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

Council Meeting Agenda
December 8, 2025

This meeting is available for viewing by the public by accessing the following link:
https://zoom.us/j/99156131279
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Members of the public may also dial in by phone using the following number:
Call 301 715 8592 Webinar ID: 991 5613 1279

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

COUNCIL MEETING

Page

1. Call to Order - Mayor F. Todd Culotta

2. Roll Call

3. Invocation

4. Pledge of Allegiance

5. Approval of the Agenda

6. Recognition

7. Staff Reports

Police Report

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City Clerk

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City Manager

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Public Works

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Electric

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Parks & Recreation

g. MP&R Report - November 2025 24 - 28

Human Resources

h. HR Report - November 2025 29

Economic Development & Community Engagement

i. ED & Community Engagement Report - December 2025 30 - 31

Information Technology

j. IT Department Report - November 2025 32 - 34

Finance

k. Finance Staff Report - November 2025 35 - 36

8. Monthly Finance Report

a. Finance Report - Oct 2025 37 - 47

9. Communications & Correspondence

10. Unfinished Business

Final Determination/Ordinance 2025-19 609 Walnut LLC / Preliminary Major Subdivision **

a. 609 Walnut - Packet 48 - 95

b. 2025-12-03 DCH Letter to R. Pierce - 609 Walnut LLC Answer 96 - 97

11. New Business

Adoption/ Resolution 2025-18 City Holidays 2026 ®

a. 2025 18 2026 Holiday Schedule 98

Authorization/IQ Fiber/Right-of-Way Access Agreement

b. IQ Fiber Agreement 2 99 - 110

2028 Comprehensive Plan Update/UD IPA/Planning Services Proposal

c. UD IPA - City Council Memo - 120825 111 - 119

Authorization/DelDOT Agreement/NE Front St/Fee Acquisition***

d. DelDOT T202101201 NE Front St Reh Blvd to SR1 Agreement Letter 2025 120 - 125

e. Fee Acquisition Agreement 2 126 - 129

Ordinance Introduction:

Ordinance 2025-20 Carlisle Fire Company/Conditional Use

f. Carlisle Fire Company - Packet 130 - 157

12. 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/Resulting from Executive Session Discussion

13. 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.

120125

**120225 Late addition by City Manager

***120525 Late addition by City Manager - Item missed on 10/13 agenda

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

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe

DATE: December 3, 2025

RE: Activity Report for November 2025

In the month of November, the Milford PD responded to 1202 calls for service.

Chief and Police Command Staff:

- Throughout the month of November, 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 hiring processes for sworn police officers and full-time telecommunications positions are in their final stages.

MPD Activities for the Month

Community Engagement:

- With the assistance of Take My Hand Ministries and Mountaire Farms Thanksgiving for Thousands, we were able to provide Thanksgiving Meals 25 families within our local community. This annual effort provides for those who might not otherwise enjoy a family meal this season.





- Our Community Engagement Trailer was back in action this month at the Milford Chamber of Commerce Motorcycle Poker Run event. Officers enjoyed interacting with the motorcycle riders present and giving out MPD swag. The event was complete with motorcycle demo runs by fellow law enforcement agencies.



- S/Cpl Golding took part in a group to support struggling students within Milford High School. He along with high school staff and peer students will come alongside these students and provide mentorship and support to these students.

- Chief Ashe and Sgt. Maloney had the opportunity to be table hosts at the Special Olympics DE Champions Together Luncheon held at Baywood Greens in Long Neck. They were able to invite Milford business owners and the Mayor to learn more about Special Olympics DE and the opportunities that they provide to people with intellectual disabilities within the state.



- A local home school group came to the police department for a tour during November. The group was able to have a Q & A session with the Chief and a tour of our facility by officers and professional staff.

- Chief Ashe, Lt. Smith, Lt. Sargent and Behavioral Health Unit Director Jenna Haines had the opportunity to serve Milford Middle School students their holiday meals prior to the Thanksgiving Holiday. Fun was had by not only the students but the police department staff too!




Community Room:

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

Training and Professional Development:

- Three officers attended Legal Updates training held at the Delaware State Police Academy.
- One officer attended the Advanced Interviewing and Interrogation held at the Delaware State Police Academy.
- Three officers attended the Healing the Helpers Mental Health Conference held at the Dover Downs Casino & Conference Center.
- Two officers attended the Inside the Tape Homicide Investigation and Crime Scene Management Training held at the Hampton Inn & Suites Ocean City/Bayfront-Convention Center in Ocean City, MD.
- Two officers attended NTOA Law Enforcement Response to Suicidal Subjects: Legal Realities and Options held on-line.
- One officer and one dispatcher attended the COPS Wellness Conference held in New Orleans, LA.

Recognition:

- Promotion to Patrolman First Class – Dylan Connell



- Mothers against Drunk Driving (MADD) Awards- Cpl. Garrett Smith and Cpl. Leah Brasure. In addition, Cpl. Brasure received a training and leadership award for her efforts in impaired driving training and mentoring.



Behavioral Health Unit:

Milford Police Department – November 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
November 1-November 2, 2025	**28**	N/A	N/A	**2**	**Referrals to Services:** Check the Welfare Public Assistance	**0**	**1**	**3**
November 3-November 9, 2025	**89.95**	1. Rural Subcommittee Meeting 2. CJC Case Manager Diversion Meeting	1. Emotional Wellness Training	**14**	**Referrals to Services:** Public Assistance Check the Welfare Burglary Victim Services	**1**	**2**	**10**
November 10-November 16, 2025 **Tu: Veterans Day**	**89.4**	1. Opioid System of Care Meeting	1. First Responder Wellness Conference	**13**	**Referrals to Services:** 10-81 Check the Welfare Public Assistance	**2**	**2**	**11**
November 17-November 23, 2025	**113.5**	1. Division of Public Health Meeting	1. Suicidality & Lethal Means Training	**17**	**Referrals to Services:** Check the Welfare Victim Services Public Assistance Homeless Resources	**3**	**4**	**16**
November 24-November 30, 2025 **Th & F: Thanksgiving**	**103**	N/A	N/A	**15**	**Referrals to Services:** Check the Welfare Public Assistance Domestic	**2**	**3**	**14**
Totals:	**423.85**			**61**		**8**	**12**	**54**
Year to Date Totals:	**4106.9**			**537**		**59**	**86**	**416**
Overall Totals:	**14298**			**2209**		**207**	**292**	**1869**

Social Media/Public Information Update:

Our Facebook page had 223 new followers for a total following of 19,219. Currently our followers are 35% male and 65% female. Posts during the month were viewed 766,207 times by 158,369 viewers. Our top viewed post for November were posts related to the Fatal Pedestrian Crash that occurred on 11/14/2025. They were viewed 240,600 times by 113,896 viewers.

Our Instagram account has a total following of 2,554. Currently our followers are 40% male and 60% female. Posts during the month were viewed 90,026 times and reached 3,461 people. Our top post for November was the Veterans Day Series which was viewed 13,992 and reached 3,933 people.

Our Twitter/X followers are 1,437.

We did not have any Nextdoor posts during the month of November. Nextdoor reaches 3,998 members according to statistics provided by the website.

MPD News Releases:

November 4, 2025: Seaford Juvenile Arrested for Monday's Bomb Threat

https://www.milfordpolicede.org/news/Seaford-Juvenile-Arrested-for-Mondays-Bomb-Threat-.htm

November 14, 2025: Milford Police Investigating Fatal Pedestrian Crash

https://www.milfordpolicede.org/news/Milford-Police-Investigating-Fatal-Pedestrian-Crash-2.htm

November 25, 2025: **Update: Victim Identified** Milford Police Investigating Fatal Pedestrian Crash

https://www.milfordpolicede.org/news/Update-Victim-Identified-Milford-Police-Investigating-Fatal-Pedestrian-Crash.htm

MPD in the News:

November 18, 2025: WBOC- New $2M evidence room approved for Milford PD

https://www.wboc.com/news/new-2m-evidence-room-approved-for-milford-pd/article_a174e11b-ad76-43c4-bdde-2f259af70315.html

OFFICE OF THE CITY CLERK
201 South Walnut Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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

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

The month of November was filled with planning sessions for the Employee Thanksgiving Turkey event, the Milford Employee Adopt-A-Family and the Milford Employee Holiday celebration. We continue to work through FOIA requests in addition to the day-to-day tasks of the Clerks Office.

- I enrolled in the International Institute of Municipal Clerks (IIMC) 2-year Education Plus Program (EPP) on November 1, 2025
- DCC Velazquez and I both attended a special events meeting with the City Manager and staff on November 5, 2025
- We also attended the virtual presentation on the 2026 Flexible Spending, Healthcare and Dependent Care.
- On November 25, 2025, DCC Velazquez along with the Employee Awards and Recognition Committee meeting organized and distributed the Thanksgiving Turkeys Event
- I attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez continues to assist with translation services and creates 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 (136)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:

  Council Meetings – November 10 & 24 Council Meetings, November 19 Workshop

  Public Works & Utilities Committee Meeting - November 10

  Board of Adjustment – November 13

  Planning Commission – November 18

Tree Preservation & Advisory Council Committee - November 19

- Prepared Public Notices (3)
- Transcribed and Proofread Minutes (5)
- Executive Sessions Year to Date (18)
- Notary Public Services Provided (0) (Public)
- Proclamations Created Year to Date (22)
- Resolutions Created Year to Date (18)
- Special Event Submissions to Date (42)

Special event applications continue to be submitted for processing. DCC Velazquez continued 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. At this time there are no upcoming events in 2025.

CHRISTOPHER T. COLEMAN, ICMA-CM
CITY MANAGER
201 South Walnut Street
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City Manager

November 2025

Monthly Report

Emergency Preparedness:

- 2-Way Radio Meeting
- Met/Introduced to the Carlisle Fire Department Board of Directors
- Safety Working Group Meeting—Representative from Carlise Fire Company

Meetings:

- City Council Meeting (2)
- City Council Workshop
- Public Works and Utilities Committee Meeting
- Tree Advisory Board Meeting
- Weekly meetings with Valerie
- Meeting with members of the Electrical Department
- Monthly Meetings (Finance, HR and IT)
- Monthly Department Head Meeting
- Meeting with members of DEMEC
- APWA Meeting

Events:

- SCAT Dinner Meeting
- SCAT Breakfast Meeting

Operational Matters

- Meeting with Public Works—Refuse Schedule
- Front/Washington parking lot meeting
- Meeting with members of the Finance Department about City Assessments
- Annual Tree Lighting Ceremony Meeting
- Meeting with Labor Counsel
- Riverwalk walkthrough with Engineer
- DMI Debrief
- CIP Meeting
- Meeting with a local developer
- Meeting with Museum Representatives at new location
- Payroll Software Meeting
- Meetings with the City Solicitor
- Meeting to discuss a potential project in the city
- Meeting about Parks and Recreation led Projects
- Met with a local reporter

PUBLIC WORKS FACILITY
180 Vickers Drive
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THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Steve Ellingsworth, Public Service Superintendent

DATE: December 2, 2025

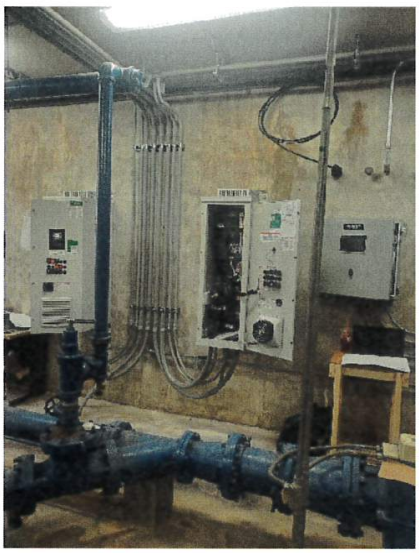
RE: November 2025 – Public Works Department Staff Report

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

- The public works director finalized and presented the holiday collection proposal.
- Engineering, performed 24 sewer backfill inspections, 22 water service backfill inspections, reviewed 14 utility permits and 22 ROW permits and conducted 258 Miss Utility locates
- Facilities, performed numerous maintenance repairs throughout the public works facilities
- Fleet, performed 36 workorders and serviced 13 police vehicles
- Streets, repaired water leaks at N Walnut/8th Street, 408 Lakeview and Collision Repair
- Streets, collected 45 tons of leaves
- Refuse, delivered 39 new containers, replaced 19 containers, and repaired 15 containers.
- Refuse, collected 55 bulk requests
- Water and Sewer, see attached

November 2025 Accomplishments.

1. **Seabury new controls have been installed and running great. Treatment plant putting 275 gallons more out per minute. (VFD's install at treatment plant) This is one of CIP projects.**

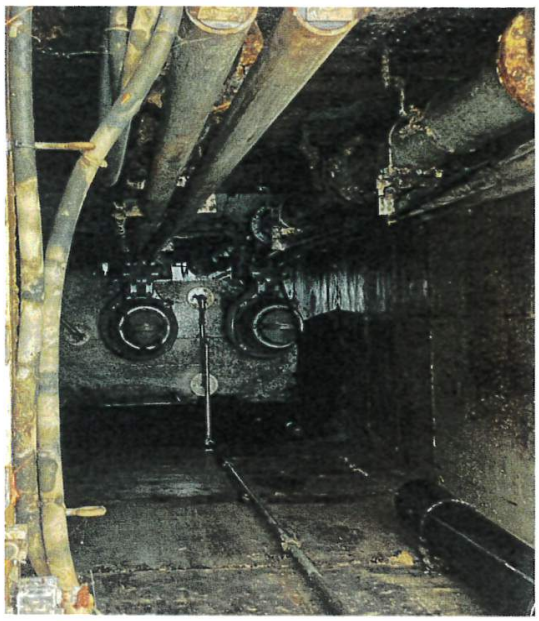


2. **Shawnee bypass set up with new bypass pump. CES during wet well clean out. 11/25/2025. Everything went very well with new pump and setup.**



PAGE 1

3. **Shawnee pump station wet well cleaned. 11/25/25. CES did a great job cleaning Station.**



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

THE CITY of Milford DELAWARE

Anthony J. Chipola III, Electric Director
PHONE 302.422.6616, Ext 1137
achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: November 2025 Electric Dept Staff Report
Date: December 3, 2025

Director's Office

- Met w/ IQFiber regarding new fiber optic broadband services
  - Discussed Pole Attachment agreement and Requirements
- Participated in Monthly CIP Mtg
- Battery Storage Project Mtg w/ DEMEC and S&L
  - Reviewed Technical evaluation of Batteries
  - Discussed modifications to agreements
- Attended Monthly AMI Support Call
- Participated in Milford Corporate Cetner Progress Mtg
- Participated in City wide Radio System mtg - Chaired by City Manager
- Held Electric Department Operational Mtg
  - Reviewed new draft Processes
  - Discussed workflow and responsibilities
  - Identified Process Gaps
- Attended DEMEC Quarterly Board Mtg
- Attended Governor's Energy Advisory Council Mtg
- Completed RFIs for 202 RP3 submittal
  - Received Assistance from Jamesha and Lou in developing responses
- Developed Standards for Conduit Installation
- Coordinated Switching of Delivery 1 Substation at Delmarva Power request
- Participated in Preliminary Site Plan Mtg regard the proposed Energy Storage Project
  - Offer made and Accepted by Anthony (Tony) DeMora
- Participated in Monthly Development Status Mtg
- Engaged ChargePoint for repair of damaged EV Charger
- Assisted w Delivery 2 Bus Outage

Electric Lines

- Participated in LuLu Ross Elementary School Family Night w/ Bucket Truck and Giveaways
- New Electric Ground Technician – Tony DeMora (Internal)
- Responded to Delivery 2 Bus Outage
- Successfully completed Delivery 1 Substation Switching
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services, Operations and Engineering

- Designed and oversaw the implementation of improved control equipment at the Seabury water plant.
    - Allows plant to operate independently if SCADA communication is lost.
    - Allows the plant to operate more efficiently maximizing the water supplied to the total City water system.
- Worked with AMP to identify, trouble shoot and repair a water meter device issue where the Itron 500w endpoints suddenly stop communicating.
- Met with Customer Service staff to conduct electric and water meter training session.
- Responded to Del 2 sub station differential trip breaker operation and assisted with power restoration.
- Assisted w/ switching process for Offloading Del 1
- Assisted with the repairs of the EV chargers by Arenas
- Installed the new cameras outside of the substation buildings (still installing indoor cameras and cameras on poles)

System Modernization Strategy Update:

Critical Path(s):

Technical Services Supervisor reviewing capabilities of SCADA System and field assets

Confirmed current assets should allow for CVR

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 working with Technical Services Supervisor to program Regulator controls and SCADA.

EV Charger Statistics	Previous Month	**Current Month**
Unique Drivers*	3	**39**
# of Sessions*	8	**208**
Energy Delivered (MWh)*	0.197	**5.76**

Total Avoided Greenhouse Gas Emissions: 83,721kg

*EV Chargers were out of service for repair during the month of October

Electric Department - November 2025	November 2024	**November 2025**	FY25 YTD *(07/01/24-11/30/24)*	**FY26 YTD *(07/01/25-11/30/25)***
Electric Department				
Trouble Service Call	25	**31**	146	**143**
Work Orders Completed	51	**61**	315	**290**
Outages	1	**9**	35	**43**
LED Street Lights Replaced	3	**4**	7	**31**
New Service Install	4	**14**	63	**56**
Poles Replaced	0	**1**	17	**3**
After Hours Calls	15	**14**	75	**66**
Vegetation Control (Days)	2	**0**	2	**7**
Technical Services Division				
New Electric Service Installed/Meter Set	21	**22**	236	**95**
New Water Service Installed/Meter Set	8	**18**	130	**76**
Electric Meter Replacement	7	**3**	23	**45**
Water Meter Replacement	43	**41**	322	**317**
Work Orders Completed	723	**246**	2,179	**1,672**
After Hours Calls	2	**8**	33	**33**

9 documented outages 3 animals (2 birds, 1 squirrel), 2 accidents, 2 equipment failures, and 2 trees.

PUBLIC WORKS FACILITY
180 Vickers Drive
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THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: December 1, 2025

RE: November 2025 – Planning Department Staff Report

- During the first eleven months of the 2025 calendar year, the City has issued 154 new residential dwelling construction permits. This is comprised of 16 multi-family housing units, 66 townhouses, 4 single-family semi-detached dwellings and 68 single-family detached dwellings.
- The City of Milford has seen 284 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 December meeting. They will also receive the same Planning Department presentations and training City Council received at the November workshop.
  - Carlisle Fire Company – Conditional Use
  - Faulton, LLC – Preliminary Site Plan
- The Board of Adjustment will review one application at the December meeting.
  - Reserve at Herring Branch – Area Variance
- The City reviewed a minor subdivision resubmission for Dela Ray Foundations, Inc. on Elizabeth Street and administratively approved the plans.
- The City reviewed a minor subdivision application for KD Properties, LLC for 10 NW Tenth Street and administratively approved the plans.
- The City reviewed a lot line adjustment application for PUGS2, LLC on Masten Circle and administratively approved the plans.
- The City received a resubmission for the preliminary site plan application for Faulton, LLC and added the application to the December Planning Commission agenda for review.
- The City reviewed a preliminary site plan application for Del Holdings, LLC and provided plan review comments to the applicant.

