BETWEEN THE WATER AND SEWER MAINS.
8. ALL FIRE LINES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.
9. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION BETWEEN THE WATER AND SEWER MAINS, AND A MINIMUM 12" VERTICAL SEPARATION BETWEEN STORM AND SEWER MAINS.
10. ALL FACILITIES TO MEET THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS.
11. ALL SEWER SERVICE LATERALS SHALL BE 6".
12. ALL WATER SERVICE CONNECTIONS FOR THE RESIDENTIAL LOTS TO BE SERVICED WITH A MINIMUM OF 1" LATERAL AND METER FOR DOMESTIC SERVICES.
13. WATER SERVICES CANNOT BE TAPPED AT SAME LOCATION ON THE WATER MAIN, MAINTAIN 18" HORIZONTAL SEPARATION FOR SERVICES OF LOTS ON OPPOSITE SIDES OF THE ROAD AND ALL PIPE JOINTS.
14. ALL SERVICES SHALL BE LOCATED 5' MINIMUM FROM LOT CORNER.
15. MAINTAIN A MINIMUM OF 5' SEPARATION BETWEEN THE WATER AND SEWER SERVICE LATERALS.
16. NO OBJECTS, STANDS, DISPLAYS, OR OTHER IMPEDIMENTS SHALL BE LOCATED WITHIN THE DEMARCATION AREA.
17. PROPOSED ELECTRIC AND TELECOMMUNICATION CONNECTIONS TO BE DETERMINED WITH COORDINATION FROM UTILITY PROVIDERS.
18. PROPOSED ONSITE FIRE WATER SUPPLY LINE LOCATIONS TO BE COORDINATED WITH THE STATE FIRE MARSHALL.
19. THE PROPOSED RESIDENTIAL DWELLINGS SHALL NOT BE PROTECTED WITH AUTOMATIC SPRINKLERS IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS AND NFPA 13.

WATER NOTE:

- TO INSTALL WATER SERVICE LINES USING A NEUMATIC MISSILE MOLE TO SAW CUT PAVING TO EXCAVATE AND EXPOSE THE MAIN TO INSTALL CORP STOP AND CONNECT 2" SERVICE LINE, REPAIR THE ROADWAY PER DELDOT STANDARD DETAIL.



SITE INFORMATION:

SITE ADDRESS:
 LOTS 2-4 N. WALNUT STREET
 MILFORD, DELAWARE 19963
 TAX MAP: 5-16-183-06-03-02-00-00001
 TAX MAP: 5-16-183-06-03-03-00-00001
 TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER:
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

ENGINEER / SURVEYOR:
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE
 MILFORD, DELAWARE 19968
 (302) 684-6248
 RHURWITZ@Pennonni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
h&g	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

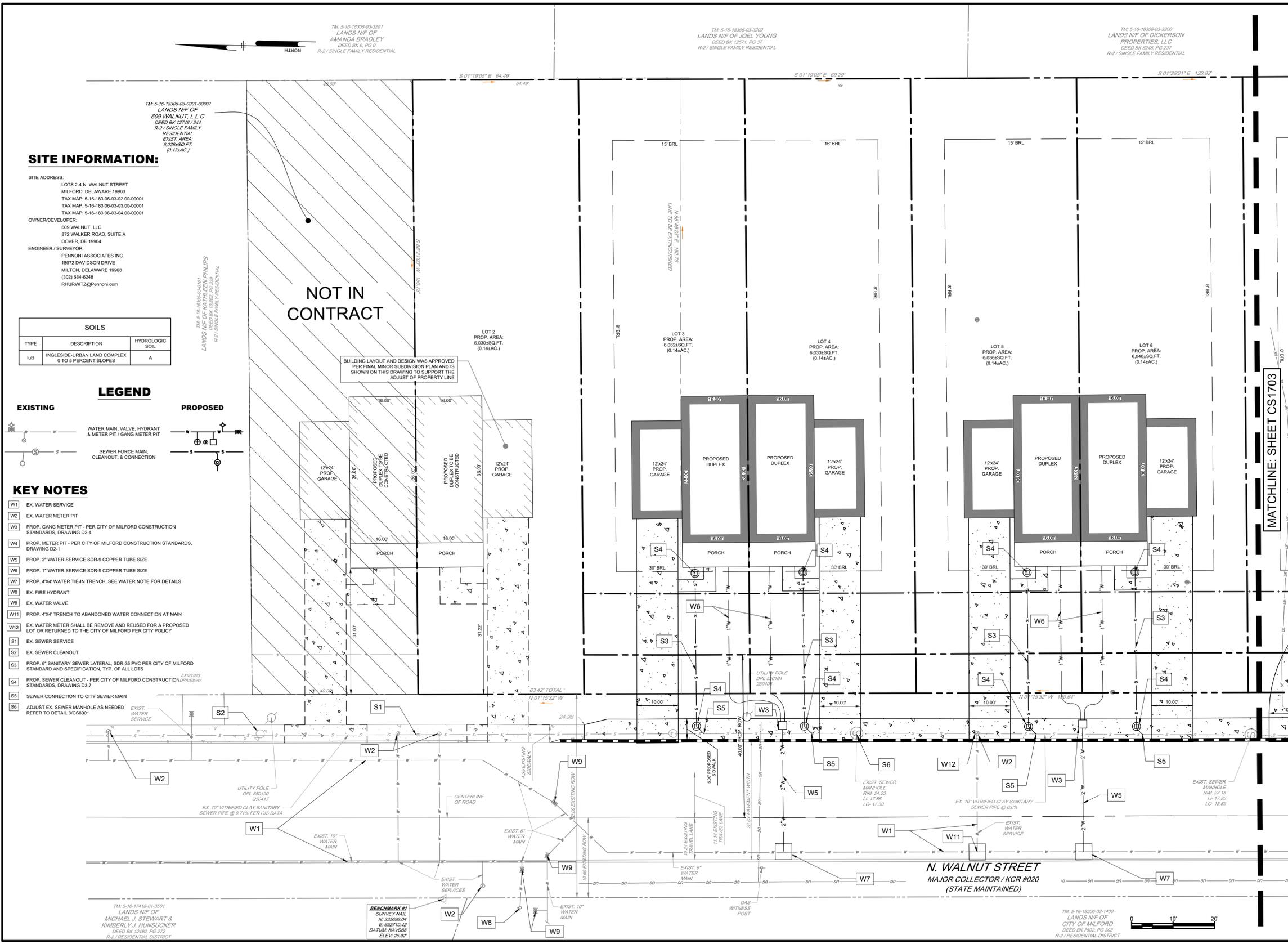
UTILITY PLAN KEY SHEET

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSION OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY TO PENNONI ASSOCIATES. PENNONI ASSOCIATES, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