- The City reviewed a final site plan application for the Dollar General on S. Rehoboth Boulevard and provided comments to the applicant.
- The City received a preliminary site plan resubmission for the Red Cedar Farms – Clubhouse and is currently reviewing the plans.
- The City received a final site plan submission for KD Properties, LLC and is currently reviewing the plans.
- The City received a final site plan submission for PUGS2, LLC – Phase I and Phase II and is currently reviewing the plans.
- The City received a preliminary site plan application for Ashley Furniture and is currently reviewing the plans.
- The City received a preliminary site plan application for Simpsons Crossing Phase III and is currently reviewing the plans.
- Staff attended the Industrial Needs Assessment kick-off meeting hosted by Kent Economic Partnership.
- Staff attended the monthly progress meeting for the Milford Corporate Center project.
- 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.
- License renewal emails and letters were sent November 1st as a reminder to submit business, contractor, rental and vendor license renewal applications through the online portal. Staff have been processing renewal applications and assisting applicants with Civic Access.
- Staff submitted the Downtown Development District renewal application to the State of Delaware Office of State Planning Coordination. 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	10
Cases Closed	48
Open Cases at Start of Period	444
Open Cases at End of Period	406

*234 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	2
Exterior Structure	0
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	0
Right-of-Way	0
Rubbish	0
Sidewalk	0
Unregistered/Inoperable Vehicle	2
Vegetation	0
Zoning	0
Total	10

Rental Licenses Issued: 48
Contractors Licenses Issued: 34
Business Licenses Issued: 24

Building Permits Issued:

Permits Issued by Type	Count
Single-family Detached	13
Fence	11
Townhouse	8
Electric	5
Deck	4
Roof	4
Addition	3
Single-family Semi-Detached	2
Residential Exterior Renovation	2
Accessory Structure	1
Demolition	1
Detached Garage	1
Gazebo	1
Commercial Food Establishment	1
Tenant Fit-out	1
Right of Way Construction	1
Right of Way Permanent Use	1
Shed	1
Sign	1
Total	62

Inspections Performed:

Inspections Performed by Type	Count
Footing	12
Foundation Wall	4
Slab	3
Waterproofing	1
Foundation As-built	4
Framing	32
Above Ceiling	1
Dry-in	21
Insulation	19
Final	41
Residential Rental	13
Code Enforcement Inspection	38
Total	189

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: 12/01/2025

RE: November 2025 – Parks and Recreation Staff Report

Parks

Heavy Trash Collection
• Conducted weekly heavy trash runs at all City facilities and cemeteries.

Season-End Grounds Maintenance
• Completed the final grass cutting for all City-owned facilities.

Goat Island Event Preparation (Saturday, Nov 1)
• Spread wood chips throughout the event area.
• Ensured access gates remained open for proper event flow.

Holiday Garland Installation – Walnut St. & NE Front St.
• Installed garland on 24 light poles.
• Provided a brief demonstration to new staff on proper installation techniques.

City Hall Holiday Decorations
• Installed 9-foot garland on pillars, handrails, and the front entrance.
• Placed solid-color net lights on all front bushes.
• Hung wreaths on 10 windows and installed two holiday figurines.

DFIT Snowplow Rodeo Participation (Nov 5)
• Harold Walls and Bryan Hurd volunteered at the annual event at UD Star Campus, assisting with CDL, non-CDL, and small equipment courses.

Tree Lighting Installation – Walnut St. & NE Front St.
• Used bucket-truck with three crews to install warm LED lights in street trees.
• Completed Walnut Street and then repeated the work on NE Front Street.

City Hall Fall Cleanup
• Cleared all leaves from stairways and entry areas.

Seasonal Banner Installation
• Installed Christmas banners along the Riverwalk and Walnut Street.

Leaf Disposal Coordination
• Coordinated with Streets & Utilities Supervisor to borrow the leaf vac truck for leaf cleanup at the Library, Marvel Square, and Shawnee Acres pump station & other areas within the city limits.

Soccer Field Winterization
• Removed soccer goals for end-of-season storage.

Bush and Landscape Trimming
• Trimmed bushes at City Hall, Jesus Love Temple, Mohawk Flower Bed, Parks & Recreation, and the New Cemetery.

Artificial Greenery Assembly
• Part-time staff assembled new artificial greenery for all basket planters downtown.

Lighting & Décor – Chaney Wilmont & Dog Park
• Installed cool white lights on six light poles at Chaney Wilmont.
• Added decorative ribbons to the dog park.

Tree Work – New Cemetery
• A crew completed required tree maintenance.

Artificial Greenery Installation (Sunday, Nov 16)
• Six staff members installed artificial greenery in hanging planters on Walnut St., NE Front St., and multiple bridges from 9:00 a.m. to 1:00 p.m.

Santa Sleigh Transport
• Delivered the Santa Claus sleigh to the Customer Service building for installation.

Turkey Giveaway Coordination
• Coordinated deliveries with supervisors in all City facilities outside Public Works.
• Successfully delivered **107 turkeys** to reduce staff travel.

Holiday Light Ceremony Support (Nov 29)
• Verified all lights were functioning before the ceremony.
• Harold Walls and two staff members assisted with event setup and cleanup.
• Participated in activating the lights for the event.

SeeClickFix Requests
• Acknowledged, addressed, and closed four assigned requests related to the Parks & Recreation Department

Vehicle Mileage Reporting
• Collected and recorded mileage for all Parks & Recreation vehicles.

Other

- Director participated in the biweekly department head meetings.
- Director continued to advance capital projects.
- Director met with the CXT restroom manufacturer and the engineer.
- City Manager, Finance Director, and Parks Director met with the contract engineer on Riverwalk repairs and Riverwalk extension.
- Director and Park Superintendent participated in a follow-up Two-way radio communication meeting.
- Director prepared information and participated in the Tree Preservation Committee meeting.
- Park Superintendent attended the safety committee meeting.

Recreation

Winter Program Information

Winter Programs for 2025 have just opened, and early sign-ups are already looking strong for the start of the season.

Pickleball League

- This program is currently starting its 4th season, and it is currently half full.

Drop-In Pickleball

- MPR has included a Drop-In Pickleball morning session.
- This program has entered its 4th year of providing social activities for the community.

Youth Basketball

- This program is currently maxed out for the 8-9 and 10-11 age groups. 20+ participants are currently on the wait list in hopes of being eligible to play this season.

Indoor Soccer

- This program is currently half full in all age groups. Participants will play competitive games every Sunday starting January 11th.

Taekwondo

- This program is nearly complete, with only three available spots remaining.

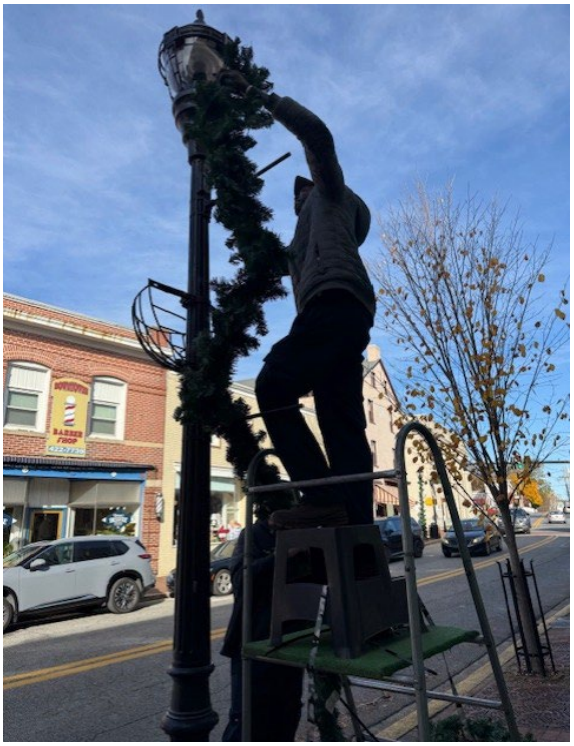
Wrestling

- This program is full and has achieved its highest number of enrollees at 40 participants.

Creative Sparks Art Program

- This program finished its last session in November.
- Another session is in the works to continue this program in the next 8 weeks.






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Milford




Milford



HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

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

DATE: December 2, 2025

RE: November 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Interviews conducted for the position of Infrastructure Coordinator. Internal candidate selected.
- 2026 Open Enrollment presentation held for Flexible Spending Accounts (FSA) HealthCare and Dependent Care.
- Open Enrollment held with New York Life for whole life insurance.
- Participated in a Human Resources interview session with a college student for a requirement to interview a Human Resources professional for her final assignment. The student is set to graduate college in 3 weeks.
- City staff partnered with the Greater Milford Boys & Girls Club for the 2025 Adopt-A-Family to make the holiday wishes come true for a family.
- Working to form a partnership with an organization to host workshops on budgeting, eliminating debt, and financial goals for employees.
- 2025 Holiday Party scheduled for Friday, December 19, 2025, at Carlisle Fire Company.

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

THE CITY of Milford DELAWARE

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

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: December 2025 Meeting - Monthly Report Coverage for November 2025
Date: December 3, 2025

Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Assisted business owner connect with the City of Dover for main location and plans to expand operations to Milford.
- Attended Kent Economic Partnership (KEP) Industrial Needs Assessment kick off meeting.
- Met with Fiber IQ team to discuss their marketing efforts and how they will attract businesses for service
- Met with business owner, and Kent Economic Partnership about a possible new business venture in Milford
- Participated in the Small Business tour in preparation of Small Business Saturday in partnership with the Delaware Division of Small Business, where we had the privilege of visiting Studio B and Cured Plate.
- Prepared/assisted with design of new billboard that will be installed south of Magnolia encouraging people to visit Milford.
- Finalized grant agreement between Delaware Nature Society, City of Milford, and UD CRDS team for assistance with plans for the kayak launch/boat ramp behind the old police station in Milford.

Community Engagement

- Released communication for City of Milford electric department earning Smart Energy Provider (SEP) designation from the American Public Power Association (APPA).
- Released communication on staff accomplishments.
- Released communication in partnership with our electric department to inform our community that the EV Chargers in the Arena's/Surf Bagel parking lot are available for use in limited capacity until further repairs can be made
- Partnered with Public Works to update/finalize educational resources for residents
- Assisted Finance Department in developing their FY24 Annual Financial Report cover and related items
- Met with all Annual Tree Lighting Ceremony participants as a group to ensure the event is successful and runs smoothly.
- Robust marketing via social media of Tree Lighting Ceremony and Holiday Stroll.
- Attended Milford Chamber's Annual Holiday Auction & Taste of Milford event. It was great to see so many community members and business owners come together to support Milford. I took photos and posted them via social media for community engagement efforts
- Coordinated and attended the Annual Tree Lighting Ceremony at City Hall. I took photos and posted via social media for community engagement.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended 1st council meeting to present staff report
- Attended DMI event debriefing meeting
- Attended Capital Projects meeting
- Attended monthly CCGM marketing meeting
- Attended Kent County Tourism Board meeting

Social Media/Website

- November 2025 Insights:
  -City of Milford Facebook: 257 new follows (total: 6,666,); 113.7K viewers
  -City of Milford Instagram: 19 new follows (total: 1,735); 689 accounts reached

Press Release & Coverage

- Completed newsletter to go out in all utility bills in December 2025, along with sent out email version.
- City of Milford electric department earning Smart Energy Provider (SEP) designation from the American Public Power Association (APPA)
  -Milford Times interview 11/4/25
- Acelero Learning Lease
  -Delaware Public Media interview 11/6/25
- US 113 Lighting Plan
  -Daily State News interview 11/13/25
  -WBOC interview 11/14/25
- Milford Greenspace
  -Milford Times interview 11/17/25
- Milford Tree Lighting Ceremony
  -WBOC interview 11/29/25
  -WRDE interview 11/29/25

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



Centralized Surveillance System

We have already installed the cloud connector server which allows legacy cameras to connect to the internet for cloud storage. This saves us money utilizing the older cameras while giving us security and analytics. Once all legacy cameras are attached to the new server, we will move onto adding the new cloud native cameras replacing the very old BNC style cameras. The new cameras are 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.

Riverwalk Public Wi-Fi Update

We have a solid plan for the newer directional antennas, and fall has helped our signal strength at the playground by giving us a better line of site with less leaves. We will be operating at our best by spring.

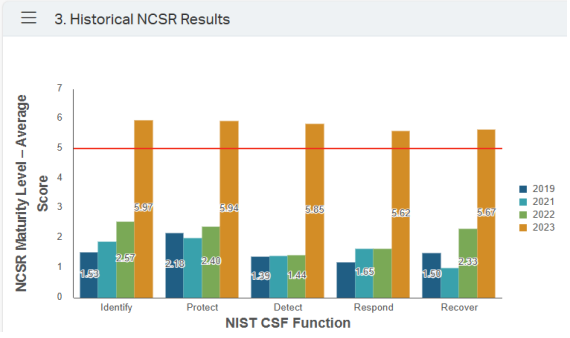
Tyler Munis ERP Implementation

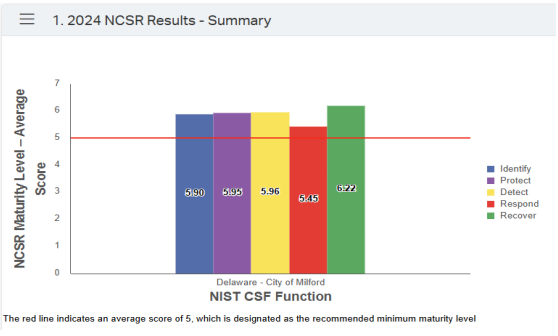
Payroll – We have our go-no-go meeting in a week and feel we should be ready to go. That said a perfect payroll must be our goal, and if we need a workaround or need to postpone, we will review that at this meeting.

Utility Billing – 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; we are looking forward kicking that off.

National Cyber Security Review (NCSR) – This assessment has not been federally funded this year. We expected our cybersecurity health score to rise like it has in the last three years and with or without this assessment we continue to harden Milford's cybersecurity.



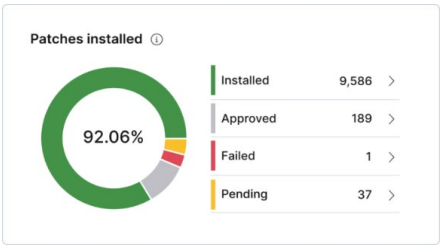




Ransomware Webinar - The Cybersecurity and Infrastructure Security Agency (CISA) is offering the Defend Against Ransomware Attacks (SS109) webinar on December 16, 2025, from 11 a.m. to 12 p.m. EST. This session is designed for a non-technical audience and beginning incident responders.

- Common attack methods: Understand what ransomware is, its large-scale impacts, how these attacks have evolved, signs of an attack, and response strategies.
- Key guidance: CISA will share tips on reducing ransomware impact and recovering from attacks.
- Case studies: Review real-world ransomware incidents and learn how victims respond and recover.
- Knowledge check: Reinforce key points with a brief knowledge check question.

Ninja One – The IT department has fully switched 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: December 5, 2025
Re: November 2025 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the YTD period ended September 30, 2025 was presented to Council on November 10
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - NOVEMBER 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	6.0	6.0	-	GASB / CPE
Customer Service	4.0	-	4.0	Cross Training
Management & Staff Development	-	-	-	
ERP, Software and Technology	24.0	24.0	-	Payroll Impl., Cross Training
MONTHLY TOTAL (HOURS)	34.0	30.0	4.0	40 TOTAL HOURS LAST MONTH

- Police Facility Project Financing
  - Quarterly payments began in August 2025 and were incorporated into the FY26 approved budget
    - USDA is delayed in new debt service processing; we're working with USDA officials
  - 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
  - Fieldwork & Testing are scheduled for mid-December
- 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 November 2025 are categorized into current year receivables and prior years outstanding, both of which are reported in the table below with a comparison to November 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 3.4% to 4.8% of the FY25 and FY26 property tax levies, respectively

Property Tax Levy	Past Due ($000) as of: 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	As % of Levy 12/1/25
2025 ***(FY26)***	$515	$435									7.0%
2024 & Prior	$300	$300									4.8%
Total	**$815**	**$735**									**11.8%**

Property Tax Levy	As of: 12/1/24	As % of Levy 12/1/24
2024 ***(FY25)***	$518	8.3%
2023 & Prior	$209	3.4%
Total	**$727**	**11.7%**

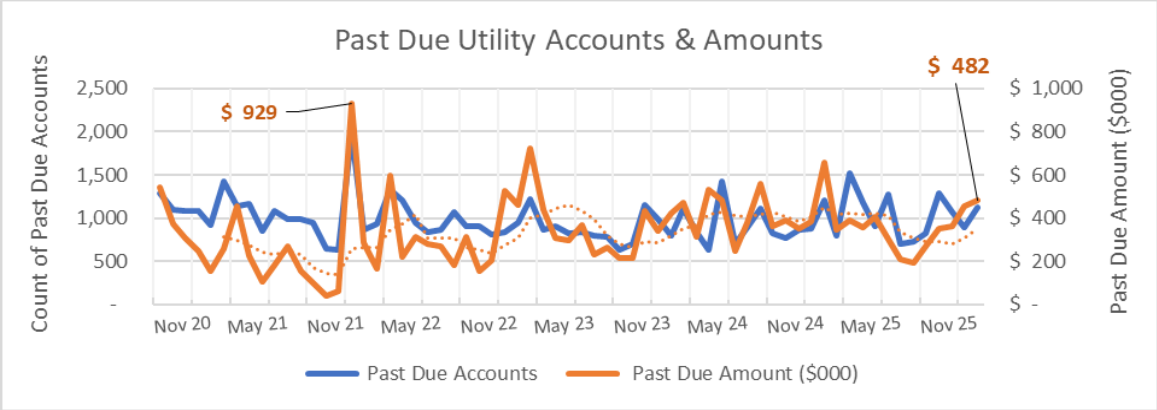
  - Please join me in thanking our customer service staff once again, as this year's tax billing was the first stand-alone billing in the new system (second overall)
  - The customer service team continues to work with Tyler Technologies as well as internal IT staff to finalize open items related to the tax billing implementation process
  - Customer service staff are also working with Kent and Sussex Counties to review the updated assessment files and the technical requirements to interface with the City's tax system

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

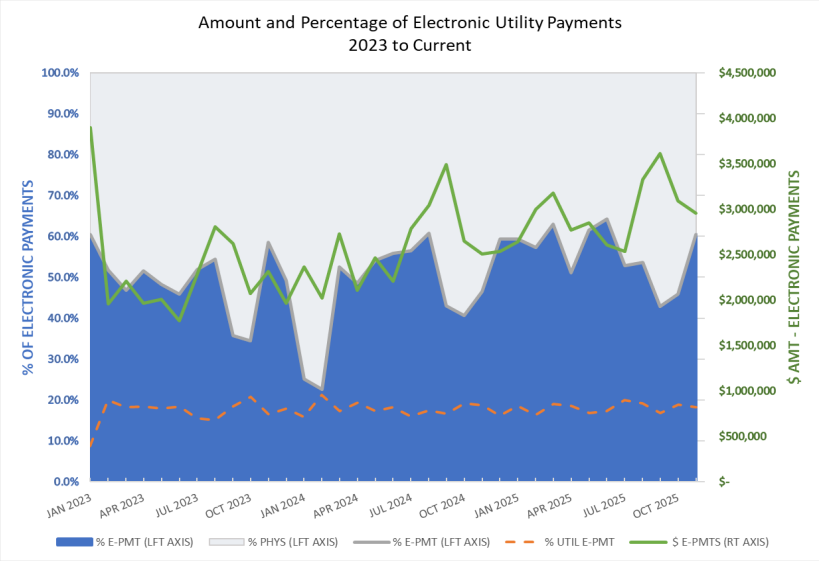
THE CITY of Milford DELAWARE

PHONE 302.424.5140
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- Billing & Customer Service Department, Continued
  - Past due utility counts and amounts both increased in November, though results are favorable to last Nov
  - Past due amounts and accounts exceed October and the long-term average
    - The count of past due accounts (blue) is 14% above average but 7% lower than last November
    - The dollar amount past due (orange) is 44% above average but 26% lower than last November
    - The count and dollar amount are 26% and 6% higher than last month, respectively



  - The graph below exhibits the dollar amount and percentage of electronic payments from 1/1/23-11/30/25
    - 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 November for utilities and non-utility versus the average and last November, but lower than last month
    - The percentage of all e-payments (60.5%) in November recovered to exceed the long-term average following two consecutive months during which large tax receipts via check suppressed the e-payment statistics as a function of all payments
    - The proportion of e-payments specific to utilities (18%) has likewise rebounded from last month (+2.0%) and exceeds the average and prior-year amounts by 13% and 14%, respectively



Financial Reporting Package

As of and For the Period Ended October 31, 2025

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

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware

Cash and Investment Balance[1] Rollforward

For the Period Ended October 31, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal*[4]

Description	Opening Balance (Sep 30, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2025)
General Fund	$ 2,911,450	$ 3,918,082	$ 6,648	$ (1,604,180)	$ 5,231,999
Electric Fund	4,005,677	2,973,144	4,020	(3,033,274)	3,949,567
Water Fund	4,536,313	332,664	5,000	(270,739)	4,603,239
Sewer Fund	2,866,088	582,484	3,220	(686,924)	2,764,868
Solid Waste Fund	674,394	167,150	660	(140,799)	701,405
Operating Cash Totals[4]	**$ 14,993,923**	**$ 7,973,524**	**$ 19,548**	**$ (5,735,916)**	**$ 17,251,079**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Sep 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Oct 31, 2025)
General Improvement	$ 1,021,759	$ -	$ 7,310	$ -	$ 1,029,069
Municipal Street Aid (MSA)	554,761	67,246	3,540	-	625,547
Realty Transfer Tax (RTT)	2,166,848	80,139	10,480	-	2,257,468
Economic Development	558,863	-	-	-	558,863
Lodging Tax Fund	912,461	3,452	-	-	915,913
ARPA Grant Fund	260,499	-	-	-	260,499
Special Purpose Cash Totals[3,4]	**$ 5,475,191**	**$ 150,837**	**$ 21,330**	**$ -**	**$ 5,647,359**

Reserve Fund Cash Balances

Description	Opening Balance (Sep 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Oct 31, 2025)
General Fund Capital Reserves	$ 1,030,152	$ -	$ 14,117	$ (63,066)	$ 981,203
Water Fund Capital Reserves	2,408,096	-	23,450	(700,362)	1,731,184
Sewer Fund Capital Reserves	4,000,318	-	27,130	(688,458)	3,338,990
Solid Waste Fund Capital Reserves	48,812	-	520	(10,800)	38,532
Electric Fund Capital Reserves	13,122,956	-	82,910	(75,081)	13,130,785
Reserve Fund Cash Totals[3,4]	**$ 20,610,334**	**$ -**	**$ 148,127**	**$ (1,537,768)**	**$ 19,220,693**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Sep 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Oct 31, 2025)
Police & General Gov't Facilities	$ 916,165	$ 15,713	$ -	$ -	$ 931,877
Carlisle Fire Co Permit Fund	407,213	5,238	-	-	412,451
Parks & Recreation Facilities	159,575	-	-	-	159,575
Water Impact Fee Reserves	2,753,191	7,102	-	(648,568)	2,111,725
Sewer Impact Fee Reserves	4,019,884	3,753	-	(648,568)	3,375,068
Electric Impact Fee Reserves	1,655,990	6,600	-	-	1,662,590
Impact Fees & Police/GF Totals[3,4]	**$ 9,912,019**	**$ 38,405**	**$ -**	**$ (1,297,137)**	**$ 8,653,287**

Grand Totals[4]	**$ 50,991,468**	**$ 8,162,766**	**$ 189,004**	**$ (8,570,820)**	**$ 50,772,418**

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

[2]$2.8 million disbursed from reserves (lines 20-24) and Water/Sewer Impact Fees (lines 31-32) is attributable primarily to $2.4 million in payments toward the MCC project. Another $0.4 million represents capital funding spread across several active projects.

[3]Investments with PFM exceed $41 million and consist of total reserves (line 25), impact fees (lines 31-33), special purpose funds (lines 13-15, line 28), and a portion of the operating cash (line 8).

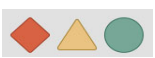
[4]Closing Balance Indicator sets ***Red,*** ***Yellow*** and ***Green*** signify month-to-month cash variance as follows:



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware

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

For the Period Ended October 31, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal* [4]

Description	Opening Balance (Sep 30, 2025)		Closing Balance (Oct 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund[3]	$ 2,911	↑	$ 5,232	$ 37	$ (86)	$ (1,759)	$ 3,424
Electric Fund	4,006	→	3,950	23	(797)	(1,187)	1,989
Water Fund	4,536	→	4,603	28	(1,668)	(330)	2,634
Sewer Fund	2,866	→	2,765	18	(2,075)	(236)	471
Solid Waste Fund	674	→	701	4	(122)	(201)	382
Operating Cash Totals[4]	**$ 14,994**	●	**$ 17,251**	**$ 110**	**$ (4,747)**	**$ (3,713)**	**$ 8,901**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Sep 30, 2025)		Closing Balance (Oct 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 1,022	→	$ 1,029	$ -	$ (1,029)	$ -	$ -
Municipal Street Aid (MSA)	555	↑	626	142	(767)	-	-
Realty Transfer Tax (RTT)	2,167	→	2,257	5,642	(5,378)	(1,564)	957
Economic Development	559	→	559	-	-	-	559
Lodging Tax Fund	912	→	916	99	(1,015)	-	-
ARPA Grant Fund	260	→	260	-	(260)	-	-
Special Purpose Cash Totals[4]	**$ 5,475**	●	**$ 5,647**	**$ 5,882**	**$ (8,449)**	**$ (1,564)**	**$ 1,516**

Reserve Fund Cash Balances[1]

Description	Opening Balance (Sep 30, 2025)		Closing Balance (Oct 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 1,030	→	$ 981	$ 7,868	$ (8,185)	$ (314)	$ 351
Water Fund Capital Reserves	2,408	↓	1,731	1,668	(1,210)	(2,097)	92
Sewer Fund Capital Reserves	4,000	↓	3,339	2,075	(2,163)	(2,432)	820
Solid Waste Fund Capital Reserves	49	↓	39	122	(88)	(71)	2
Electric Fund Capital Reserves[2]	13,123	→	13,131	3,297	(6,414)	(8,124)	1,890
Operating Cash Totals[4]	**$ 20,610**	●	**$ 19,221**	**$ 15,030**	**$ (18,059)**	**$ (13,037)**	**$ 3,154**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Sep 30, 2025)		Closing Balance (Oct 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	$ 916	→	$ 932	$ 126	$ (1,058)	$ -	$ -
Carlisle Fire Co Permit Fund	407	→	412	42	(454)	-	-
Parks & Recreation Facilities	160	→	160	-	(160)	-	-
Water Impact Fee Reserves	2,753	↓	2,112	57	(2,169)	-	-
Sewer Impact Fee Reserves	4,020	↓	3,375	30	(3,405)	-	-
Electric Impact Fee Reserves	1,656	→	1,663	53	(1,715)	-	-
Impact Fees & Police/GF Totals[3,4]	**$ 9,912**	●	**$ 8,653**	**$ 307**	**$ (8,961)**	**$ -**	**$ -**

Grand Totals[4]	**$ 50,991**	▲	**$ 50,772**	**$ 21,329**	**$ (40,216)**	**$ (18,314)**	**$ 13,571**

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

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

[3]The 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.

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware

Restricted Cash Reserves Report

As of October 31, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/25)	$	981,203
Expected Contributions & Interest		5,118,167
Restricted Funds:		
Vehicle & Equipment Replacement		(389,889)
Street Repair		(2,661,247)
Parking Enhancements		(496,707)
Parkland, Trails & Recreation		(1,512,072)
PD Projects		(2,732,054)
IT / Other Projects		(392,937)
Support Policy with RTT[1]		2,750,000
Reserve (MCR) Policy[6]		-
Equipment Replacement Reserve[2]		(313,700)
Uncommitted Reserve Balance	**$**	**350,764**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/25)	$	1,731,184
Expected Contributions & Interest[8]		1,667,522
Restricted Funds:		
Vehicle & Equipment Replacement		(29,943)
Reserve-Funded Projects		
Water System Improvements		(318,301)
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	**$**	**91,763**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/25)	$	3,338,990
Expected Contributions & Interest[8]		2,075,237
Restricted Funds:		
Sewer Vehicles & Equipment		(16,943)
Reserve-Funded Projects		
Sewer System Improvements		(2,145,592)
		-
		-
Reserve (MCR) Policy[3,6]		(2,327,273)
Equipment Replacement Reserve[3]		(104,400)
Uncommitted Reserve Balance	**$**	**820,019**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/25)	$	13,130,785
Expected Contributions & Interest		3,296,870
Restricted Funds:		
Electric Vehicles & Equipment		(474,127)
Substation & System Upgrades		(723,512)
Traffic Signal Upgrades		(297,676)
Citywide Projects; MCC		(858,394)
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	**$**	**1,890,302**

Solid Waste Reserves		Amount
Cash/Investment Balance (10/31/25)	$	38,532
Expected Contributions & Interest		121,897
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(61,134)
Solid Waste Alloc of Citywide Projects		(26,993)
Reserve (MCR) Policy[4]		-
Equipment Replacement Reserve[4]		(70,750)
Uncommitted Reserve Balance	**$**	**1,552**

MSA & RTT Reserves	Amount
RTT Balance (10/31/25)	2,257,468
MSA Balance (10/31/25)	625,547
MSA & RTT Est Receipts thru FY26:	5,783,105
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	**$ 693,361**

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

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

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

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

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

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

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

[8]The water and sewer funds expected contributions include grant proceeds, temporary financing proceeds, and/or reimbursement of funds related to MCC lot sales.

City of Milford, Delaware

Enterprise Funds: Statement of Revenues & Expenditures

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

	Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY26 Total *(as % of Rev)*	FY25 Total *(as % of Rev)*
1	Operating Revenue	$ 12,707	$ 1,416	$ 2,343	$ 668	$ 17,134	100.0%	100.0%
2	Cost of Revenue[1]	(8,574)	(140)	(1,287)	(124)	(10,125)	-59.1%	-61.4%
3	Gross Margin	4,133	1,276	1,055	545	7,009	40.9%	38.6%
4	Operating Expenses							
5	Operations & Maintenance	(1,463)	(757)	(669)	(375)	(3,264)	-19.0%	-15.0%
6	Personnel	(550)	(127)	(123)	(137)	(937)	-5.5%	-6.1%
7	Total Operating Expenses	(2,014)	(884)	(792)	(512)	(4,201)	-24.5%	-21.2%
8	**Operating Income**	**$ 2,119**	**$ 392**	**$ 263**	**$ 33**	**$ 2,807**	**16.4%**	**17.4%**
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	2,119	392	263	33	2,807	16.4%	17.4%
11	Debt Service - Principal & Interest	(80)	(46)	(26)	-	(153)	-0.9%	-0.6%
12	Capital Spending / Contributions from (to) Reserves	(235)	(221)	(1)	63	(395)	-2.3%	-5.2%
13	Surplus (deficit) available for transfers	1,804	125	236	96	2,260	13.2%	11.6%
14	Transfers Out	(1,445)	(163)	(146)	-	(1,754)	-10.2%	-9.5%
15	**Net Surplus (Deficit) - FYTD through Oct 2025**	**$ 359**	**$ (39)**	**$ 90**	**$ 96**	**$ 506**	**3.0%**	**2.1%**
16	***Net Surplus (Deficit) - FYTD through Oct 2024***	*$ 227*	*$ 287*	*$ 263*	*$ (439)*	*$ 337*	*2.1%*	
17	*Current vs Prior - Favorable (Unfavorable)*[2]	*$ 132*	*$ (325)*	*$ (174)*	*$ 535*	*$ 169*	*0.8%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 911*	*$ (2,711)*	*$ (249)*	*$ 25*	*$ (2,022)*	-10.9%	
19	*Current vs Budget - Favorable (Unfavorable)*[2]	*$ (552)*	*$ 2,672*	*$ 338*	*$ 70*	*$ 2,528*	*13.9%*	

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

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

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

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

	General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY26 Total *(as % of Rev)*	FY25 Total[2] *(as % of Rev)*
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 6,951	$ -	$ -	$ -	$ 6,951	68.3%	66.3%
3	Permits, Licensing & Franchise Fees	60	-	-	145	206	2.0%	3.9%
4	Fines, Fees & Misc Revenue	64	79	38	-	180	1.8%	3.4%
5	General Revenue Subtotal	7,075	79	38	145	7,336	72.1%	73.5%
6	Utility Transfers & Cost Allocation	2,340	-	-	-	2,340	23.0%	23.1%
7	Grant Revenue	-	-	-	-	-	0.0%	0.1%
8	Application of Reserve Balances	497	-	-	-	497	4.9%	3.3%
9	General Fund Operating Support	2,837	0	-	-	2,837	27.9%	26.5%
10	**Total Sources of Funding**	**$ 9,912**	**$ 79**	**$ 38**	**$ 145**	**$ 10,174**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	186	398	211	255	1,049	10.3%	13.4%
13	Personnel	278	2,188	287	775	3,527	34.7%	34.0%
14	Total Operating Expenses	464	2,585	498	1,029	4,576	45.0%	47.5%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 9,448**	**$ (2,506)**	**$ (460)**	**$ (884)**	**$ 5,598**	**55.0%**	**52.5%**
16	Debt Service - Principal & Interest	-	99	-	-	99	1.0%	0.0%
17	Capital Spending / Transfers from (to) Reserves	34	158	132	196	520	5.1%	2.5%
18	**Net Surplus (Deficit) - FYTD through Oct 2025**	**$ 9,414**	**$ (2,763)**	**$ (591)**	**$ (1,080)**	**$ 4,979**	**48.9%**	**50.1%**
19	***Net Surplus (Deficit) - FYTD through Oct 2024***	*$ 8,449*	*$ (2,233)*	*$ (535)*	*$ (925)*	*$ 4,756*	50.1%	
20	*Current vs Prior - Favorable (Unfavorable)[2]*	*$ 965*	*$ (530)*	*$ (56)*	*$ (155)*	*$ 223*	*-1.1%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 10,147*	*$ (2,846)*	*$ (762)*	*$ (1,315)*	*$ 5,224*	46.5%	
22	*Current vs Budget - Favorable (Unfavorable)[3]*	*$ (733)*	*$ 83*	*$ 170*	*$ 235*	*$ (245)*	*2.4%*	

23 [1]This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

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

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

City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended October 31, 2025

33.3% of Year Elapsed

	Account / Function	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Real Estate Tax	$ 6,853,155	$ 3,738	$ 6,950,579	101.4%
3	Utility Transfers	5,262,700	438,558	1,754,233	33.3%
4	Departmental Transfers	1,873,873	146,563	586,253	31.3%
5	Application of Reserves	4,463,943	63,066	496,969	11.1%
6	Leases and Franchise Fees	429,004	15,510	60,488	14.1%
7	Planning & Development:				
8	Business & Rental Licenses	226,000	3,452	11,070	4.9%
9	Building Permits	323,530	11,736	100,608	31.1%
10	Development Fees	155,390	3,330	27,674	17.8%
11	Code Enforcement	33,940	4,535	5,865	17.3%
12	Public Safety	603,917	20,807	79,045	13.1%
14	Parks & Recreation Fees	99,000	2,470	37,506	37.9%
13	Interest Income	184,810	20,764	62,904	34.0%
15	Misc. Revenues	42,454	145	699	1.6%
16	**Total General Fund Revenue**	**$ 20,551,716**	**$ 734,674**	**$ 10,173,892**	**49.5%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	4,204,619	344,976	1,416,386	33.7%
19	Sewer Fund Revenues	3,818,476	314,091	1,242,031	32.5%
20	Kent County Sewer	2,995,177	281,226	1,100,577	36.7%
21	Solid Waste Fund Revenues	1,863,130	164,057	668,311	35.9%
22	Electric Fund Revenues	35,636,634	2,718,934	12,706,970	35.7%
23	**Total Enterprise Fund Revenue**	**$ 48,518,036**	**$ 3,823,284**	**$ 17,134,275**	**35.3%**
24	Application of Enterprise Reserves[2]	6,353,640	189,469	1,216,240	19.1%
25	**Total General & Enterprise Fund Revenue**	**$ 75,423,392**	**$ 4,747,427**	**$ 28,524,407**	**37.8%**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended October 31, 2025

33.3% of Year Elapsed

	Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 706,390	$ 52,299	$ 182,134	25.8%	$ 524,256
4	Operation & Maintenance (O&M)	231,950	12,554	77,559	33.4%	154,391
5	Capital	-	-	-		-
6	Subtotal: City Administration	938,340	64,853	259,693	27.7%	678,647
7	City Clerks					
8	Personnel	266,340	21,652	82,573	31.0%	183,767
9	O&M	102,475	4,850	22,266	21.7%	80,209
10	Capital	-	-	-		-
11	Subtotal: City Clerks	368,815	26,502	104,839	28.4%	263,976
7	Planning & Zoning					
8	Personnel	794,180	61,231	237,796	29.9%	556,384
9	O&M	188,735	6,781	59,547	31.6%	129,188
10	Capital	-	-	-		-
11	Subtotal: Planning & Zoning	982,915	68,012	297,343	30.3%	685,572
12	Council					
13	Personnel	54,990	2,869	13,289	24.2%	41,701
14	Legal	33,500	1,415	10,035	30.0%	23,466
15	City Hall Building Expense	42,780	3,565	14,260	33.3%	28,520
16	Insurance	23,330	4,244	14,246	61.1%	9,084
17	Council Expense	30,000	2,728	7,631	25.4%	22,369
18	Codification	18,000	5,849	5,849	32.5%	12,152
19	Carlisle Fire Company	205,000	-	-	0.0%	205,000
20	Museum	40,000	-	-	0.0%	40,000
21	Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
22	Milford Public Library	28,000	-	-	0.0%	28,000
23	Armory Expenses	25,000	3,262	10,991	44.0%	14,009
24	Community Festivals	40,000	-	-	0.0%	40,000
25	Election Expense	14,130	-	-	0.0%	14,130
26	Other O&M	120,130	-	-	0.0%	120,130
	Contract Services	18,000	-	23,000	127.8%	(5,000)
	Subtotal: Council	742,860	23,932	99,300	13.4%	643,560

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended October 31, 2025

33.3% of Year Elapsed

	Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
29	Finance					
30	Personnel	766,980	58,982	230,426	30.0%	536,554
31	O&M	139,353	9,472	46,989	33.7%	92,364
32	Capital	-	-	-		-
33	Subtotal: Finance	906,333	68,455	277,415	30.6%	628,918
34	Information Technology					
35	Personnel	638,210	47,760	187,962	29.5%	450,248
36	O&M	435,944	-	-	0.0%	435,944
37	Capital	24,879	10,800	11,214	45.1%	13,665
38	Subtotal: Information Technology	1,099,033	58,560	199,176	18.1%	899,857
39	Police Department					
40	Personnel	7,461,705	515,073	2,187,570	29.3%	5,274,135
41	O&M	1,205,245	106,850	397,609	33.0%	807,636
42	Capital	244,701	2,961	158,188	64.6%	86,513
43	Debt Service	488,882	-	98,917	20.2%	389,966
44	Subtotal: Police Department	9,400,533	624,883	2,842,284	30.2%	6,558,249
45	Streets & Grounds Division					
46	Personnel	444,000	11,597	118,550	26.7%	325,450
47	O&M	622,710	36,462	147,971	23.8%	474,739
48	Capital	2,576,177	9,474	195,865	7.6%	2,380,312
49	Subtotal: Streets & Grounds Division	3,642,887	57,533	462,386	12.7%	3,180,501
50	Parks & Recreation					
51	Personnel	922,800	66,411	286,577	31.1%	636,223
52	O&M	788,700	51,327	211,181	26.8%	577,519
53	Capital	758,500	39,831	131,702	17.4%	626,798
54	Subtotal: Parks & Recreation	2,470,000	157,569	629,461	25.5%	1,840,539
55	**Total General Fund Expenditures**	**$ 20,551,716**	**$ 1,150,299**	**$ 5,171,897**	**25.2%**	**$ 15,379,819**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended October 31, 2025