PROJECT: ASBHM24001
DATE: 2025-05-28
DRAWING SCALE: 1"=20'
DRAWN BY: ASM
APPROVED BY: RLH

CS1701
 SHEET 9 OF 13



SITE INFORMATION:

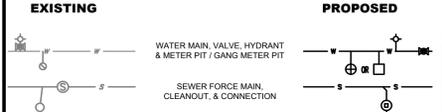
SITE ADDRESS: LOTS 2-4 N. WALNUT STREET
MILFORD, DELAWARE 19963
TAX MAP: 5-16-183-06-03-02-00-00001
TAX MAP: 5-16-183-06-03-03-00-00001
TAX MAP: 5-16-183-06-03-04-00-00001

OWNER/DEVELOPER: 609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

ENGINEER / SURVEYOR: PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DELAWARE 19968
(302) 684-8248
RHURWITZ@Pennon.com

TYPE	DESCRIPTION	HYDROLOGIC SOIL
I/B	INGLESIDE URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

LEGEND



KEY NOTES

- W1 EX. WATER SERVICE
- W2 EX. WATER METER PIT
- W3 PROP. GANG METER PIT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D2-4
- W4 PROP. METER PIT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D2-1
- W5 PROP. 2" WATER SERVICE SDR-9 COPPER TUBE SIZE
- W6 PROP. 1" WATER SERVICE SDR-9 COPPER TUBE SIZE
- W7 PROP. 4"x4" WATER TIE-IN TRENCH. SEE WATER NOTE FOR DETAILS
- W8 EX. FIRE HYDRANT
- W9 EX. WATER VALVE
- W11 PROP. 4"x4" TRENCH TO ABANDONED WATER CONNECTION AT MAIN
- W12 EX. WATER METER SHALL BE REMOVE AND REUSED FOR A PROPOSED LOT OR RETURNED TO THE CITY OF MILFORD PER CITY POLICY
- S1 EX. SEWER SERVICE
- S2 EX. SEWER CLEANOUT
- S3 PROP. 6" SANITARY SEWER LATERAL, SDR-35 PVC PER CITY OF MILFORD STANDARD AND SPECIFICATION, TYP. OF ALL LOTS
- S4 PROP. SEWER CLEANOUT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D3-7
- S5 SEWER CONNECTION TO CITY SEWER MAIN
- S6 ADJUST EX. SEWER MANHOLE AS NEEDED REFER TO DETAIL SCS6001

PLOTTED: 01/20/2025 9:56 AM BY: Jason Morgan, PLUSTYLE Pennoni, NCSLBP
 U:\Account\ASBHM24001\ASBHM24001 - Lot 2-4 N. Walnut Street\DRAWING_SHEET\CS1702.dwg

PENNONI ASSOCIATES INC.
18072 Davidson Drive
Milton, DE 19968
T 302.684.8030 F 302.684.8054

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LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

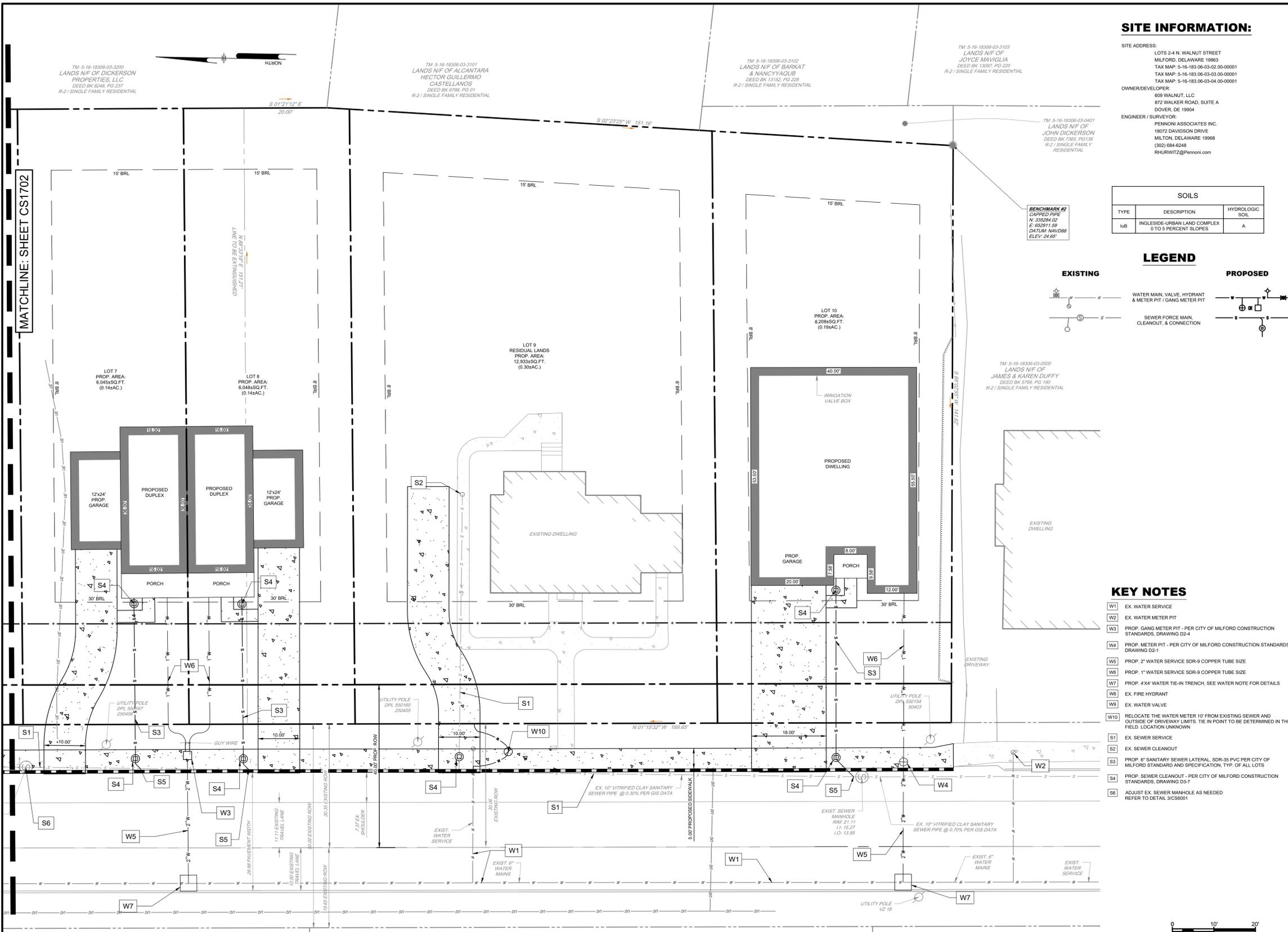
UTILITY PLAN
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	ASM