33.3% of Year Elapsed

	Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
56	**Enterprise Funds:**					
57	Water Division					
58	Personnel	$ 513,720	$ 32,071	$ 127,224	24.8%	$ 386,496
59	O&M	2,035,040	212,935	756,548	37.2%	1,278,492
60	Transfer to General Fund	490,000	40,833	163,333	33.3%	326,667
61	Capital	3,909,719	51,794	221,196	5.7%	3,688,523
62	Debt Service	365,275	-	46,499	12.7%	318,776
63	Subtotal: Water Division	7,313,754	337,634	1,314,801	18.0%	5,998,953
64	Sewer Division					
65	Personnel	503,670	31,368	123,175	24.5%	380,495
66	O&M	2,269,415	163,442	668,818	29.5%	1,600,596
67	Transfer to General Fund	438,000	36,500	146,000	33.3%	292,000
68	Capital	2,343,542	51,794	171,382	7.3%	2,172,160
69	Debt Service	416,477	13,186	26,372	6.3%	390,105
70	Subtotal: Sewer Division (excl. Kent County)	5,971,104	296,290	1,135,748	19.0%	4,835,356
71	Kent County Sewer	3,011,721	272,748	1,091,999	36.3%	1,919,722
72	Subtotal: Sewer Division (Comprehensive)	8,982,825	569,038	2,227,747	24.8%	6,755,078
73	Solid Waste Division					
74	Personnel	519,380	37,934	136,808	26.3%	382,572
75	O&M	1,487,545	102,651	375,192	25.2%	1,112,353
76	Capital	92,238	10,800	11,855	12.9%	80,383
77	Subtotal: Solid Waste Division	2,099,163	151,386	523,855	25.0%	1,575,308
78	Subtotal: Water, Sewer & Solid Waste	18,395,742	1,058,057	4,066,403	22.1%	14,329,338
79	Electric Division					
80	Personnel	2,066,920	141,990	550,207	26.6%	1,516,713
81	O&M	3,742,700	354,702	1,463,395	39.1%	2,279,305
82	Transfer to General Fund	4,334,700	361,225	1,444,900	33.3%	2,889,800
83	Capital	824,197	75,081	310,203	37.6%	513,994
84	Debt Service	319,815	-	79,815	25.0%	240,000
85	Subtotal: Electric Division (excl. Power)	11,288,332	932,999	3,848,520	34.1%	7,439,811
	Power Purchased	25,187,603	1,828,182	8,574,455	34.0%	16,613,148
	Subtotal: Electric Division (Comprehensive)	36,475,935	2,761,180	12,422,975	34.1%	24,052,960
	Total Enterprise Fund Expenditures	**$ 54,871,676**	**$ 3,819,238**	**$ 16,489,378**	**30.1%**	**$ 38,382,298**
	Grand Total Operating Budget	**$ 75,423,392**	**$ 4,969,537**	**$ 21,661,275**	**28.7%**	**$ 53,762,117**

City of Milford, Delaware

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

For the YTD Period Ended October 31, 2025

33.3% of Year Elapsed

	Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**Interservice Departments**					
2	Garage					
3	Personnel	$ 223,540	$ 16,338	$ 63,566	28.4%	$ 159,974
4	Operation & Maintenance (O&M)	130,750	7,906	38,691	29.6%	92,059
5	Capital	16,157	-	16,157	100.0%	-
6	Subtotal: Garage	370,447	24,244	118,413	32.0%	252,034
7	Public Works					
8	Personnel	879,120	46,680	208,629	23.7%	670,491
9	O&M	428,450	28,109	124,363	29.0%	304,087
10	Capital	434,574	-	4,747	1.1%	429,827
11	Subtotal: Public Works	1,742,144	74,789	337,739	19.4%	1,404,405
12	Tech Services					
13	Personnel	352,300	27,571	108,564	30.8%	243,736
14	O&M	537,405	42,307	156,062	29.0%	381,343
15	Capital	-	-	-		-
16	Subtotal: Tech Services	889,705	69,877	264,626	29.7%	625,079
17	Billing & Collections					
18	Personnel	899,760	269,224	269,224	29.9%	630,536
19	O&M	497,330	155,175	155,175	31.2%	342,155
20	Capital	146,900	-	-	0.0%	146,900
21	Subtotal: Billing & Collections	1,543,990	424,399	424,399	27.5%	1,119,591
22	City Hall Cost Allocation					
23	Personnel	1,950	580	580	29.8%	1,370
24	O&M	98,710	38,585	38,585	39.1%	60,125
25	Capital	14,493	-	-	0.0%	14,493
26	Subtotal: City Hall Cost Allocation	115,153	39,165	39,165	34.0%	75,988
27	**Interdepartmental Cost Allocation**	**$ (4,661,439)**	**$ (632,475)**	**$ (1,184,343)**	**25.4%**	**$ (3,477,097)**
	Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

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

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR 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

PUBLIC WORKS FACILITY
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THE CITY of Milford DELAWARE

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

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.

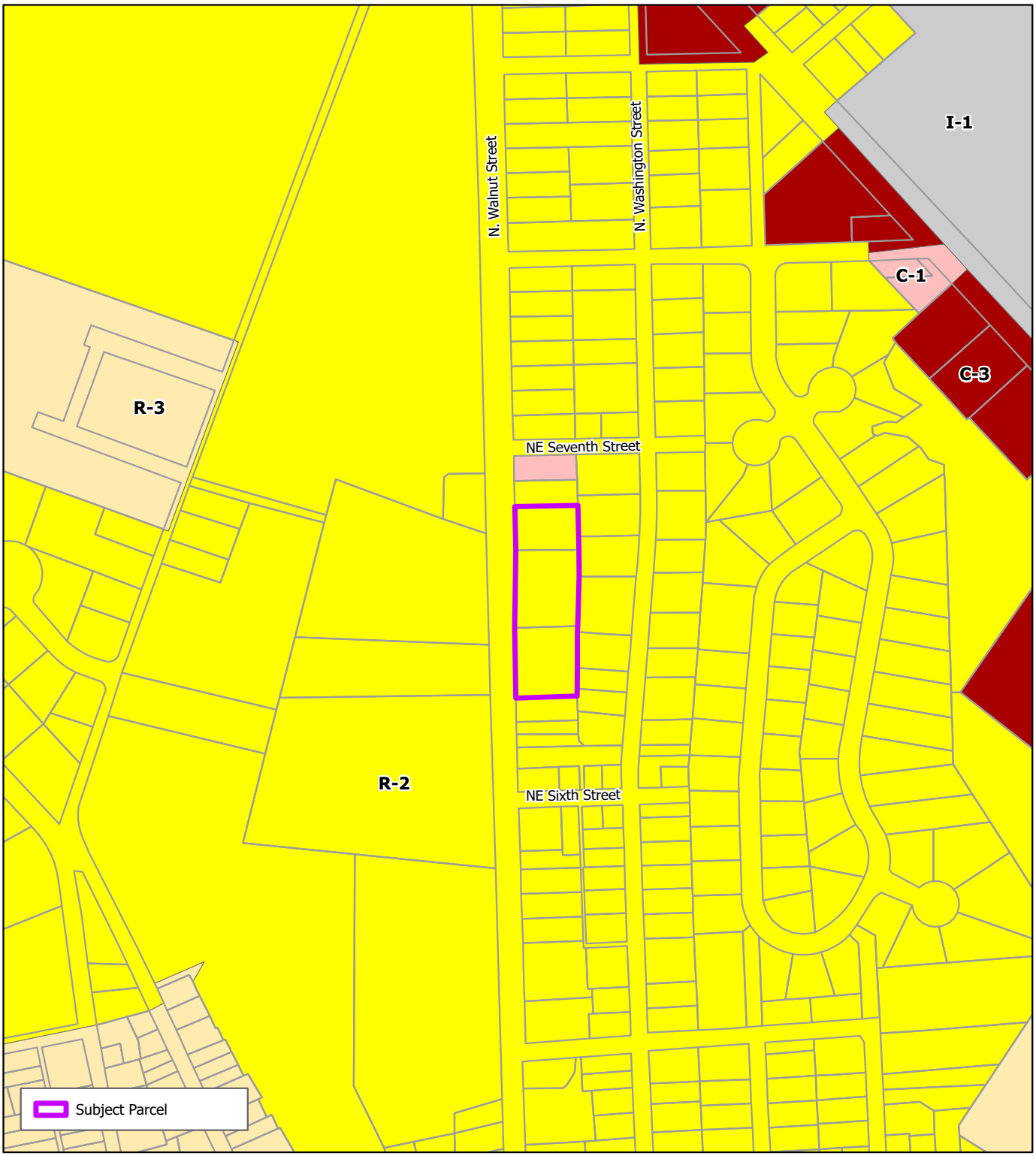
- **Carlisle Fire Company**
  No comments provided.

- **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.



THE CITY of Milford DELAWARE

Scale: 0 150 300 Feet

Drawn by: WRP

Date: 06/04/2025

Filepath: Major_609WalnutLLC.aprx

Title:

Major Subdivision

609 Walnut, LLC

Location & Zoning M

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

SITE DATA TABLE

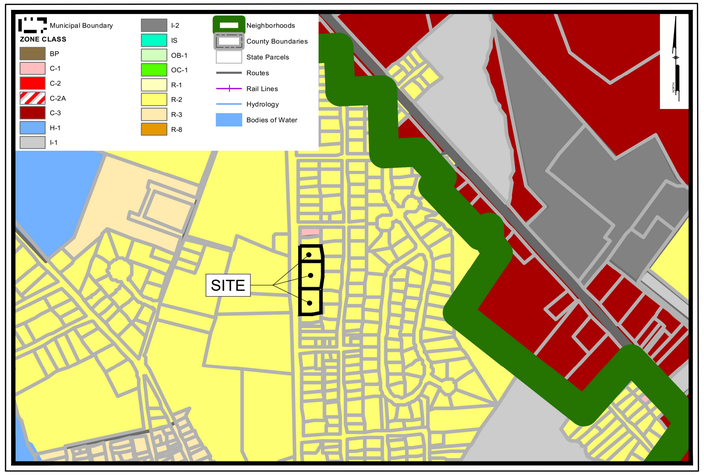
1. TAX MAP NUMBER: 5-16-183.06-03-02.00-00001; 5-16-183.06-03-03.00-00001; 5-16-183.06-03-04.00-00001
2. DEED/PLAT REFERENCE: DEED REFERENCE: DB 12784, PG 344
3. OWNER / DEVELOPER NAME: 609 WALNUT, LLC; 872 WALKER RD SUITE A; DOVER, DE 19904
4. SITE ADDRESS: 609 N. WALNUT ST; MILFORD, DELAWARE 19963
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. 0.57± ACRES
    MINIMUM LOT AREA:
    NOT SEPARATELY OWNED- 8,000 SQ.FT.(INTERIOR LOT) & 13,000 SQ.FT. (CORNER LOT)
    SEPARATELY OWNED- 4,000 SQ.FT.(INTERIOR LOT) & 6,500 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: 12,933± 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: 80 FT
    SEPARATELY OWNED: 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.(5.55%)	0.18± 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. (20.68%)
    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 ½ 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:
    STATE PLANE COORDINATES: BENCHMARK #1: SURVEY NAIL - NORTHWEST OF PROPERTY ACROSS N. WALNUT ST. (NAD83/ NAVD88) N: 335698.04 E: 652710.42, LAT: N 038°55'43.73" LONG: W 075°25'43.73
    BENCHMARK #2: CAPPED PIPE - SOUTHEAST CORNER OF PROPERTY (NAD83/ NAVD88) 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 = NAVD88
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 10005C0041K, DATED MARCH 16, 2015. 100 YEAR FLOODPLAIN ZONE X-UNSHADED WHICH LIES OUTSIDE THE 500 YEAR FLOODPLAIN.
31. WATERSHED: MISPILLION RIVER - DELAWARE BAY HUC8:02040207, HUC10: 0204020705
32. TOTAL EDU'S: 1 EXISTING EDU AND 7 PROPOSED EDU'S
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



ZONING MAP
SCALE: NOT TO SCALE

LEGEND

- EXISTING PROPERTY, LINE
- PROPOSED PROPERTY, LINE
- PROPERTY, ADJOINING LINE
- BUILDING RESTRICTION LINE
- EXISTING DRIVEWAY
- EXISTING CENTER LINE
- EXISTING FENCE
- EXISTING SEWER LINE
- EXISTING WATER LINE
- PROPERTY, IRON PIPE FOUND (CIPF)
- PROPERTY, CONCRETE MONUMENT FOUND
- PROPOSED PROPERTY CORNER (CIPF)
- PROPERTY BEND POINT
- EXISTING WATER METER
- EXISTING SEWER CLEAN OUT
- EXISTING SEWER MANHOLE
- EXISTING MONITORING WELL
- EXISTING SIDEWALK
- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED EASEMENT LINE
- EXISTING BUILDING
- PROPOSED DUPLEX TO BE CONSTRUCTED

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
IuB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A



LOCATION MAP
Scale: 1" = 2500'



VICINITY MAP
Scale: 1" = 400'



SOILS MAP
Scale: 1" = 200'

CALL BEFORE YOU DIG
Call Miss Utility of Delmarva
800-282-8555
Ticket Number(s): 243470805

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 SINGE FAMILY HOME THE MINIMUM LOT WIDTH SHALL BE 80 FEET.

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@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) 684-8248
RHURWITZ@PENNONI.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/OR BUILDER PRIOR TO BEGINNING ANY WORK. DISCREPANCIES BEFORE PROCEEDING WITH WORK

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
			JMM
1		REVISED PER CITY OF MILFORD	
	2025-07-02		

ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED FOR 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 OR 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	AS SHOWN
DRAWN BY	ASM
APPROVED BY	RLH

RP0001

SHEET 1 OF 3

PLOTTED: 8/1/2025 3:07 PM BY: Jesse Morgan PLOTSTYLE: Pennoni.NCS.ctb
U:\Accounts\ASBHM\ASBHM24001 - I of 2 N. Walnut Street\DESIGN_SHEETS\RP0001.dwg

CITY OF MILFORD GENERAL MAJOR SUBDIVISION AND SITE PLAN NOTES:

1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY PENNONI ASSOCIATES ON APRIL 2024 THROUGH MARCH 2025.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY PENNONI ASSOCIATES, INC. IN MILTON, DELAWARE IN APRIL 2024 THROUGH MARCH 2025. ELEVATIONS ARE BASED ON DATUM NAVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83.
4. HYDRAULIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE KENT COUNTY SOIL SURVEY.
5. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
6. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
7. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
8. THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
9. ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
10. PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
11. CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
12. PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM LOCATION.
13. SHOP DRAWINGS FOR ANY ITEM(S) 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 ITEM(S).
14. ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
15. THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.
16. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASING THE PIPE IN CONCRETE.
17. THE PROPERTY IS LOCATED IN ZONE X UNSHADED ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 10050C0041K REVISED MARCH 16, 2015.
18. ALL ROADWAYS ARE TO BE SWEPT FREE OF ANY SEDIMENT ON A DAILY BASIS.
19. THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDED, 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 GUIDE INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
20. IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OF WATER WILL OCCUR AFTER PAVING IS COMPLETE.
21. THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
22. ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
23. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE EXCAVATION FOR STRUCTURES AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.
24. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
25. CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
26. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
27. THE 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.

28. THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES INSTALLED WITHIN CITY RIGHT-OF-WAY, AND EASEMENTS DEDICATED TO THE CITY; STORM SEWER PIPES AND CATCH BASINS, INSTALLED FULLY WITHIN CITY RIGHT-OF-WAY ONCE THE FOLLOWING CONDITIONS HAVE BEEN MET
    A. ALL ITEMS HAVE PASSED CITY INSPECTION
    B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS
    C. THE RIGHTS-OF-WAY AND/OR EASEMENT HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.

29. SEWER AND WATER CAPACITY ARE NOT GUARANTEED UNTIL BUILDING PERMITS ARE ISSUES, ALL FEES ARE PAID, AND SUITABLE UTILITIES ARE IN PLACE FOR PROPER CONVEYANCE, TREATMENT, AND DISPOSAL.
30. 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.
31. 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.
32. WITHIN 90 DAYS OF FINAL APPROVAL FROM CITY COUNCIL, THE SUBDIVIDER SHALL RECORD THE PLAT AT THE COUNTY RECORDER OF DEEDS OFFICE. FAILURE TO RECORD THE APPROVED PLAT WITHIN 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 FINAL APPROVAL AGAIN. FAILURE TO RECORD THE APPROVED PLAT 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 AND FINAL APPROVAL AFTER THEY HAVE BEEN VOIDED, THE SUBDIVIDER MUST MAKE APPLICATION FOR AND RECEIVE PRELIMINARY APPROVAL, THEN MAKE APPLICATION FOR AND RECEIVE FINAL APPROVAL.
33. 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
34. 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.
35. THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT AND/OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
36. AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND TO POST A COMPLETION GUARANTY FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTY SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND GUARANTY 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.
37. A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE AMOUNT OF THE COMPLETION GUARANTY PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS AND RELEASE OF THE COMPLETION GUARANTY. 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 TOE TERMS OF THE BOND.

38. UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING;
    A. ALL PROPERTY MONUMENTS/MARKERS;
    B. SEWER MANHOLE RIM AND INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED, PUMP STATION RIM, BOTTOM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED, FORCEMAIN AIR RELEASE VALVE RIM AND INVERT ELEVATIONS, SEWER CLEANOUT RIM AND INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM AND INVERT ELEVATIONS;
    C. WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;
    D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM AND INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES AND MATERIALS NOTED; AND
    E. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.

39. THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
40. THE PROPERTY IS LOCATED IN AN AREA OF "GOOD & FAIR" GROUNDWATER RECHARGE AND IS NOT LOCATED WITHIN A WELLHEAD PROTECTION AREA ACCORDING TO THE STATE SOURCE WATER PROTECTION AREAS.
41. PER A SITE REVIEW BY PENNONI ASSOCIATES, INC. AND PROFESSIONAL WETLAND SCIENTIST (NO. 3557) MIKE MARRA, NO WETLANDS WERE IDENTIFIED ON THE SUBJECT PROPERTY.
42. ALL RIGHT OF WAYS SHOWN ON THIS PLAT SHALL BE DEDICATED TO THE PUBLIC USE UPON RECORDATION OF THESE PLATS.