PROJECT: ASBHM24001
DATE: 2025-05-28
DRAWING SCALE: 1"=10'
DRAWN BY: ASM
APPROVED BY: RLH

CS1702

SHEET 10 OF 3



MATCHLINE: SHEET CS1702

TM: 5-16-18306-03-3200
LANDS N/F OF DICKERSON
PROPERTIES, LLC
DEED BK 1348, PG 237
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-3101
LANDS N/F OF ALCANTARA
HECTOR GUILLERMO
CASTELLANOS
DEED BK 9788, PG 01
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-3102
LANDS N/F OF BARKAT
& NANCYAGUB
DEED BK 13152, PG 229
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-3103
LANDS N/F OF
JOYCE MAVALGUA
& NANCYAGUB
DEED BK 13307, PG 220
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-0401
LANDS N/F OF
JOHN DICKERSON
DEED BK 7385, PG 138
R-2 / SINGLE FAMILY
RESIDENTIAL

TM: 5-16-18306-03-0500
LANDS N/F OF
JAMES & KAREN DUFFY
DEED BK 5788, PG 180
R-2 / SINGLE FAMILY RESIDENTIAL

SITE INFORMATION:

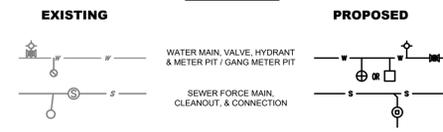
SITE ADDRESS:
LOTS 2-4 N. WALNUT STREET
MILFORD, DELAWARE 19963
TAX MAP: 5-16-183-06-03-02-00-00001
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OWNER/DEVELOPER:
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

ENGINEER / SURVEYOR:
PENNONI ASSOCIATES INC.
18072 DAVIDSON DRIVE
MILTON, DELAWARE 19968
(302) 684-6248
RHURWITZ@Pennon.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
h8	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

LEGEND



KEY NOTES

- W1 EX. WATER SERVICE
- W2 EX. WATER METER PIT
- W3 PROP. GANG METER PIT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D3-4
- W4 PROP. METER PIT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D3-1
- W5 PROP. 2" WATER SERVICE SDR-9 COPPER TUBE SIZE
- PROP. 1" WATER SERVICE SDR-9 COPPER TUBE SIZE
- W7 PROP. 4"X4" WATER TIE-IN TRENCH, SEE WATER NOTE FOR DETAILS
- W8 EX. FIRE HYDRANT
- W9 EX. WATER VALVE
- W10 RELOCATE THE WATER METER 10' FROM EXISTING SEWER AND OUTSIDE OF DRIVEWAY LIMITS. TIE IN POINT TO BE DETERMINED IN THE FIELD. LOCATION UNKNOWN
- S1 EX. SEWER SERVICE
- S2 EX. SEWER CLEANOUT
- S3 PROP. 6" SANITARY SEWER LATERAL, SDR-35 PVC PER CITY OF MILFORD STANDARD AND SPECIFICATION, TYP. OF ALL LOTS
- S4 PROP. SEWER CLEANOUT - PER CITY OF MILFORD CONSTRUCTION STANDARDS, DRAWING D3-7
- S6 ADJUST EX. SEWER MANHOLE AS NEEDED REFER TO DETAIL 3CS6001



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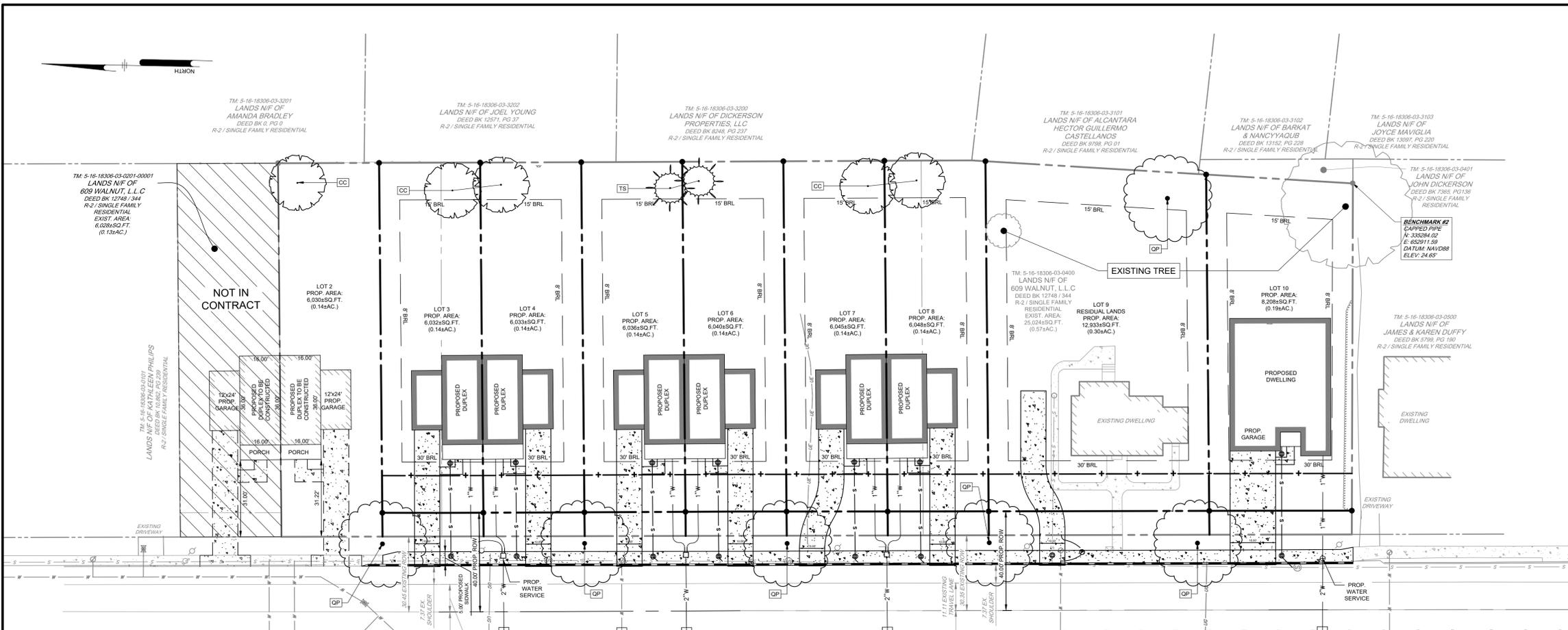
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LOTS 2-4 NORTH WALNUT STREET, KCR 020
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UTILITY PLAN
609 WALNUT, LLC
872 WALKER ROAD, SUITE A
DOVER, DE 19904