GENERAL NOTES:

1. 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 ERECT AND MAINTAIN, AS REQUIRED BY THE CONDITIONS AND PROGRESS OF THE WORK, ALL NECESSARY SAFEGUARDS FOR SAFETY AND PROTECTION.
2. THE CONTRACTOR SHALL IMMEDIATELY INFORM THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THEY DISCOVER IN THE PLANS.
3. 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.
4. 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.
5. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. CONTRACTOR 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 THERETO APPURTENANT.
6. 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.
7. THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF CONTRACT DRAWINGS ON WHICH HE SHALL NOTE, IN RED, THE ALIGNMENTS AND INVERTS 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.
8. 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 SECURE FROM VEHICULAR OR PEDESTRIAN TRAFFIC.
9. 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.
10. BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBER 10005C0041K, 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.
11. SUBJECT PROPERTY IS CURRENTLY 'R-2' (RESIDENTIAL DISTRICT).
12. THE SUBJECT SITE WILL BE DEVELOPED AS A SINGLE PHASE.
13. THE BOUNDARY AND TOPOGRAPHICAL INFORMATION SHOWN ON THIS PLAT WAS COMPILED FROM DOCUMENTS OF PUBLIC RECORD AND A FIELD SURVEY BY PENNONNI, DATED APRIL 2024 THROUGH MARCH 2025. ALL PROVIDED EASEMENTS ARE SHOWN ON THIS PLAN, HOWEVER, THIS PLAT AND SURVEY DOES NOT VERIFY THE EXISTENCE OR NON-EXISTENCE OF RIGHT-OF-WAYS OR EASEMENTS.
14. SURVEY DATUM: HORIZONTAL - NAD83, VERTICAL - NAVD88
15. DEED REFERENCE : DEED BOOK 12784, PAGE 344.
16. NO WETLANDS WERE OBSERVED AT THE TIME OF FIELD SURVEY APRIL 2024 THROUGH MARCH 2025.
17. STORM WATER WILL BE HANDLED BY OVERLAND FLOW TO THE EXISTING REGIONAL STORMWATER MANAGEMENT FACILITIES.
18. ALL FIRE LANES, EXITS, STANDPIPE AND SPRINKLER CONNECTIONS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS. ALL BUILDINGS WILL BE WOOD CONSTRUCTION AND NOT HAVE SPRINKLERS.
19. MISS UTILITY SHALL BE NOTIFIED THREE (3) DAYS PRIOR TO EXCAVATION.
20. ALL 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.
21. A 72 HOUR (MINIMUM) NOTICE SHALL BE GIVEN TO THE DISTRICT PERMIT SUPERVISOR PRIOR TO STARTING ROADWAY CONSTRUCTION.
22. ALL SIGNING FOR MAINTENANCE OF TRAFFIC IS THE CONTRACTORS RESPONSIBILITY, AND SHALL FOLLOW THE GUIDELINES SHOWN IN LATEST EDITION OF DELAWARE MUTCD.
23. DESIGN, FABRICATION AND INSTALLATION OF ALL PERMANENT SIGNING SHALL BE AS OUTLINED IN THE LATEST VERSION OF THE DE MUTCD.
24. DESIGN AND INSTALLATION OF ALL PAVEMENT MARKINGS AND STRIPING SHALL BE AS OUTLINED IN THE LATEST VERSION OF THE DE MUTCD. FOR FINAL PERMANENT PAVEMENT MARKINGS:
    a) EPOXY RESIN PAINT SHALL BE REQUIRED FOR LONG LINE STRIPING.
    b) THERMO PLASTIC (EXTRUDED OR PREFORMED MATERIAL) WILL BE REQUIRED ON ASPHALT SURFACES, FOR SHORT LINE STRIPING, I.E. SYMBOLS/LEGENDS.
    c) PERMANENT PAVEMENT MARKING TAPE (PER DELDOT APPROVED MATERIALS LIST) WILL BE REQUIRED ON CONCRETE SURFACES, FOR SHORT LINE STRIPING, I.E. SYMBOLS/LEGENDS.
25. BREAKAWAY POSTS SHALL BE USED WHEN INSTALLING ALL SIGNS. REFERENCE DELDOT STANDARD CONSTRUCTION DETAIL T-15.
26. THE CONTRACTOR SHALL NOTIFY THE FOLLOWING, TWO (2) WEEKS PRIOR TO THE START OF CONSTRUCTION:
    -- THE OWNER
    -- CITY OF MILFORD
    -- DELDOT
27. THE CONTRACTOR SHALL MAINTAIN PUBLIC ROADS AND STREETS IN A BROOM SWEPT CONDITION AT ALL TIMES.
28. 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.
29. THE DEVELOPER WILL COORDINATE ELECTRIC SERVICE WITH THE ELECTRIC DEPARTMENT DURING THE BUILDING PERMIT SUBMISSION

FIRE MARSHAL SITE DATA:

1. SITE NAME/ADDRESS : LOTS 2-4 N. WALNUT STREET MILFORD, DELAWARE 19963
2. OWNER INFORMATION :

CURRENT OWNER	TAX MAP/PARCEL #	GROSS ACREAGE
609 WALNUT, LLC	5-16-183.06-03-02.00-00001	0.22± ACRES
872 WALKER ROAD, SUITE A DOVER, DE 19904	5-16-183.06-03-03.00-00001	0.68± ACRES
	5-16-183.06-03-04.00-00001	0.58± ACRES

3. WATER SUPPLIER: CITY OF MILFORD
4. MAXIMUM BUILDING HEIGHT: 35'
5. AUTOMATIC SPRINKLERS: NO
6. FIRE DISTRICT: CARLISLE FIRE CO. (42)
7. TYPE OF CONSTRUCTION: 2 STORY TYPE V

FIRE MARSHAL NOTES:

1. ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.
2. AN EXISTING FIRE HYDRANT LOCATED ON N. WALNUT STREET IS ACROSS THE STREET FROM THE PROPOSED ENTRANCES.
3. 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:

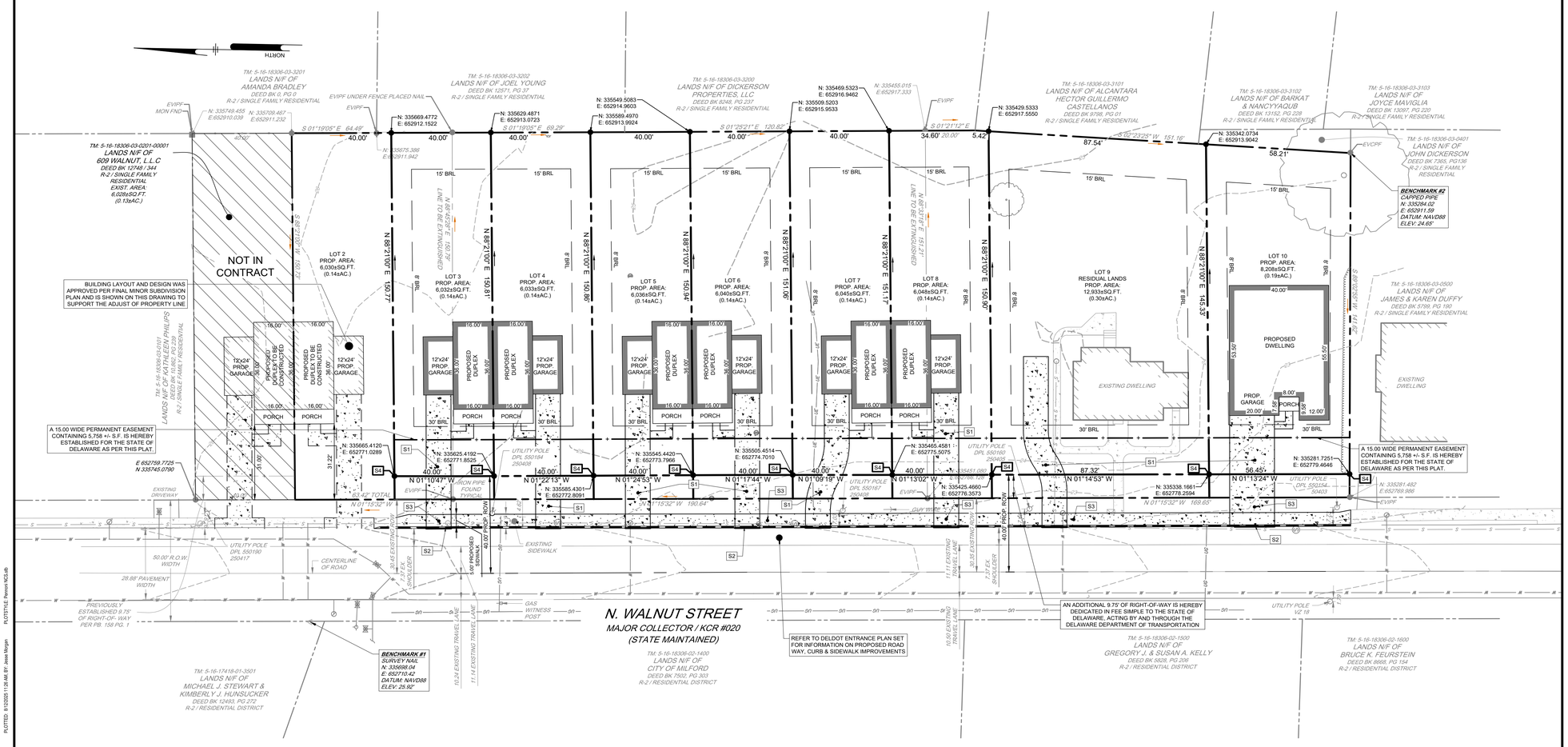
1. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT FOR VERIFICATION.
2. HYDRIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE KENT COUNTY SOIL SURVEY.
3. THE APPLICANT 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 OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS. (GN33)
4. 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/OR TO POST A COMPLETION GUARANTY FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTY SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTY 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. (GN34)
5. A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE CONSTRUCTION VALUE FOR ANY CONSTRUCTED IMPROVEMENTS AND A PERFORMANCE BOND IN THE AMOUNT OF 125% OF THE CONSTRUCTION VALUE FOR ANY UNCOMPLETED WORK SHALL BE PROVIDED IN ORDER TO ACHIEVE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTY. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR AND ALL CONSTRUCTION VALUES MUST BE SUBMITTED TO, REVIEWED AND APPROVED BY THE CITY ENGINEER PRIOR TO THE ISSUANCE OF ANY BONDS. (GN35)
6. UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING;
    A. ALL PROPERTY MONUMENTS/MARKERS;
    B. SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCEMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
    C. WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;
    D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOC

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) 684-6218
RHURWITZ@Pennoni.com



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

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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION. USE FIGURED DIMENSIONS ONLY. DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

RECORD PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

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 OR 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

PLOTTED: 8/1/2025 11:26 AM BY: Jesse Morgan PLOTSTYLE: Pennoni ACS.ctb
U:\Accts\ASBHM\ASBHM001 - 1st Z N. Walk-s Dover\DESIGN_SHEETS\RP1001.dwg

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

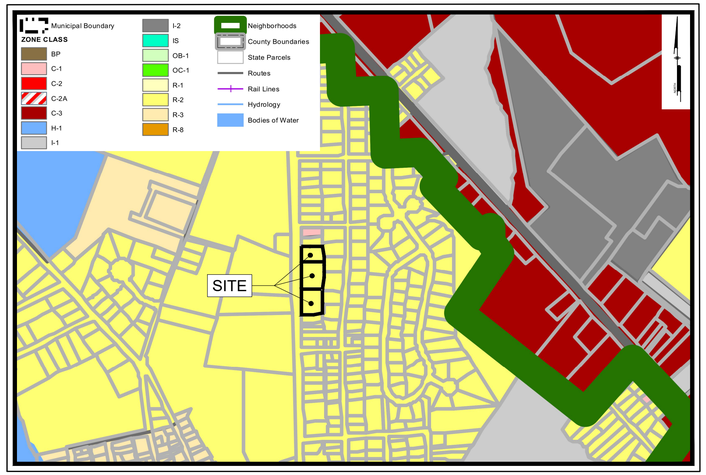
(302) 677-1940

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. 0.57± ACRES
    MINIMUM LOT AREA:
    NOT SEPARATELY OWNED- 8,000 SQ.FT.(INTERIOR LOT) & 13,000 SQ.FT. (CORNER LOT)
    SEPARATELY OWNED- 4,000 SQ.FT.(INTERIOR LOT) & 6,500 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: 12,933± 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: 80 FT
    SEPARATELY OWNED: 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.(5.55%) / 0.18± 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. (20.68%); 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 ½ 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:
    STATE PLANE COORDINATES: BENCHMARK #1: SURVEY NAIL - NORTHWEST OF PROPERTY ACROSS N. WALNUT ST. (NAD83/ NAVD88) N: 335698.04 E: 652710.42, LAT: N 038°55'43.73" LONG: W 075°25'43.73; BENCHMARK #2: CAPPED PIPE - SOUTHEAST CORNER OF PROPERTY (NAD83/ NAVD88) 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 = NAVD88
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 10005C0041K, DATED MARCH 16, 2015. 100 YEAR FLOODPLAIN ZONE X-UNSHADED WHICH LIES OUTSIDE THE 500 YEAR FLOODPLAIN.
31. WATERSHED: MISPILLION RIVER - DELAWARE BAY; HUC8 02040207, HUC10: 0204020705
32. TOTAL EDU'S: 1 EXISTING EDU AND 7 PROPOSED EDU'S
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



ZONING MAP

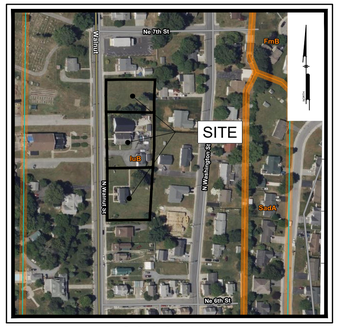
SCALE: NOT TO SCALE

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



LOCATION MAP

Scale: 1" = 2500'



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

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
WaC		SOIL LABEL
		STORM SEWER, INLET
		STORM SEWER,HEADWALL
		STORM SEWER, MANHOLE
		STORM/PIPE, INLET, MANHOLE, & FLARED END
101	101	MINOR CONTOUR
100	100	MAJOR CONTOUR
100.5	35.00	SPOT ELEVATION
W	W	WATER, UNDERGROUND
		WATER VALVE
		WATER MAIN
		MONITORING WELL
		WATER METER
		CLEAN OUT
S	S	SANITARY SEWER, UNDERGROUND
FM	FM	SANITARY SEWER, FORCED MAIN
		SANITARY SEWER, MANHOLE
UE	E	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

CALL BEFORE YOU DIG
Call Miss Utility of Delmarva
800-282-8555
Ticket Number(s): 243470805

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
JORDANASHBURN@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) 684-8248
RHURWITZ@PENNONI.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 PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

BY	REVISIONS	NO.	DATE
JMM	REVISED PER CITY OF MILFORD	1	2025-07-02

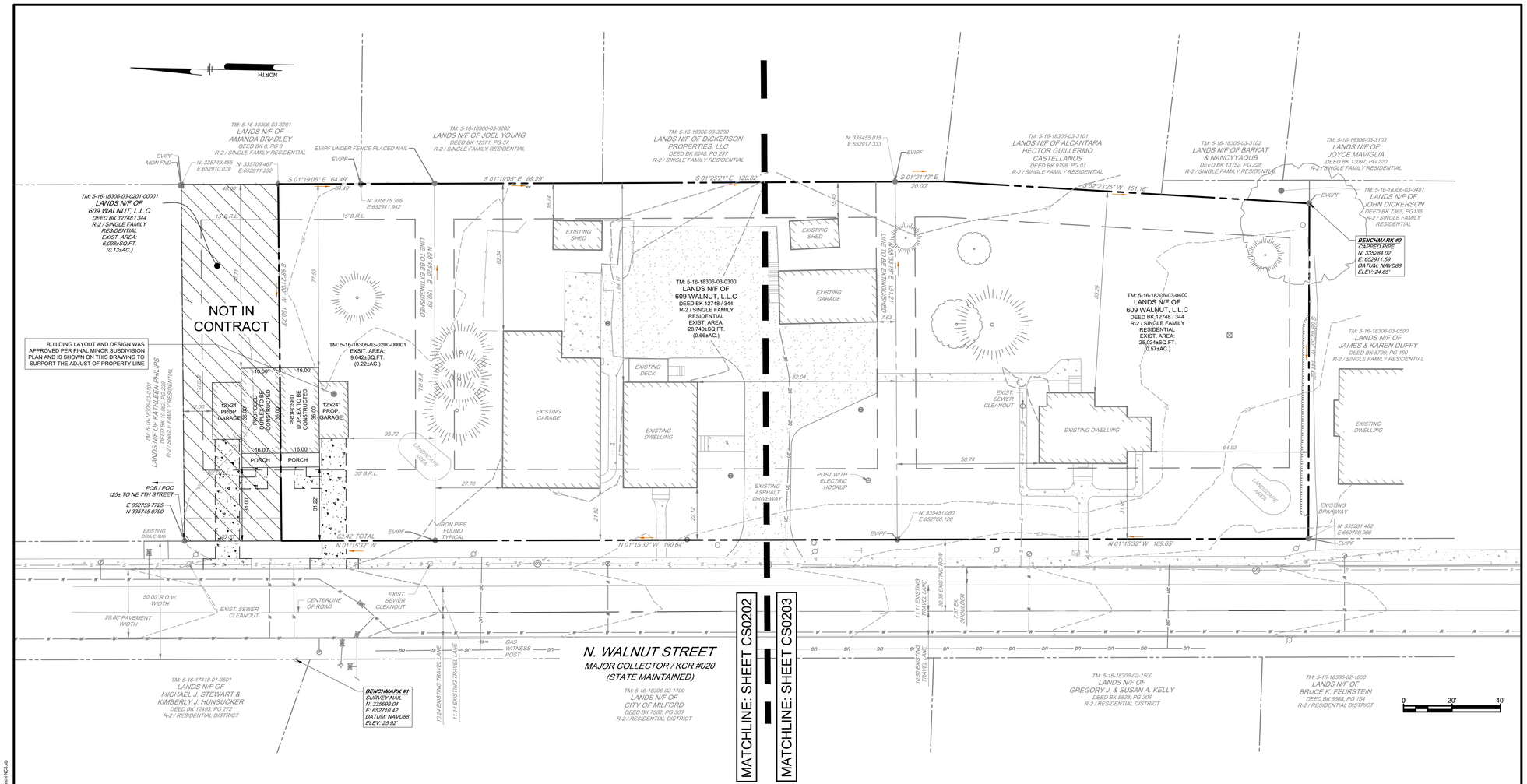
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR 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	2025-05-28
DRAWING SCALE	AS SHOWN
DRAWN BY	ASM
APPROVED BY	RLH

CS0001

SHEET 1 OF 13

PLOTTED: 6/13/2025 9:53 AM BY: Jesse Morgan PLOTSTYLE: Pennoni NCS.ctb
LI:\Accounts\ASBHM\ASBHM24001 - Lot 2-4, Walnut Street\DESIGN_SHEETS\CS0001.dwg



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

EXISTING CONDITION NOTES:

1. ELEVATIONS ARE BASED ON NAVD 88, AND DE STATE PLANE COORDINATE SYSTEM NAD 83 HORIZONTAL DATUM.
   1.1. DEED REFERENCE: DB 1278A PG. 344
2. UNLESS SPECIFICALLY STATED OR SHOWN HEREON TO THE CONTRARY, THIS SURVEY IS MADE SUBJECT TO AND DOES NOT LOCATE OR DELINEATE:
   2.1. 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 OR ANY FEDERAL, STATE, OR LOCAL AGENCY.
   2.2. 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.
   2.3. ANY SUBSURFACE OR SUBTERRANEAN CONDITION, EASEMENTS OR RIGHTS, INCLUDING, BUT NOT LIMITED TO MINERAL OR MINING RIGHTS, OR THE LOCATION OF 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.
3. UTILITY NOTES:
   3.1. 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.
   3.2. COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND STRUCTURES IS NOT GUARANTEED.
   3.3. MISS UTILITY SHALL BE NOTIFIED THREE (3) DAYS PRIOR TO EXCAVATION.
   3.4. THE CONTRACTORS SHALL VERIFY LOCATIONS AND DEPTHS OF ALL UNDERGROUND UTILITIES AND STRUCTURES BEFORE THE START OF WORK.
   3.5. IF CONFLICTS ARE FOUND THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER AND DESIGN ENGINEER FOR INSTRUCTION BEFORE PROCEEDING WITH WORK.
4. THIS SITE IS CURRENTLY ZONED R-2 (RESIDENTIAL DISTRICT).
5. 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 10005C0041K, EFFECTIVE DATE MARCH 16, 2015, THE ENTIRE PROPERTY IS LOCATED IN AN AREA DESIGNATED AS FLOOD ZONE "X" (UNSHADED).
2. NO FIELD 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.