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

PROJECT: ASBHM24001
DATE: 2025-05-28
DRAWING SCALE: 1"=10'
DRAWN BY: ASM
APPROVED BY: RLH

CS1703
SHEET 11 OF 13



N. WALNUT STREET
 MAJOR COLLECTOR / KCR #020
 (STATE MAINTAINED)

GENERAL LANDSCAPE NOTES:

- THE LANDSCAPE CONTRACTOR SHALL MAINTAIN INSURANCE REQUIRED BY THE OWNER OR GENERAL CONTRACTOR. IF NOT SPECIFICALLY CALLED OUT, THE CONTRACTOR SHALL ALSO HAVE "BUILDER'S RISK" INSURANCE TO COVER LOSSES DURING CONSTRUCTION AND PLANT INSTALLATION AND THROUGH THE MAINTENANCE PERIOD UP TO SUBSTANTIAL COMPLETION. COVERAGE MINIMUM SHALL BE 200% OF CONTRACT VALUE.
- ALL UNDERGROUND UTILITIES SHALL BE VERIFIED IN THE FIELD WITH THE OWNER OR GENERAL CONTRACTOR PRIOR TO THE COMMENCEMENT OF ANY DIGGING OPERATIONS. IN THE EVENT THEY ARE UNCOVERED, THE LANDSCAPE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ALL DAMAGE TO UTILITIES AND SUCH DAMAGE SHALL NOT RESULT IN ANY ADDITIONAL EXPENSES TO THE OWNER.
- EVERY POSSIBLE SAFEGUARD SHALL BE TAKEN TO PROTECT BUILDING SURFACES, EQUIPMENT, AND FURNISHING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE OR INJURY TO PERSONNEL OR PROPERTY WHICH MAY OCCUR AS A RESULT OF HIS NEGLIGENCE IN THE EXECUTION OF THE WORK.
- IN THE EVENT OF VARIATION BETWEEN QUANTITIES SHOWN ON THE PLANT LIST AND THE PLANS, THE PLANS SHALL CONTROL. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL PLANT QUANTITIES PRIOR TO THE COMMENCEMENT OF WORK. SOO QUANTITY TAKE-OFFS ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL FURNISH PLANT MATERIAL IN SIZES AS SPECIFIED IN PLANT LIST.
- PLANTS SHALL CONFORM TO CURRENT "AMERICAN STANDARDS FOR NURSERY STOCK" BY AMERICAN ASSOCIATION OF NURSERYMAN (AAN), PARTICULARLY WITH REGARD TO SIZE, GROWTH, SIZE OF BALL, AND DENSITY OF BRANCH STRUCTURE. REFERENCE "ANSI Z600-1-2004" OR MOST CURRENT DOCUMENT AVAILABLE AT WWW.ANLA.ORG.
- ALL PLANTS (B&B OR CONTAINER) SHALL BE PROPERLY IDENTIFIED BY WEATHER-PROOF LABELS, SECURELY ATTACHED THERETO BEFORE DELIVERY TO PROJECT SITE. LABELS SHALL IDENTIFY PLANTS BY NAME, SPECIES, AND SIZE. LABELS SHALL NOT BE REMOVED UNTIL THE FINAL INSPECTION BY THE OWNER.
- ALL TREES GREATER THAN 1.75" IN CALIPER OR 6' IN HEIGHT SHALL BE STAKED OR GUYED AS SHOWN IN DETAILS. LASSO TIES SHALL BE OF 1-1/4" WIDE NYLON STRAPS OR OF FLEXIBLE PLASTIC THAT WILL NOT CHAFE, SCAR OR DAMAGE TREE LIMBS. STAKE AND GUY CHORDS SHALL BE FLAGGED OR COVERED WITH APPROPRIATE MATERIALS SO THAT THEY ARE READILY VISIBLE. PROVIDE THREE (3) STAKES OR GUYS MINIMUM PER TREE, SPACED EQUALLY ABOUT THE TRUNK BASE. TWO (2) STAKES MINIMUM MAY BE USED IN NARROW, WIND-SHELTERED AREAS WHERE STANDARD STAKING OR GUYING WILL NOT FIT. CONTRACTOR SHALL REMOVE ALL STAKING AND GUYING MATERIALS AFTER ONE COMPLETE GROWING SEASON. ALTERNATIVE STAKING METHODS PROPOSED MUST BE SUBMITTED TO LANDSCAPE ARCHITECT FOR APPROVAL.
- ANY MATERIAL AND/OR WORK MAY BE REJECTED BY THE LANDSCAPE ARCHITECT OR OWNER IF IT DOES NOT MEET THE REQUIREMENTS OF THE SPECIFICATIONS. ALL REJECTED MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR. THE LANDSCAPE PLAN HAS BEEN PREPARED WITH EXISTING AND PROPOSED GRADIENT DATA PER THE CIVIL ENGINEER. CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES IN EXISTING CONDITIONS OR PROPOSED GRADING THAT WOULD COMPROMISE THE PROPER INSTALLATION AND POSITIVE DRAINAGE OF PROPOSED LANDSCAPE PLANTINGS AND/OR SITE ELEMENTS.
- NO SUBSTITUTIONS SHALL BE MADE WITHOUT WRITTEN CONSENT OF THE OWNER OR LANDSCAPE ARCHITECT.
- NO INVASIVE SPECIES ALLOWED. NATIVE SPECIES PREFERRED.
- THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR STABILITY AND CONDITIONS OF ALL TREES AND SHRUBS AND SHALL BE LEGALLY LIABLE FOR ANY DAMAGE CAUSED BY INSTABILITY OF ANY PLANT MATERIALS.
- ALL PLANTING BEDS SHALL BE MULCHED WITH HARDWOOD MULCH AS SPECIFIED, EXCEPT WHERE NOTED ON PLANS.
- UPON COMPLETION OF ALL LANDSCAPING FOR EACH PHASE OF WORK, AN INSPECTION OF THE WORK SHALL BE HELD. THE CONTRACTOR SHALL NOTIFY THE OWNER FOR SCHEDULING THE INSPECTION AT LEAST SEVEN (7) DAYS PRIOR TO THE ANTICIPATED INSPECTION DATE.
- ALL PLANT MATERIAL SHALL BE GUARANTEED FOR TWELVE MONTHS FROM THE DATE OF ACCEPTANCE. WATERING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR DURING CONSTRUCTION. UPON COMPLETION, THE CONTRACTOR SHALL INFORM THE OWNER OF WATERING REQUIREMENTS AND GENERAL MAINTENANCE OF THE INSTALLED LANDSCAPING IN ORDER TO REALIZE HIGHER ESTABLISHMENT RATES.
- PLANTING BEDS AND TREE PITS SHALL BE AMENDED AND TILLED TO A MINIMUM 6 INCH DEPTH. ALL PLANTING BEDS SHALL BE 1/2 PLANT MATERIAL, 1/2 ORGANIC MATERIAL, AND 1/2 TOP SOIL, FREE OF DEBRIS AND STONES LARGER THAN 1/2 DIA.

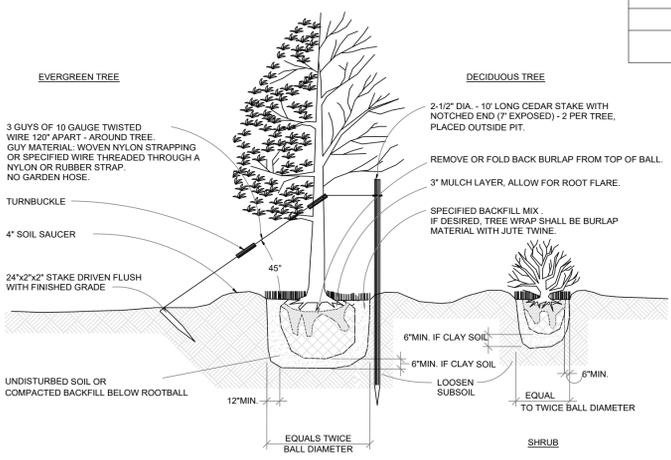
PLANT SCHEDULE

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONT.	NOTES
CC	5	CERIS CANADENSIS	EASTERN REDBUD	1.5" CAL	B&B	NATIVE
QP	6	QUERCUS PALUSTRIS	PIN OAK	1.5" CAL	B&B	NATIVE
TS	2	THUJA STANDISHII X PLICATA 'GREEN GIANT'	'GREEN GIANT' ARBORVITAE	5'-6" HGT	B&B	NATIVE HYBRID

LANDSCAPE CODE NOTES:

REQUIRED TREE DENSITY PER SECTION 230-19.8 (F):
 TREE DENSITY: FOR EACH PROPERTY REQUIRED TO SUBMIT A TREE PRESERVATION AND PLANTING PLAN A DEVELOPMENT AREA AS DEFINED IN THIS SECTION SHALL BE DELINEATED WITHIN THE NONWOODLAND AREA OF THE PROPERTY. WITHIN THIS DEVELOPMENT AREA, EXISTING TREES MAY BE RETAINED AND NEW TREES SHALL BE PLANTED SUCH THAT THE DEVELOPMENT AREA SHALL ATTAIN OR EXCEED A TREE DENSITY OF ONE TREE PER 10,000 SQUARE FEET OR FRACTION THEREOF FOR RESIDENTIAL LAND DEVELOPMENT.

LOT #	GROSS AREA	REQUIRED TREES	PROVIDED TREES
2	6,030 SF	1	1
3	6,032 SF	1	1
4	6,033 SF	1	1
5	6,038 SF	1	1
6	6,040 SF	1	1
7	6,045 SF	1	1
8	6,048 SF	1	1
9	12,933 SF	2	1 EXISTING, 1 PROPOSED
10	8,208 SF	1	1 EXISTING



1 PLANTING DETAILS

LANDSCAPE CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLIES WITH THE APPLICABLE REGULATIONS AND LAWS OF THE STATE OF DELAWARE.

ERIC W. WAHL, (DE# S1-0000409) DATE _____
 PENNONI ASSOCIATES INC.
 18072 DAVIDSON DRIVE MILTON, DE 19968

PENNONI ASSOCIATES INC.
 18072 Davidson Drive
 Milton, DE 19968
 T 302.684.8030 F 302.684.8054

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
 LOTS 2-4 NORTH WALNUT STREET, KCR 020
 MILFORD, DE 19963

LANDSCAPE PLAN
 609 WALNUT, LLC
 872 WALKER ROAD, SUITE A
 DOVER, DE 19904

TAX MAP: 5-16-18306-03-00-00001, 03-00-00001, & 04-00-00001

NO.	DATE	REVISIONS	BY
1	2025-05-28	REVISED PER CITY OF MILFORD	JAM

PROJECT: ASBHM24001
 DATE: 2025-05-28
 DRAWING SCALE: 1" = 20'
 DRAWN BY: EWW
 APPROVED BY: RLH

CS2001
 SHEET 12 OF 13



18072 Davidson Drive
 Milton, DE 19968
 T: 302-684-8030
 F: 302-684-8054

www.pennoni.com

August 28, 2025
 ASBHM24001

City of Milford
 201 South Walnut Street
 Milford, Delaware 19963

RE: Revised Preliminary Site Plan Submission
N. Walnut Street Major Subdivision- Preliminary Site
KCI Job No. 00006472_00001.027 – Task 79P
Tax Map # 5-16-18300-01-0200-00001
Milford Hundred
Milford, DE 19963

Dear Mr. Pierce,

On behalf of 609 Walnut, LLC., Pennoni Associates Inc. (Pennoni) is pleased to submit the revised Preliminary Plans for your consideration of review and approval. We have addressed the following comments per your letter received on June 13, 2025.

We have enclosed one (1) copy of the following documents for review and approval of the project.

<u>Item</u>	<u>Description</u>	<u>Last Revised</u>
Drawings Prepared by Pennoni Associates Inc.		
	Revised Preliminary Site Plan & Details, Preliminary Site Plans & Preliminary Record Plan set.	7/2/2025

We offer the following comments for your consideration. Comments 11, 12, 13,14, 15, 16 23, 30, 31, 32, and 36 can be addressed in the final plan submission. Provide a point-by-point response letter with your next submission.

1. *Data Column: Update the parcel numbers based on the recorded minor subdivision for shown lots 1 and 2. Kent County has updated their online mapping. Make changes throughout the plan set.*

Pennoni Response: We have undated the parcel numbers on cover and all appropriate sheets. Lot 1 is not part of this plan set, so we did not add the updated Tax Map Number to the Site Data Table but we added it to the plan sheets.

2. *Data Column: Provide the proposed maximum building height.*

Pennoni Response: We added maximum building height to data column. Refer to # 18.

3. *Data Column: Change the site address to 609 N Walnut St.*

Pennoni Response: The site address has been changed to 609 N. Walnut St. as requested.