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:
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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

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 ANY DISCREPANCIES MUST BE RESOLVED WITH WORK DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

EXISTING CONDITIONS KEY SHEET

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CIT OF MILFORD	JMM

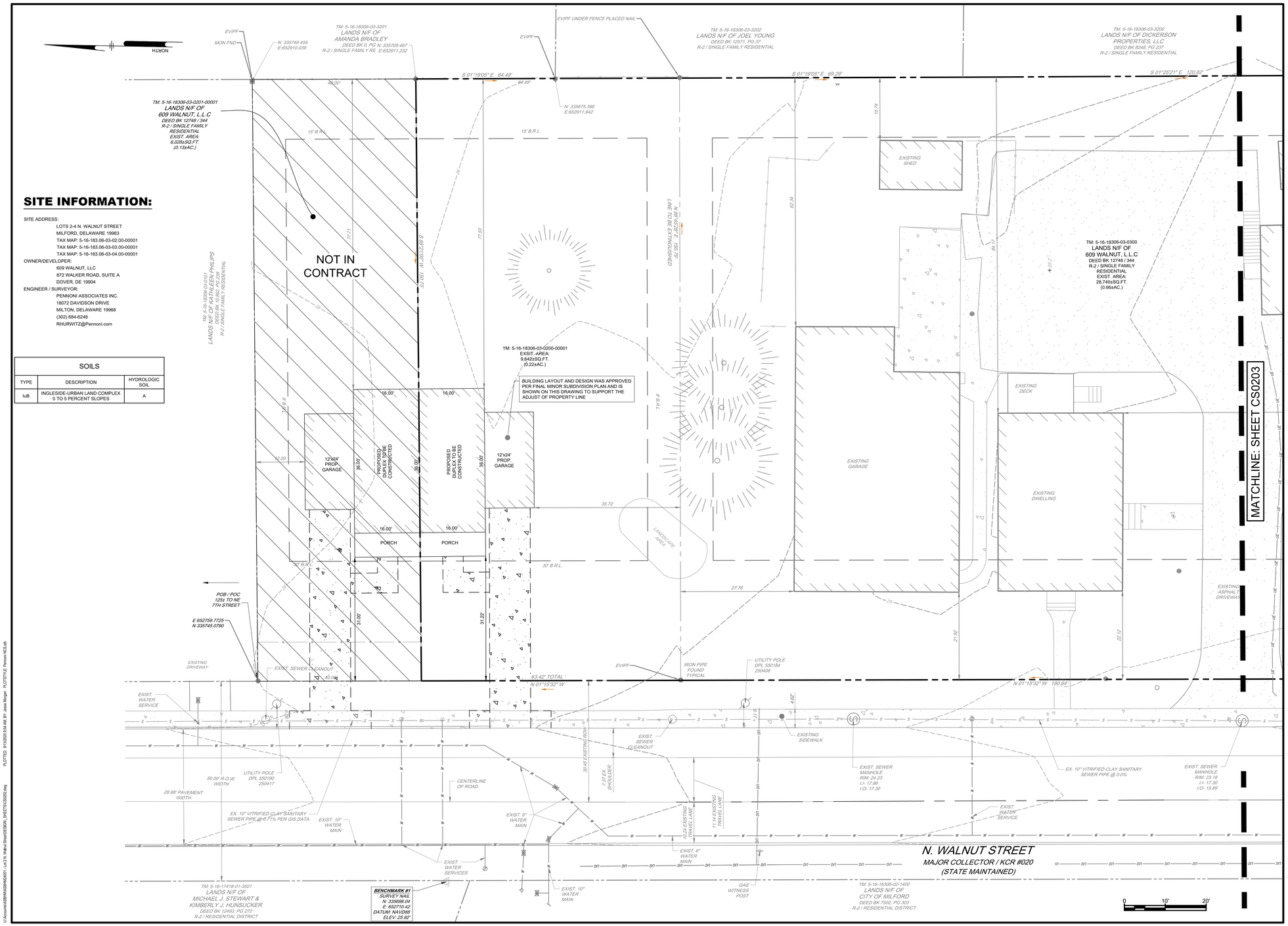
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"=20
DRAWN BY	ASM
APPROVED BY	RLH

CS0201

SHEET 2 OF 13

I:\Accounts\ASBHM\ASBHM24001 - Ltd 2 N. Walnut Street\DESIGN_SHEETS\CS0201.dwg PLOTTED: 8/13/2025 9:54 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni NCS.ctb



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
IuB	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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND APPROVED BY ENGINEER PRIOR TO BEGINNING ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

EXISTING CONDITIONS PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

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

CS0202

SHEET 3 OF 13

PLOTTED: 8/13/2025 9:54 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni NCS.ctb

I:\Accounts\ASBHM\ASBHM24001 - I-NI 2 N. Walnut Street\DESIGN_SHEETS\CS0202.dwg

SITE INFORMATION:

SITE ADDRESS:
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MILFORD, DELAWARE 19963
TAX MAP: 5-16-183.06-03-02.00-00001
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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
IuB	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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND NOTIFICATION MUST BE GIVEN TO ENGINEER OF DISCREPANCIES BEFORE PROCEEDING WITH WORK

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, KOR 020
MILFORD, DE 19963

EXISTING CONDITIONS PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

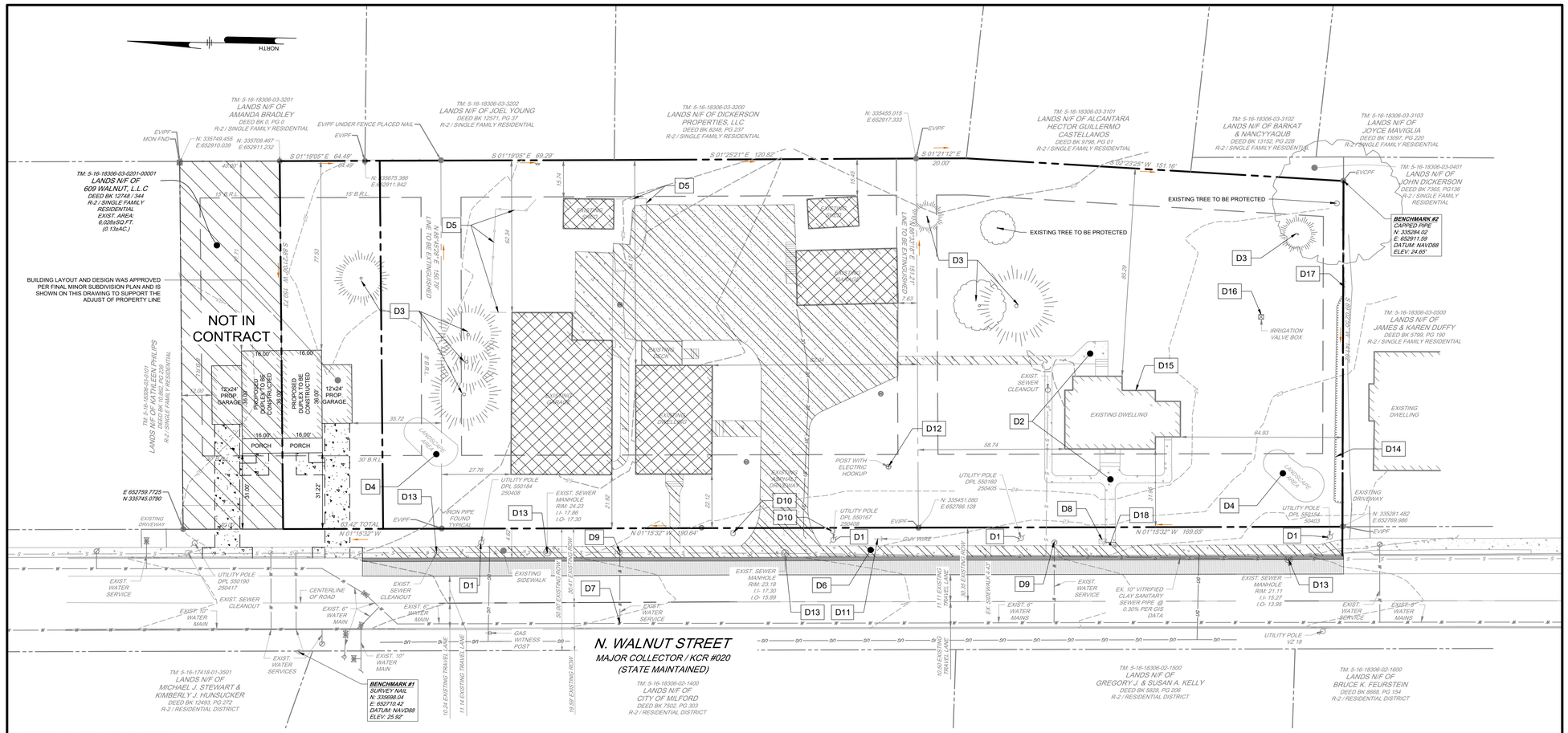
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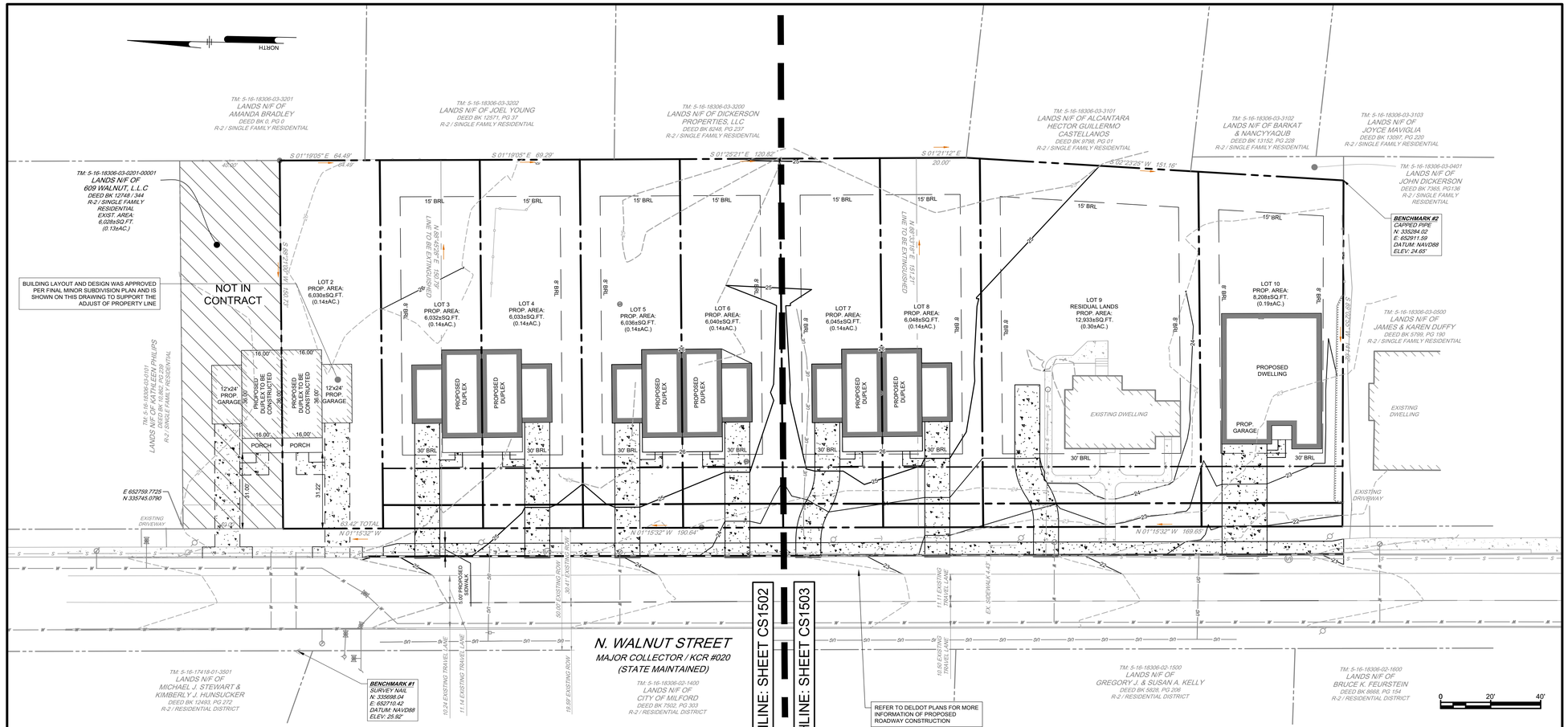
PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"=10'
DRAWN BY	ASM
APPROVED BY	RLH

CS0203

SHEET 4 OF 13

I:\Accounts\ASBHM\ASBHM0001 - I-95 2 N. Walker Street\DESIGN_SHEETS\CS0203.dwg PLOTTED: 8/13/2025 9:54 AM BY: Jesse Morgan PLOTSTYLE: Pennoni.NCS.ctb


NORTH
TM: 5-16-18306-03-3201
LANDS N/F OF
AMANDA BRADLEY
DEED BK 0, PG 0
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-3202
LANDS N/F OF JOEL YOUNG
DEED BK 12571, PG 37
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-3200
LANDS N/F OF DICKERSON
PROPERTIES, LLC
DEED BK 8248, PG 237
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-3101
LANDS N/F OF ALCANTARA
HECTOR GUILLERMO
CASTELLANOS
DEED BK 9799, PG 01
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-3102
LANDS N/F OF BARKAT
& NANCYYAOUB
DEED BK 13152, PG 228
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-3103
LANDS N/F OF
JOYCE MAVIGLIA
DEED BK 13097, PG 220
R-2 / SINGLE FAMILY RESIDENTIAL
TM: 5-16-18306-03-0201-00001
LANDS N/F OF
609 WALNUT, L.L.C
DEED BK 12748 / 344
R-2 / SINGLE FAMILY RESIDENTIAL
EXIST. AREA:
(6,028±SQ.FT.
(0.13±AC.)
BUILDING LAYOUT AND DESIGN WAS APPROVED PER FINAL MINOR SUBDIVISION PLAN AND IS SHOWN ON THIS DRAWING TO SUPPORT THE ADJUST OF PROPERTY LINE
NOT IN CONTRACT
TM: 5-16-18306-03-0101
LANDS N/F OF KATHLEEN PHILIPS
DEED BK 10,862, PG 229
R-2 / SINGLE FAMILY RESIDENTIAL
PROPOSED DRIVEWAY TO BE CONSTRUCTED
PROPOSED DUPLEX TO BE CONSTRUCTED
12'x24' PROP GARAGE
PORCH
E 652759.7725
N 335745.0790
EXISTING DRIVEWAY
EVIPF
IRON PIPE FOUND TYPICAL
EVIPF UNDER FENCE PLACED NAIL
MON FND
N: 335748.455
E:652910.039
N: 335709.467
E:652911.232
N: 335675.386
E:652911.942
N: 335455.015
E:652917.333
S 01°19'05" E 64.49'
S 01°19'05" E 69.29'
S 01°25'21" E 120.82'
S 01°21'12" E 20.00'
S 02°23'25" W 151.16'
N 01°15'32" W 180.64'
N 01°15'32" W 169.65'
63.42' TOTAL
EXISTING TREE TO BE PROTECTED
EXISTING TREE TO BE PROTECTED
BENCHMARK #2
CAPPED PIPE
N: 335284.02
E: 652911.59
DATUM: NAVD88
ELEV: 24.65'
BENCHMARK #1
SURVEY NAIL
N: 335698.04
E: 652710.42
DATUM: NAVD88
ELEV: 25.92'
IRRIGATION VALVE BOX
EXISTING DWELLING
EXISTING SHED
EXISTING GAZEBO
EXISTING GARAGE
EXISTING HOUSE
EXISTING SHED
EXISTING GAZEBO
EXISTING GARAGE
EXISTING HOUSE
POST WITH ELECTRIC HOOKUP
EXIST. SEWER CLEANOUT
EXISTING SHRUB TO BE REMOVED
EXISTING SHRUB TO BE REMOVED
EXISTING SHRUB TO BE REMOVED



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 AND DURING APPLICATION TO ENSURE THAT 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) 684-8248
RHURWITZ@Pennoni.com

SOILS		
TYPE	DESCRIPTION	HYDROLOGIC SOIL
IuB	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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND PENNONI ASSOCIATES MUST BE NOTIFIED OF DISCREPANCIES BEFORE PROCEEDING WITH WORK

DETAILED GRADING PLAN KEY SHEET

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

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

BY	REVISIONS	NO	DATE
JMM	REVISED PER CITY OF MILFORD	1	2025-07-02

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

CS1501

SHEET 6 OF 13

PLOTTED: 6/4/2025 8:52 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni-NCS.ctb
U:\Accounts\ASBHM\ASBHM24001 - 1st Ct N, Walnut Street\DESIGN_SHEETS\CS1501.dwg

KEY NOTES

S1 PROPOSED DEPRESSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-2) AND DELDOT PCC CURB TYPE 1-4

S2 SIDEWALK (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-1) AND DELDOT PCC CURB TYPE 1-4

S3 PROPOSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-2) 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: 5-16-183.06-03-02.00-00001
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
iuB	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

LOT 2 PROP. AREA: 6,030±SQ.FT. (0.14±AC.)
LOT 3 PROP. AREA: 6,032±SQ.FT. (0.14±AC.)
LOT 4 PROP. AREA: 6,033±SQ.FT. (0.14±AC.)
LOT 5 PROP. AREA: 6,036±SQ.FT. (0.14±AC.)
LOT 6 PROP. AREA: 6,040±SQ.FT. (0.14±AC.)

PROPOSED DUPLEX
FFE = 26.80
FFE = 27.00

12'x24' PROP. GARAGE
PROPOSED DUPLEX TO BE CONSTRUCTED
PORCH

MATCHLINE: SHEET CS1503

TM: 5-16-18306-03-3201
LANDS N/F OF AMANDA BRADLEY
DEED BK 0, PG 0
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-3202
LANDS N/F OF JOEL YOUNG
DEED BK 12571, PG 37
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-3200
LANDS N/F OF DICKERSON PROPERTIES, LLC
DEED BK 6248, PG 237
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-18306-03-0201-00001
LANDS N/F OF 609 WALNUT, L.L.C
DEED BK 12749 / 344
R-2 / SINGLE FAMILY RESIDENTIAL
EXIST. AREA: 6,028±SQ.FT. (0.13±AC.)