4. *Data Column: Change the number of EDUs to 1 existing and 7 proposed. The other duplex was approved as separate minor subdivision.*

Pennoni Response: Updated as noted above.

5. *Data Column: Add the required number and provided number of trees per the planting requirements found under Chapter 230-19.8(F)(2).*

Pennoni Response: We added the required and provided trees to the Data Column. Also, refer to the Landscaping Plan. Refer to Note # 33.

6. *Data Column: Per city of Milford Zoning Code Section 230-19.7(E)(a), a full cash donation is required to be made by the developer in lieu of a dedication of land.*

Pennoni Response: The note has been added to Data Column. Refer to Note # 34.

7. *Provide a preliminary landscaping plan complying with Chapter 230-19.8(F)(2). The plan shall include the required shade trees per Chapter 200-8(G)(f) or a waiver request must be added to the cover sheet.*

Pennoni Response: The preliminary landscape plan has been added to the preliminary site plan sheet set.

8. *General Note 13 does not match the City of Milford General Note 1 and 2. Revise the notes accordingly so the date of survey and description match.*

Pennoni Response: The date of survey and description have been revised to match.

9. *Change the title to Preliminary Major Subdivision Plans.*

Pennoni Response: Title has been updated.

10. *Remove the site plan notes and incorporate the attached Major Subdivision Notes.*

Pennoni Response: The city of Milford Major Subdivision notes have been updated.

11. *Provide details for the Gang Meter.*

Pennoni Response: Understood, added to plans. Refer to Sheet CS6001.

12. *Provide the size, slope, and material for the existing sanitary sewer main.*

Pennoni Response: The size and slope have been added to the plans.

13. *Provide the material for the proposed sanitary sewer laterals.*

Pennoni Response: Understood, The material for the proposed sanitary sewer laterals have been added to the key notes on sheet CS1702 and CS1703.

14. *Provide the material for the proposed water service.*

Pennoni Response: Understood, the material for the connection for the water service has been added to the key notes on sheet CS1702 and CS1703

15. *Verify what method will be used to connect the water service to the water main.*
Pennoni Response: Understood, Per City of Milford detail D2-4 a stainless steel tapping saddle Ford FRS 202 with CC outlet thread will be used to connect to ex water main.
16. *Per City of Milford's Standard Specifications, a sanitary sewer cleanout shall be placed on the sanitary sewer lateral within five feet of the building to be serviced.*
Pennoni Response: Understood, an additional cleanout has been added within 5' of bldg.
17. *Fix the keynote C3 on sheet PP0004 to say "sidewalk" instead of "driveway sidewalk."*
Pennoni Response: Understood, the keynote C-3 was updated on all plans.
18. *Provide upright curbing across the front of all lots. The curb in front of the driveways will be depressed. The proposed upright curb shall match the adjacent existing curbing. In addition, provide a detail for the upright curbing.*
Pennoni Response: Understood, the detail for the curb has been added to the preliminary site plan set sheet CS6001 and the key notes have been adjusted the comment. Per DelDOT coordination we are providing a 4" upright curb to best match existing curbing along this roadway. It will be depressed for driveway access.
19. *Label the existing and proposed public sidewalk widths throughout the plan set.*
Pennoni Response: Understood, the existing and proposed sidewalk widths have been added to the drawings. Per coordination with City and DelDOT, we will be providing a 5' wide sidewalk.
20. *Update the utilities on page PP0004 and page PP0005 based on utility plan comments.*
Pennoni Response: Understood, the utilities have been updated based on comments in this review.
21. *Label N. Walnut Street as State Maintained, provide the right-of-way width, and provide the pavement width throughout the plan set.*
Pennoni Response: Understood, this information has been added to all plan sets.
22. *Lots 1 and 2 are part of a recorded minor subdivision. Remove proposed improvements in front of these properties since they are on the minor subdivision plans. Update throughout the plan set.*
Pennoni Response: Understood, We added a hatching and note stating that this was per the minor subdivision. The lot 5-16-18306-03-0200-00001 is having the side yard property line adjusted and felt this will help show the full scope but overall improvements do stop between Lots 2 and 3.
23. *The water and sewer lateral connections will require a Utility Construction Permit from DelDOT. Provide a plan showing the limits of excavation and pavement restoration along with a traffic control diagram for the proposed work.*
Pennoni Response: Understood, we will delay this plan and coordinate with the DelDOT drawing set. Usually you take the approved DelDOT Entrance Plans and mark up the Utility information on them for the City of Milford to submit for the Utility Permit as the

Utility owner.

24. *Utility Note No. 12 does not apply to this project, remove this note and revise the plans accordingly.*

Pennoni Response: Understood, Note No. 12 was removed.

25. *The proposed sewer cleanouts do not appear to be connected to the City sewer main. Revise the plans so all cleanouts are shown to be connected to the City sewer main.*

Pennoni Response: Understood, we added an additional key note (S-5) at the tie in point to the existing City sewer main. The proposed cleanouts are shown near the proposed right-of-way line.

26. *The proposed water meters do not appear to be connected to the City water main. Revise the plans so all water meters are shown to be connected to the water main.*

Pennoni Response: Understood, the water meters and 2" connection are shown on sheet CS1701, CS1702 and CS1703.

27. *The water meter for the existing house cannot be located within the driveway. Move the driveway or shift the water meter outside of the driveway area.*

Pennoni Response: Understood, the water meter has been adjusted outside of the driveway and 10' from ex sewer.

28. *The existing water service for lot 5 will have to be abandoned back to the water main if it is not going to be used.*

Pennoni Response: Understood, the information is added to sheet CS1701 in the Preliminary Site Plan Set. Refer to Key Note W12.

29. *Show existing sewer connection and sewer cleanout for the existing house. Add a cleanout in the sidewalk if one doesn't exist.*

Pennoni Response: Understood, a cleanout has been added to existing sewer at the proposed right of way within the driveway and will utilize a traffic bearing cap.

30. *A DeIDOT entrance permit will be required prior to the issuance of a building permit from the city.*

Pennoni Response: Understood, we are working with DeIDOT which is requiring full entrance plan approval. The construction permit comes after final plan approval and recordation.

31. *Coordinate electric service with the Electric Department as part of the building permit submission.*

Pennoni Response: Understood, a note has been added to the general notes.

32. *Show all proposed and existing monuments including northing and easting in the plan.*

Pennoni Response: Understood, the proposed and existing monuments with northing and easting have been added to the Record Plans and labeled specific ones as benchmarks.

33. *Provide preliminary record plats with metes and bounds.*

Pennoni Response: Understood, this information is shown on the Record Plans.

34. *Add any variance and waiver requests to the cover sheet. This would include a lot width variance for lot 10.*

Pennoni Response: Understood, this information is shown on the cover sheet and variance package has been submitted to the City.

35. *The drawing scale doesn't match the scale bar on sheet PP0006.*

Pennoni Response: Understood, the drawing scale has been fixed.

36. *Submit the following for Final Plan Approval*

- a. *Kent Conservation District.*
- b. *Fire Marshal Approval.*
- c. *DHSS approval*

Pennoni Response: Understood, we are working through DeIDOT approval but have attached FM and KCD approvals.

If you have any comments or need additional information, please call us at (302) 684-8030.

Sincerely,

PENNONI ASSOCIATES INC.



Alan Decktor, PE, ENV SP
Senior Engineer

CC.

U:\Accounts\ASBHM\ASBHM24001 - Lot 2 N. Walnut Street\DELIVERABLES\Major Sub\City Of Milford\2025-08-28 City of Milford\2025-08-28 Response Letter.docx



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

600 White Clay Center Drive, Suite 200 • Newark, DE, 19711 • Phone 302.731.9176

October 01, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: N. Walnut Street Major Subdivision – Preliminary Site
KCI Job No. 00006472_00001.027 – Task 79P

Dear Mr. Pierce:

As requested, KCI Technologies reviewed the Preliminary Site Plans for Walnut Street Major Subdivision per the City of Milford's Standard Specifications, codes, and general engineering best practices. These plans were submitted by Pennoni Associates Inc. and are dated May 28, 2025 with the most recent revision dated July 02, 2025.

We offer the following comments for your consideration. The remaining comments can be addressed with the final submission. Provide a point-by-point response letter with your next submission.

1. Data Column: Update the parcel numbers based on the recorded minor subdivision for shown lots 1 and 2. Kent County has updated their online mapping. Make changes throughout the plan set. **Addressed.**
2. Data Column: Provide the proposed maximum building height. **Addressed.**
3. Data Column: Change the site address to 609 N Walnut St. **Addressed.**
4. Data Column: Change the number of EDUs to 1 existing and 7 proposed. The other duplex was approved as separate minor subdivision. **Addressed.**
5. Data Column: Add the required number and provided number of trees per the planting requirements found under Chapter 230-19.8(F)(2). **Addressed.**
6. Data Column: Per city of Milford Zoning Code Section 230-19.7(E)(a), a full cash donation is required to be made by the developer in lieu of a dedication of land. **Addressed.**
7. Provide a preliminary landscaping plan complying with Chapter 230-19.8(F)(2). The plan shall include the required shade trees per Chapter 200-8(G)(f) or a waiver request must be added to the cover sheet. **Addressed.**

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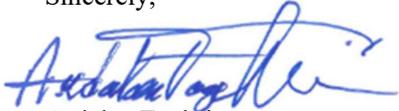
8. General Note 13 does not match the City of Milford General Note 1 and 2. Revise the notes accordingly so the date of survey and description match. **Addressed.**
9. Change the title to Preliminary Major Subdivision Plans. **Addressed.**
10. Remove the site plan notes and incorporate the attached Major Subdivision Notes. **Addressed.**
11. Provide details for the Gang Meter. **Comment Remains – the City of Milford will no longer accept the use of gang meters. Provide a dual meter pit to serve the properties as manufactured by Ford Meter Box or equal. Update key notes and detail as required.**
12. Provide the size, slope, and material for the existing sanitary sewer main. **Addressed.**
13. Provide the material for the proposed sanitary sewer laterals. **Addressed.**
14. Provide the material for the proposed water service. **Addressed.**
15. Verify what method will be used to connect the water service to the water main. **Comment Remains – Specify a stainless steel Ford tapping sleeve to connect water services to the water main (general note).**
16. Per City of Milford’s Standard Specifications, a sanitary sewer cleanout shall be placed on the sanitary sewer lateral within five feet of the building to be serviced. **Addressed.**
17. Fix the keynote C3 on sheet PP0004 to say “sidewalk” instead of “driveway sidewalk.” **Addressed.**
18. Provide upright curbing across the front of all lots. The curb in front of the driveways will be depressed. The proposed upright curb shall match the adjacent existing curbing. In addition, provide a detail for the upright curbing. **Comment Remains – provide a label to indicate proposed curb type to match existing curb.**
19. Label the existing and proposed public sidewalk widths throughout the plan set. **Addressed.**
20. Update the utilities on page PP0004 and page PP0005 based on utility plan comments. **Addressed.**
21. Label N. Walnut Street as State Maintained, provide the right-of-way width, and provide the pavement width throughout the plan set. **Addressed.**
22. Lots 1 and 2 are part of a recorded minor subdivision. Remove proposed improvements in front of these properties since they are on the minor subdivision plans. Update throughout the plan set. **Addressed.**
23. The water and sewer lateral connections will require a Utility Construction Permit from DelDOT. Provide a plan showing the limits of excavation and pavement restoration along with a traffic control diagram for the proposed work. **Comment Remains.**
24. Utility Note No. 12 does not apply to this project, remove this note and revise the plans accordingly. **Addressed.**

25. The proposed sewer cleanouts do not appear to be connected to the City sewer main. Revise the plans so all cleanouts are shown to be connected to the City sewer main. **Addressed.**
26. The proposed water meters do not appear to be connected to the City water main. Revise the plans so all water meters are shown to be connected to the water main. **Addressed.**
27. The water meter for the existing house cannot be located within the driveway. Move the driveway or shift the water meter outside of the driveway area. **Comment remains, show the water meter centered in the width of the sidewalk (to match the other water meter locations).**
28. The existing water service for lot 5 will have to be abandoned back to the water main if it is not going to be used. **Comment Remains – Provide a plan view note on the Demo plan to abandon the existing water service.**
29. Show existing sewer connection and sewer cleanout for the existing house. Add a cleanout in the sidewalk if one doesn't exist. **Addressed.**
30. A DelDOT entrance permit will be required prior to the issuance of a building permit from the city. **Comment Remains.**
31. Coordinate electric service with the Electric Department as part of the building permit submission. **Addressed.**
32. Show all proposed and existing monuments including northing and easting in the plan. **Addressed.**
33. Provide preliminary record plats with metes and bounds. **Addressed.**
34. Add any variance and waiver requests to the cover sheet. This would include a lot width variance for lot 10. **Comment Remains – Correct the code reference in the variance request box on the cover sheet.**
35. The drawing scale doesn't match the scale bar on sheet PP0006. **Addressed.**
36. Submit the following for the final approval:
 - a) Kent Conservation District. **Addressed.**
 - b) DelDOT. **Comment Remains.**
 - c) Office of the State Fire Marshall. **Addressed.**
37. **Correct the date on Site Data Table note number 28.**
38. **Revise demolition plans key note D9 to match the utility key note W10 for the existing dwelling.**
39. **Revise Utility note number 15 to state the separation between sanitary sewer lateral and water service to be 10' (instead of 5'). This is per City of Milford Standard Specifications.**
40. **The water service note indicates to connect 2" service line; however, the key note "W6" is calling for 1" water service. Verify which one is correct and revise the plans accordingly.**