TM: 5-16-18306-03-0101
LANDS N/F OF KATHLEEN PHILIPS
DEED BK 1647 / 0001
R-2 / SINGLE FAMILY RESIDENTIAL

TM: 5-16-17418-01-3501
LANDS N/F OF MICHAEL J. STEWART & KIMBERLY J. HUNSUCKER
DEED BK 12493, PG 272
R-2 / RESIDENTIAL DISTRICT

TM: 5-16-18306-02-1400
LANDS N/F OF CITY OF MILFORD
DEED BK 7932, PG 303
R-2 / RESIDENTIAL DISTRICT

S 01°19'05" E 64.49'
S 01°19'05" E 69.29'
S 01°25'21" E 120.82'
N 01°15'32" W 63.42' TOTAL
N 01°15'32" W 190.64'
E 652759.7725
N 335745.0790

BENCHMARK #1
SURVEY NAIL
N: 335698.04
E: 652710.42
DATUM: NAVD88
ELEV. 25.92'

EXISTING DRIVEWAY
EXIST. WATER SERVICE
UTILITY POLE DPL 550190 250417
UTILITY POLE DPL 550184 250408
CENTERLINE OF ROAD
EX. 10" VITRIFIED CLAY SANITARY SEWER PIPE @ 0.71% PER GIS DATA
EXIST. 10" WATER MAIN
EXIST. 6" WATER MAIN
EXIST. WATER SERVICES
EXIST. 10" WATER MAIN
GAS WITNESS POST
4.5E EXISTING SIDEWALK
5.0W EXISTING ROW
19.6E EXISTING ROW
5.0W PROPOSED ROW
40.0E PROP. ROW
28.4E PAVEMENT WIDTH
10.2E EXISTING 7554/E LANE
11.1E EXISTING 7554/E LANE
11.0E EX. 7554/E LANE
16.5E EX. 7554/E LANE
EX. SIDEWALK 4.2E
EXIST. SEWER MANHOLE RIM: 24.23 I.I.- 17.86 I.O.- 17.30
EX. 10" VITRIFIED CLAY SANITARY SEWER PIPE @ 0.0%
EXIST. SEWER MANHOLE RIM: 23.18 I.O.- 15.89
EXIST. WATER SERVICE

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

0 10' 20'

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

DETAILED GRADING PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

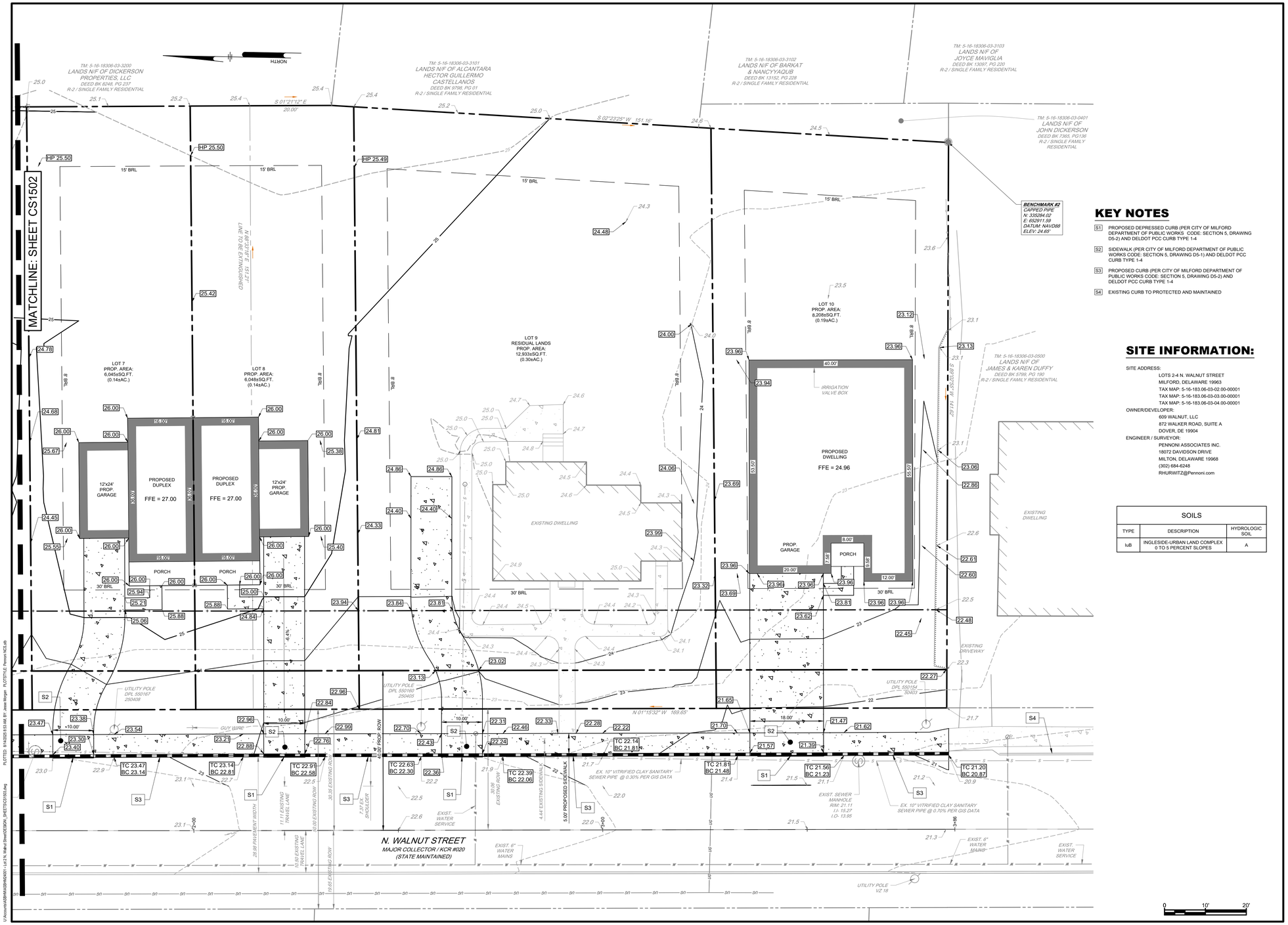
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"= 10'
DRAWN BY	ASM
APPROVED BY	RLH

CS1502

SHEET 7 OF 3

I:\Accounts\ASBHM\ASBHM24001 - Ltd 2 N. Walnut Street\CS\ASDP_SHEETS\CS1502.dwg PLOTTED: 8/14/2025 8:52 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni NCS.ctb



KEY NOTES

- S1 PROPOSED DEPRESSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-2) AND DELDOT PCC CURB TYPE 1-4
- S2 SIDEWALK (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-1) AND DELDOT PCC CURB TYPE 1-4
- S3 PROPOSED CURB (PER CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CODE: SECTION 5, DRAWING D5-2) 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: 5-16-183.06-03-02.00-00001
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
IuB	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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND APPROVED BY ENGINEER PRIOR TO BEGINNING WORK. DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

DETAILED GRADING PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

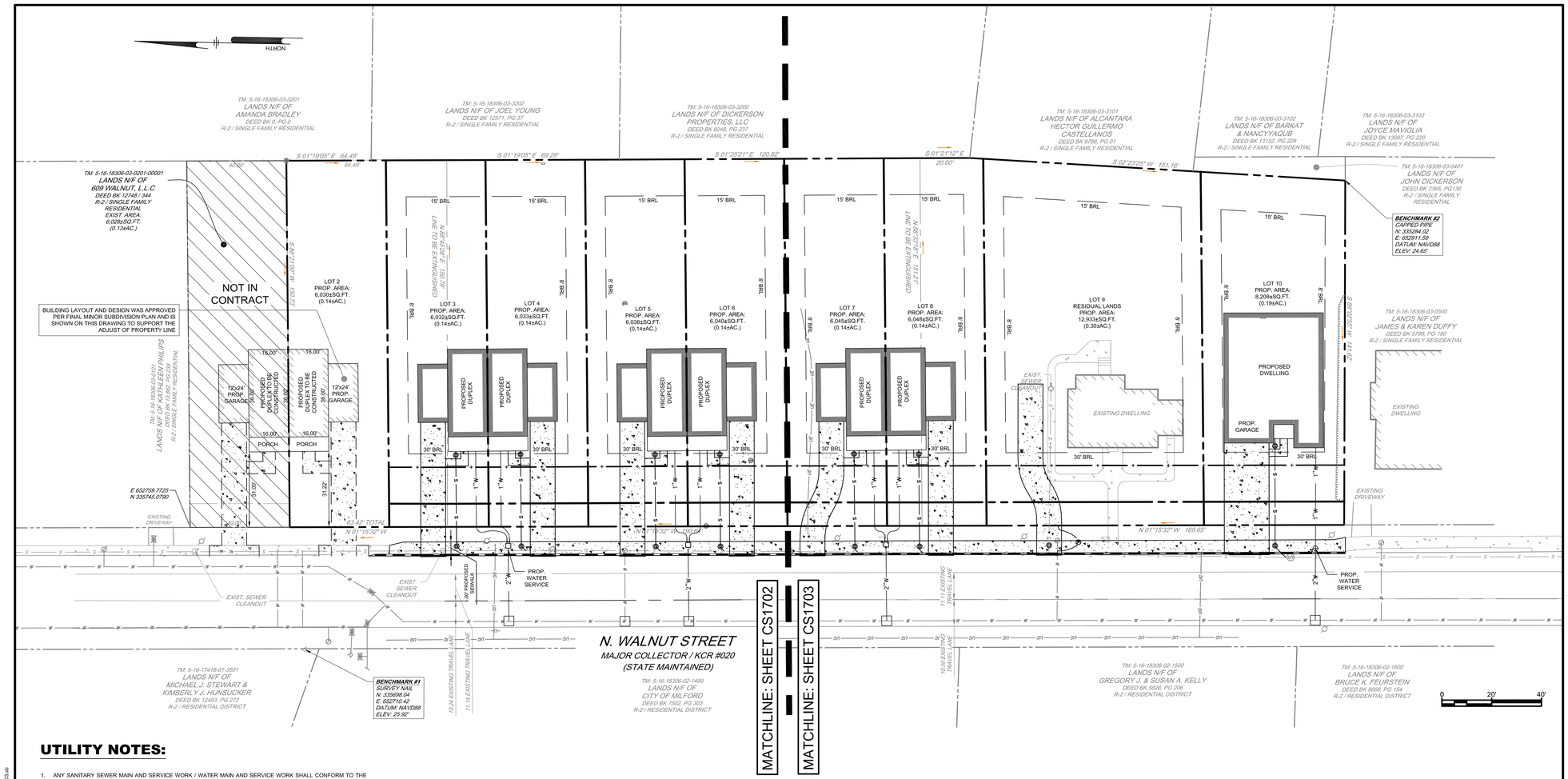
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"= 10'
DRAWN BY	ASM
APPROVED BY	RLH

CS1503

SHEET 8 OF 13

PLOTTED: 6/4/2025 8:53 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni NCS.ctb
U:\Accounts\ASBHM\ASBHM24001 - Ltd Z-N. Walnut Street\DESIGN_SHEETS\CS1503.dwg



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 LANES, 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 3' 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 IN THE FIELD 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 MISSLE 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

LEGEND

EXISTING		PROPOSED
W	WATER MAIN, VALVE, HYDRANT & METER PIT / GANG METER PIT	W
S	SEWER FORCE MAIN, CLEANOUT, & CONNECTION	S

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
IuB	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

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR BEFORE CONSTRUCTION. ANY DISCREPANCIES MUST BE DISCREPANCIES BEFORE PROCEEDING WITH WORK

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

UTILITY PLAN KEY SHEET

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

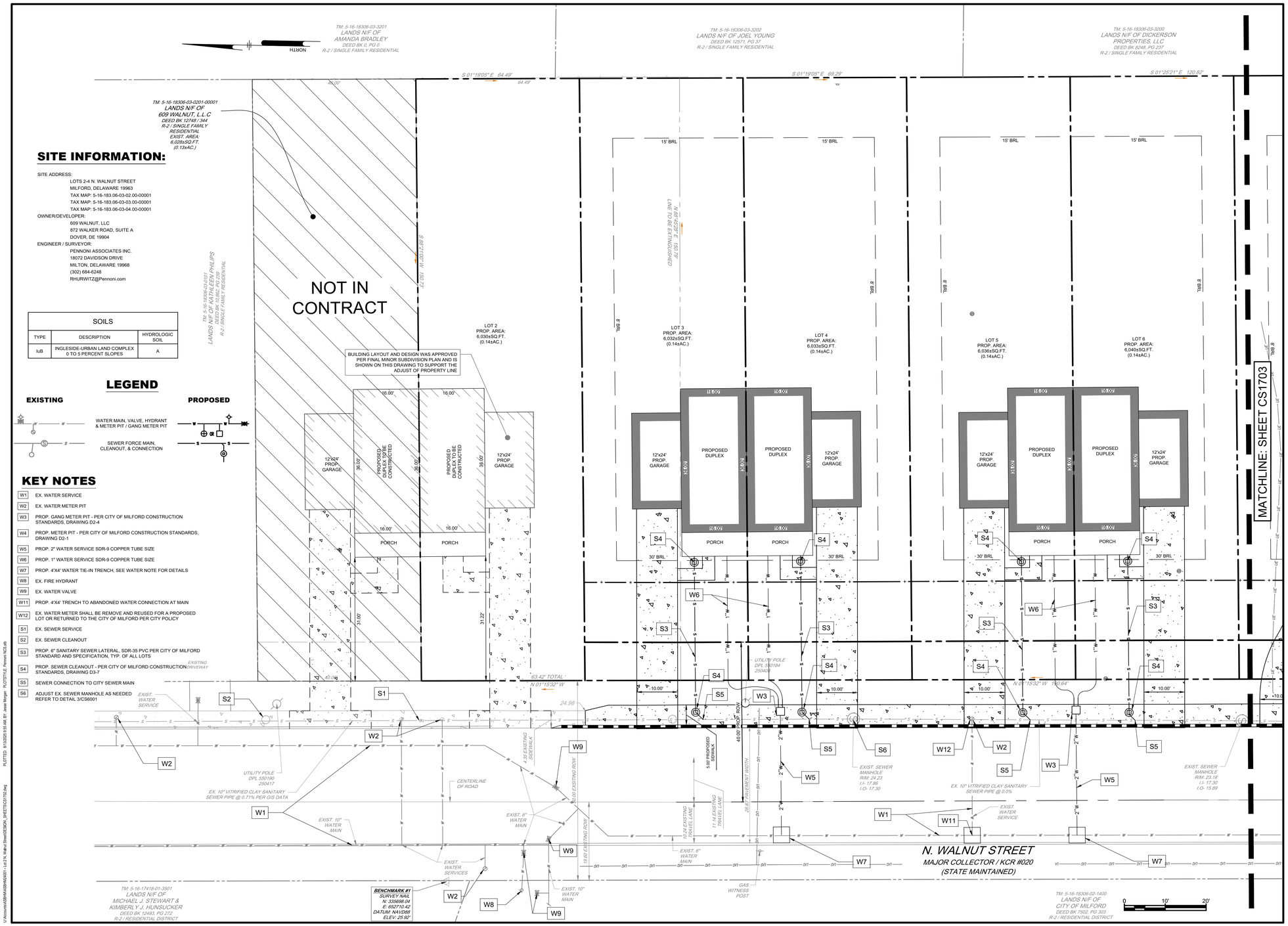
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"=20'
DRAWN BY	ASM
APPROVED BY	RLH

CS1701

SHEET 9 OF 13

PLOTTED BY: Alex M. Dresher PLOTTED: 9/5/2025 10:37 AM
U:\Accounts\ASBHM\ASBHM24001 - Lot 2-4 N Walnut Street\CS\ASBHM_SHEETSCS1701.dwg



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
IuB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

LEGEND

EXISTING

PROPOSED

WATER MAIN, VALVE, HYDRANT & METER PIT / GANG METER PIT

SEWER FORCE MAIN, CLEANOUT, & CONNECTION

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 3/CS6001

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND ANY DISCREPANCIES MUST BE RESOLVED WITH DESIGNER BEFORE PROCEEDING WITH WORK

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

UTILITY PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

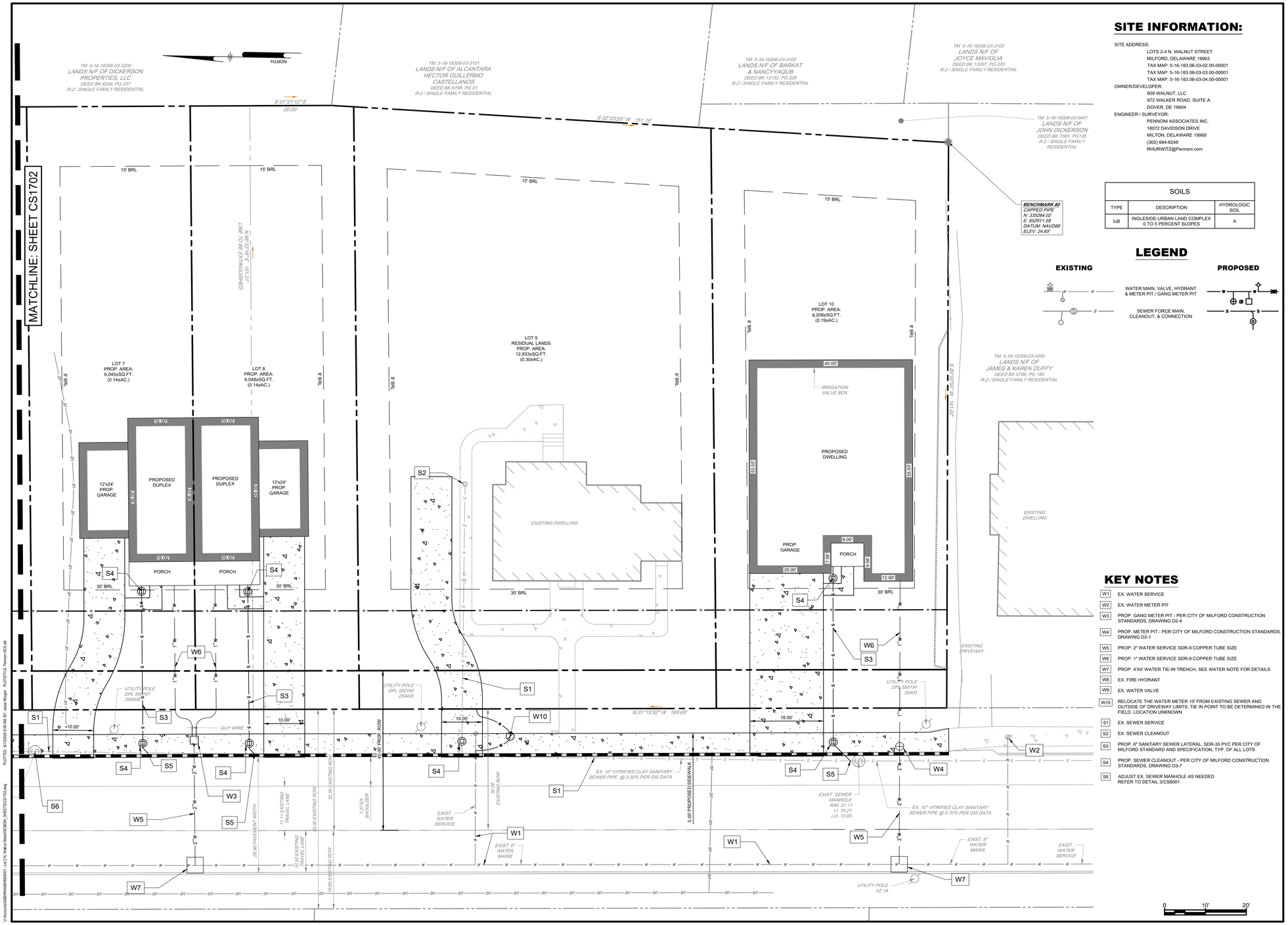
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"=10'
DRAWN BY	ASM
APPROVED BY	RLH

CS1702

SHEET 10 OF 3

PLOTTED: 8/1/2025 8:55 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni-NCS.ctb
U:\Accounts\ASBHM\ASBHM24001 - Lot 2 N. Walnut Street\DESIGN\...SHEETS\CS1702.dwg



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
IuB	INGLESIDE-URBAN LAND COMPLEX 0 TO 5 PERCENT SLOPES	A

LEGEND

EXISTING		PROPOSED
W	WATER MAIN, VALVE, HYDRANT & METER PIT / GANG METER PIT	W GV
S	SEWER FORCE MAIN, CLEANOUT, & CONNECTION	S S

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
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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
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 3/CS6001

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR OR ANY DISCREPANCIES MUST BE REPORTED TO PENNONI ASSOCIATES BEFORE PROCEEDING WITH WORK