41. **The Key Notes in the construction plans are different from the Key Notes in the Record Plans. Revise accordingly so they are consistent.**
42. **Some labels in the Record Plan are pointed to the wrong feature. For example, “S3” (proposed 5’ wide concrete sidewalk) is pointing to the concrete driveway in lot 10, revise accordingly.**
43. **For lot 9, the horizontal separation between the proposed water service and sanitary sewer cleanout is less than 10’, revise accordingly.**

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

Sincerely,



Ardalan Faghri,
Senior Design Engineer



Paul Gutmann, P.E.
Senior Project Manager



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

CITY OF MILFORD DEVELOPMENT ADVISORY COMMITTEE APPLICATION REVIEW COMMENTARY JUNE 2025

APPLICATION: 609 Walnut, LLC
APPLICATION #: MJSP-126-2025
REVIEWING AGENCY: Kent Conservation District
CONTACT PERSON: Cullen Baker
PHONE: (302) 608 – 5370
EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

REQUIREMENTS:

1. As the disturbance for this site will exceed 1 acre, a detailed sediment and stormwater management plan must be reviewed and approved by Kent Conservation District prior to any land disturbance (i.e. clearing, grubbing, filling, grading, etc.). A completed application, review fee, stormwater report, site plans, and review checklist are due at the time of submittal to the District's office.
2. A pre-application meeting must occur prior to submitting a sediment and stormwater detailed plan application.
3. The following notes must appear on the record plan:
 - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - A clear statement of defined maintenance responsibility for stormwater management facilities.

ADVISORY COMMENTS TO THE APPLICANT:

1. Most current forms, fee schedules, and checklists may be accessed from KCD's website <https://www.kentcd.org/services/sediment-stormwater/design-permitting/>
2. A letter of no objection to recordation will be provided upon approval of a Sediment and Stormwater Management Plan.

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: June 6, 2025

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

INDIVIDUAL REVIEWERS: **William C. Kelly, CFI, Asst. Chief Technical Services**
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist
Edward R. Morris, Fire Protection Specialist

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

RE: 609 Walnut, LLC - Preliminary Major Subdivision Plan

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

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

a. **Fire Protection Water Requirements:**

- Water distribution system capable of delivering at least 1500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Mercantile)
- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Assembly and Townhouses)
- Where a water distribution system is proposed for single-family dwellings it shall be capable of delivering at least 500 gpm for 1-hour duration, at 20-psi residual pressure. Fire hydrants with 1000 feet spacing on centers are required. (One & Two- Family Dwelling)
 - One- and Two-Family dwellings are required by law to offer the homeowner an automatic sprinkler system, therefore infrastructure should accommodate water needs.
- Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

b. **Fire Protection Features:**

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

- Show Fire Lanes and Sign Detail as shown in DSFPR
 - For townhouse buildings, provide a section / detail and the UL design number of the 2-hour fire rated separation wall on the Site plan.
- c. **Accessibility**
- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from North Walnut Street 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]

§ 200-8. 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

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(Supp. No. 28)

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.

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- (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.

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- (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]

§ 230-10. R-2 Residential District.

In an R-2 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-2 District is to permit housing at a greater density than in the R-1 District by providing for the orderly development of low- to medium-density residential housing into those areas where public services are available. This district also allows for professional home occupations. Finally, it protects existing developments of this nature and excludes noncompatible ones.
- B. Permitted uses: Permitted uses of the R-2 District shall be as follows:
 - (1) All permitted uses in an R-1 District.
 - (2) Single-family semi-detached dwelling.
- C. Conditional uses: all uses specified as conditional uses in the R-1 District subject to its area regulations, may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with Article IX of this chapter.
- D. Area regulations.
 - (1) For permitted uses and single-family semi-detached dwellings not separately owned:
 - (a) Minimum interior lot area shall be 8,000 square feet and minimum corner lot area shall be 13,000 square feet.
 - (b) Maximum lot coverage shall be 40%.
 - (c) Minimum lot width shall be 80 feet.
 - (d) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front yard setback line shall be 30 feet.
 - (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.
 - (2) For single-family semi-detached dwellings separately owned:
 - (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.

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- (d) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front yard setback line shall be 30 feet.
 - (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.
- (3) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (4) Signs shall comply with the requirements of Article VI of this chapter.
 - (5) Landscape screening shall comply with the requirements of Article V of this chapter.
 - (6) Open space and recreational amenities shall comply with Chapter 230-19.7.
 - (7) 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.
 - (8) Accessory structures for non-residential uses shall be located in the side and rear lot areas.
 - (9) 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.

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- (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).

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- (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.

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- (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]

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, November 18, 2025 @ 6:00 p.m.
City Council Hearing: Monday, November 24, 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 2025-19
Application MJSP 126-2025 / 609 Walnut, LLC
Applicant & Owner: 609 Walnut, LLC
872 Walker Road, Suite A
Dover, DE 19904
Application Type: Preliminary Major Subdivision
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 Residential District
Present Use: One (1) Single-family Detached Dwelling and Vacant Land
Proposed Use: Major Subdivision – Six (6) Single-family Semi-Detached Dwellings
Two (2) Single-family Detached Dwellings
Area and Location: 1.44 +/- acres located along the east side of N.
Walnut Street between NE Sixth Street and NE Seventh Street.
Tax Map & Parcel: MD-16-183.06-03-02.00, 03.00 & 04.00

WHEREAS, the applicant/owners of the property as above described propose to subdivide three existing parcels containing a single-family detached dwelling, vacant land, and a planned duplex into eight (8) parcels containing two (2) single-family detached dwellings and six (6) single-family semi-detached dwellings as shown on the provided preliminary major subdivision plans; and

WHEREAS, the application is consistent with the requirements of the Code of the City of Milford Zoning and Subdivision Chapters and the Construction Standards and Specifications; and

WHEREAS, the City of Milford Planning Commission has considered the application at a Public Hearing where public comment was permitted on Tuesday, November 18, 2025; and

WHEREAS, Milford City Council held a Public Hearing on Monday, November 24, 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: November 10, 2025

Planning Commission Review & Public Hearing: November 18, 2025

City Council Public Hearing: November 24, 2025

Effective: Ten Days Following Adoption by City Council

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

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