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, KOR 020
MILFORD, DE 19963

UTILITY PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

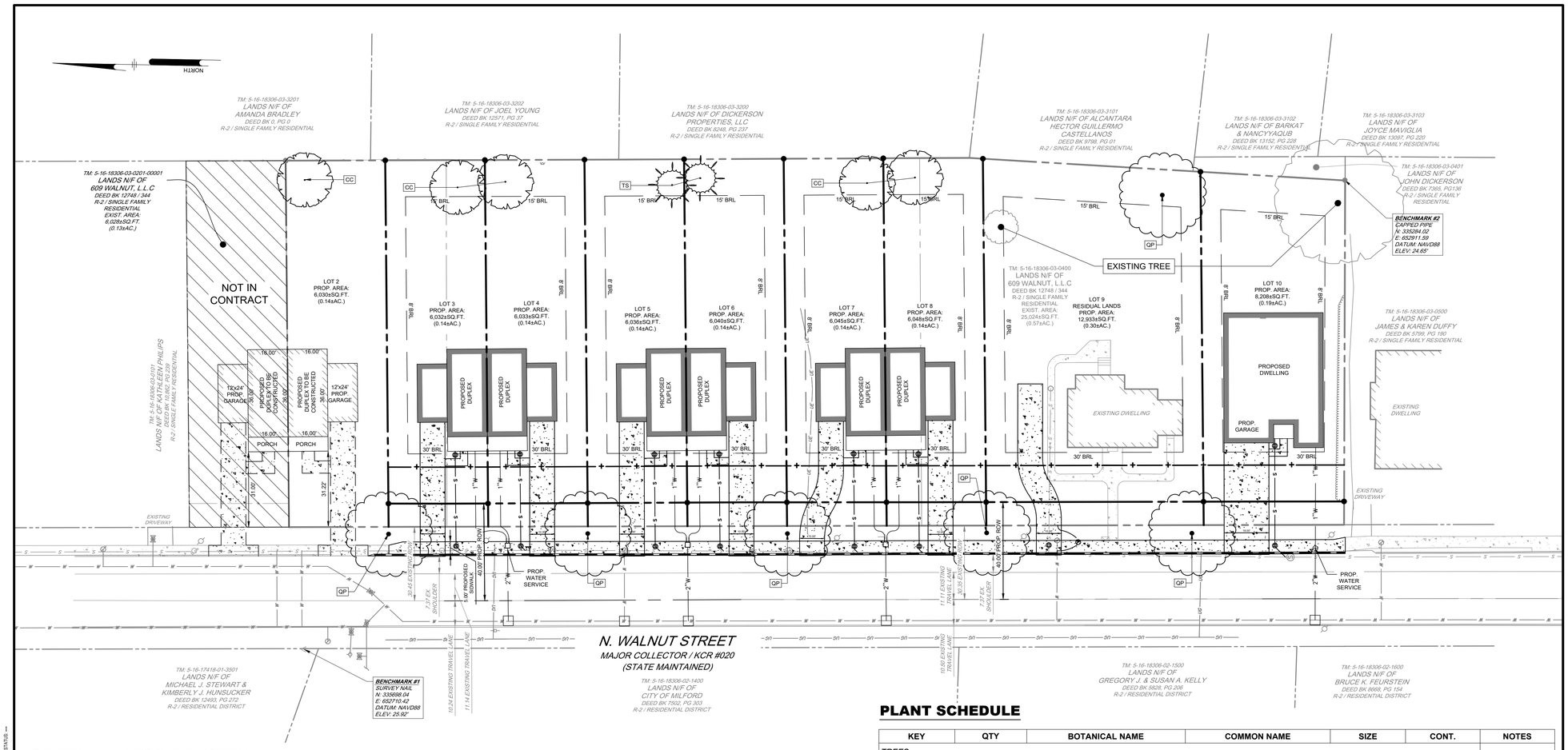
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PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1"=10'
DRAWN BY	ASM
APPROVED BY	RLH

CS1703

SHEET 11 OF 13

PLOTTED: 8/13/2025 9:56 AM BY: Jesse Morgan PLOTSTYLE: Pennoni MCS.ctb
U:\Accounts\ASBHM\ASBHM2401 - Lot 2 N. Walnut Street\DESIGN_SHEETS\CS1703.dwg



GENERAL LANDSCAPE NOTES:

1. 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.
2. 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.
3. 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.
4. 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. SOD QUANTITY TAKE-OFFS ARE THE RESPONSIBILITY OF THE CONTRACTOR. . THE CONTRACTOR SHALL FURNISH PLANT MATERIAL IN SIZES AS SPECIFIED IN PLANT LIST.
5. 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 "ANS1Z60.1-2004 (OR MOST CURRENT DOCUMENT AVAILABLE AT WWW.ANLA.ORG).
6. ALL PLANTS (B&B OR CONTAINER) SHALL BE PROPERLY IDENTIFIED BY WEATHER-PROOF LABELS, SECURELY ATTACHED THERETO BEFORE DELIVERY TO PROTECT SITE. LABELS SHALL IDENTIFY PLANTS BY NAME, SPECIES, AND SIZE. LABELS SHALL NOT BE REMOVED UNTIL THE FINAL INSPECTION BY THE OWNER.
9. 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 CANNOT 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.
10. 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.
11. 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.
12. NO SUBSTITUTIONS SHALL BE MADE WITHOUT WRITTEN CONSENT OF THE OWNER OR LANDSCAPE ARCHITECT.
13. NO INVASIVE SPECIES ALLOWED, NATIVE SPECIES PREFERRED.
14. 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.
15. ALL PLANTING BEDS SHALL BE MULCHED WITH HARDWOOD MULCH AS SPECIFIED, EXCEPT WHERE NOTED ON PLANS.
16. 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.
17. 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.
18. PLANTING BEDS AND TREE PITS SHALL BE AMENDED AND TILLED TO A MINIMUM 6 INCH DEPTH. ALL PLANTING BEDS SHALL BE $\frac{1}{3}$ PARENT MATERIAL, $\frac{1}{3}$ ORGANIC MATERIAL, AND $\frac{1}{3}$ TOP SOIL, FREE OF DEBRIS AND STONES LARGER THAN $\frac{1}{2}$" DIA.

PLANT SCHEDULE

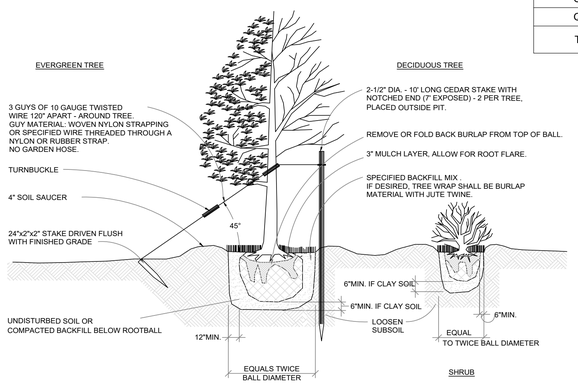
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONT.	NOTES
TREES						
CC	5	CERIS CANADENSIS	EASTERN REDBUD	1.5" CAL	B&B	NATIVE
QP	6	QUERCUS PALUSTRIS	PIN OAK	1.5" CAL	B&B	NATIVE
TS	2	THUJA STANDISHII X PLICATA 'GREEN GIANT'	'GREEN GIANT' ARBORVITAE	5'-6' HGT	B&B	NATIVE HYBRID

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	6,036 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 OR SUBCONTRACTOR BEFORE ANY WORK IS STARTED. DISCREPANCIES BEFORE PROCEEDING WITH WORK

N. WALNUT STREET
TAX MAP: 5-16-183.06-03-92.00-00001, 03.00-00001, & 04.00-00001
LOTS 2-4 NORTH WALNUT STREET, KCR 020
MILFORD, DE 19963

LANDSCAPE PLAN

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

NO.	DATE	REVISIONS	BY
1	2025-07-02	REVISED PER CITY OF MILFORD	JMM

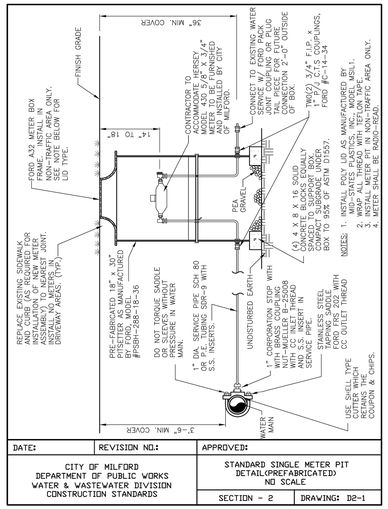
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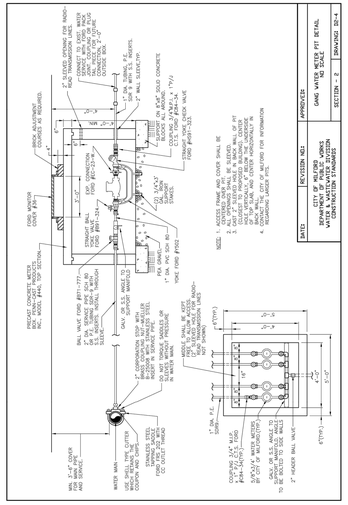
PROJECT	ASBHM24001
DATE	2025-05-28
DRAWING SCALE	1" = 20'
DRAWN BY	EWW
APPROVED BY	RLH

CS2001

SHEET 12 OF 13

PLOTTED: 8/13/2025 8:56 AM, BY: Jesse Morgan PLOTSTYLE: Pennoni MCS.ctb PROJECT STATUS: ---
U:\Accounts\ASBHM\ASBHM24001 - Lot 2 N. Walnut Street\DESIGN_SHEETS\CS2001.dwg




FORD WINDOW LOCKS #W1
PRECAST CONCRETE METER PIT, FORD MODEL #CMP-1730-C-T OR EQUAL
FORD #VBP-12-7-T
STRAINER PAN FORD #EC-12-7
FORD #VBH-12-7-T
1" DIA. PVC SCH 80 PIPE
FORD #FB1-777-Q-NL
1" DIA. PVC SCH 80 PIPE
FORD #FB1-777-Q-NL
1" DIA. PVC SCH 80 PIPE
FORD #FB1-777-Q-NL
1" DIA. P.I.

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.

Item	***Description***	***Last Revised***
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 DelDOT entrance permit will be required prior to the issuance of a building permit from the city.*

    Pennoni Response: Understood, we are working with DelDOT 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 DelDOT 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.**

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

street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.

(8) The creation of interconnected streets will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.

(9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.

(10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.

(11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 100 feet on local streets. The outer right-of-way line shall be parallel to said inner right-of-way line.

(12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.

(13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.

(14) Street rights-of-way and roadway widths shall be as shown on the official map or development plan and, if not shown thereon, said widths for the various street types, shall not be less than as follows:

(a)

Street Type (feet)	Right-of-Way Width (feet)	Pavement Width (feet)	Pavement Width with Parking One-Side (feet)	Pavement Width with Parking Both Sides (feet)
Arterial	80 to 110	60 to 80	N/A	N/A
Collector	60	38	38	38
Local for all residential areas	60	24	30	36
Local for commercial areas	60	26	32	38
Cul-de-sac and Dead-ends	60	24	30	36
Marginal access	60	24	30	36
*Alley, one-way	20	12	18	24

Note:

* The City reserves the right to modify the minimum right-of-way and roadway widths where utilities or other items exist which would necessitate a wider access.

(b) Proposed subdivision streets serving lots with a lot width of less than 60 feet shall be required to provide on-street parking as outlined Chapter 200-8(A)(14)(a). On-street parking for each side of the street shall be determined based on the proposed minimum lot width for each side of the street.

(15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.

(16) Dead-end streets, designed to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of 80 feet and a street right-of-way diameter of 100 feet. Dead-end streets are prohibited in alleys where public services are to be provided.

(17) Street names.

(a) Street names shall be selected so as not to duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Commission. It is recommended that all new streets shall be named in the following manner:

General direction	Long	Short (under 1,000 feet)
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes or Circles
Arterial Streets shall be named Boulevards		

(18) Street grades shall not exceed 5%.

(19) Street grades shall be not less than 0.5% wherever feasible.

(20) Changes in street grades shall be connected by vertical curves of suitable length.

(21) The width of streets adjacent to areas designed, proposed or zoned for nonresidential use shall be increased by such amount as may be deemed necessary by the Commission to assure the free flow of through traffic without interference by parked or parking cars and to provide adequate and safe parking space.

(22) All required roads shall be constructed in accordance with the City Standard Construction Specifications.

B. Sidewalks, curbs and shared-use paths.

(1) Sidewalks shall be required in all subdivisions on both sides of the street and shall have a minimum width of 5 feet.

(2) Curbs shall be required in all subdivisions to ensure proper drainage of stormwater.

(a) Where rolled curb is proposed, a minimum 3-foot-wide reserve grass strip shall be required between the sidewalk and the curb.

(b) Sidewalk may be placed directly against upright curb.

(3) All required sidewalks shall be constructed in accordance with the City Standard Construction Specifications.

(4) Shared-use paths shall be connected with existing paths and shall be consistent with the City's Bicycle Master Plan and Comprehensive Plan.

C. Easements.

(1) A stormwater or drainage right-of-way with adequate width shall be provided where a subdivision is traversed by a watercourse, drainageway, channel, pipe or stream. Parallel streets, parkways or greenways may be required in relation thereto.

(2) Each lot in a proposed subdivision shall provide a 5-foot-wide general utility easement on each side lot line, a 10-foot-wide general utility easement along the rear property line, and a 15-foot general utility easement along the frontage of the lot for the installation of City utilities and conveyance of drainage.

D. Blocks.

(1) The lengths, widths and shapes of blocks shall be determined with due regard to:

(a) The provision of building sites suitable to the needs of the type of use contemplated.

(b) Zoning requirements as to lot sizes and dimensions.

(c) The control, safety and convenience of pedestrian and vehicular traffic.

(d) The characteristics of topography.

(2) Block length shall not exceed 1,200 feet or be less than 500 feet in length between street lines.

(3) Block widths shall be not less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots.

(4) Pedestrian walkways other than those adjacent to streets may be required where deemed essential to provide for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Said walkways shall be not less than five feet wide.

E. Lots.

(1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.

(2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.

(3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.

(4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.

(5) All lots in a subdivision shall have frontage on a public street meeting the minimum lot width requirements of the zoning code.

(6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.

(7) Side lot lines shall be at right angles or radial to street lines.

(8) No lots shall be platted on land subject to flooding by the 100-year flood elevation for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.

(9) No lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers.

F. General grading.

(1) No final slope on the property shall exceed the normal angle of repose of the soil of said slope as determined by the City Engineer, except where said slope consists of a natural rock formation or is supported by a retaining wall or equivalent of a design acceptable to the City Engineer.

G. Improvements.

(1) In major subdivisions the following improvements are required:

(a) Paved streets.

(b) Street signs meeting the State of Delaware, Department of Transportation, Manual on Uniform Traffic Control Devices, latest edition.

(c) Curbs and gutters. Curbs shall be required on both sides of proposed streets as per the City Standard Construction Specifications.

(d) Sidewalks or shared use paths located on both sides of the street.

(e) Streetlighting.

(f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by a Registered Landscape Architect.

(g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.

(h) Monuments. Permanent monuments shall be placed on each corner of any building lot by the developer and along the project boundary and the right-of-way at all corners and tangent points prior to final settlement for the property.

(i) Water mains, culverts, storm sewers and sanitary sewers.

[1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.

[2] Water and sewer services shall be made available to all adjacent properties.

[3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.

[4] No underground utility installation shall be covered until inspected and approved by the City.

(2) The developer shall complete all utilities and street improvements not specifically waived by City Council in accordance with the City Standard Construction Specifications and with any additional

requirements specified by the City Council. (3) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.

[Ord. No. 2013-7, § 1, 9-23-2013; Ord. No. 2019-13, § 1, 7-22-2019; Ord. No. 2022-05, § 3, 1-24-2022]

§ 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.

(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.

(a) Accessible. Recreation areas shall be accessible within the development and arranged in a manner which affords reasonable access to all residents within the development. When warranted, recreation areas can be dispersed throughout the development, provided that each remote location is accessible.

(b) Pedestrian oriented. Recreation areas shall be pedestrian oriented and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

(c) Age oriented. The nature and scope of planned recreation areas shall reflect an awareness of, and sensitivity toward, the anticipated age groups that would reside within the proposed development.

(d) Parking. Designs consider the need for parking facilities associated with recreation areas.

(e) Walking, jogging and biking trails. Recreation trails shall only be counted toward the recreation area requirement when constructed as an accessory to central recreation facilities. The developed trail shall be the only area counted toward the area requirement.

(f) Setbacks. No structure, equipment or game court surface required under this section shall be located nearer than 30 feet to any lot line of a lot to be used for residential purposes, nor nearer than 25 feet from any right-of-way line.

(g) Landscaping. Where warranted, visual screening of parking areas, game courts, playground areas and other features as necessary to preserve and protect the interests of adjoining residential properties may be required.

(h) Area. The minimum area of a remote recreation area shall be 2,000 square feet.

(5) Area required. All residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land, whichever is greater. In no case shall the City require that more than 10% of the gross area of the development be so dedicated or reserved when the gross area is greater than five acres.

(6) Cash in lieu of recreation area construction.

(a) Determination of suitability for cash donation. If the City determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the City shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.

(b) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

(c) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

(d) Payment of cash donation. One hundred percent cash donation provided under this section shall be collected prior to issuing the first building permit for the development.

B. Passive Open space.

(1) Purpose. The purpose of this [sub]section is to preserve areas of open space within residential developments which are designed to provide buffer spaces between developing areas, to preserve existing natural and historic features and to establish a network of open spaces within the built environment to provide a balance between developed and undeveloped lands, wildlife habitat conservation, the preservation of scenic view corridors, and to provide residents opportunities to engage in passive recreation activities.

(2) Dedication required. The City shall require the dedication of open space for the purpose of buffering, landscaping and preservation of natural features which add value to the residential development and to the surrounding community.

(3) Definition. Open space shall include land or an area of water, or combination of land and water, within a development site, and designed and available for the use and enjoyment of residents of the development, not including off-street parking, areas set aside for public facilities and rights-of-way, and areas to be preserved as wetlands and floodplains as required. The following are illustrative of the types of open space areas that shall be deemed to serve buffering and preservation of natural features to count toward satisfaction of the open space requirements of this [sub]section: mature forests and groves, hedge rows, water courses, riparian buffers, historic landmarks and resources, landscaped buffers and berming designed to promote privacy, open landscaped areas suitable for being used and enjoyed for purposes of informal and unstructured recreation and relaxation, stormwater detention ponds when suitably designed to emulate natural features by incorporating irregular shapes, gradual slopes (no greater than 1:4) and appropriate landscape plantings, and irreplaceable environmental assets with values that have been adequately documented.

(4) Design guidelines.

(a) Width. Land areas shall be at least 20 feet in width.

(b) Clearing. Selective clearing of natural vegetation may be permitted to form trails and clearings within woodland areas in accordance with the provisions of Chapter 230-19.8 (tree planting and preservation).

(c) Linked. Open spaces shall attempt to be contiguous and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

(5) Area required. In no case shall the City require that more than five percent of the gross area of the development be so dedicated or reserved.

C. Public facilities.

(1) Purpose. The purpose of this [sub]section is to afford the City the opportunity to reserve lands within developing areas which represent important and strategic locations for the distribution of essential public goods and services, such as potential educational facilities, emergency services, and recreational facilities. The Parks and Recreation Department shall advise City Council of any proposed subdivision or site plan that includes lands proposed for use as public parks to be operated by the City.

(2) Dedication optional. Where public facilities are shown or proposed in the City comprehensive plan, or in any other plan or study accepted by the City Council or other public body, and are located in whole or in part in a proposed subdivision or site plan, the City may require the dedication or reservation of the area required in lieu of the requirements of [sub]section 19.7(A).

(3) Definition. The following are illustrative of the types of public facilities that may be considered for reservation or dedication by this [sub]section: schools, utility service lines, future road rights-of-way (other than those planned to serve the proposed development), public buildings, parks, public trails, and recreation facilities.

(4) Area required. In no case shall the City require that more than five percent of the gross area of the development be dedicated for the public facility. Area dedications shall only be allowed when the facility is to be dedicated to the City of Milford for facilities to be operated by the City.

(5) Reservation. Any areas required by any other public bodies or any remaining areas beyond the five percent dedicated to the City under this [sub]section may be set aside by the City for a period of one year to allow the proper authority the opportunity to purchase the area. Upon failure of the proper authorities to purchase such site within one year after the date of the final approval of the project, the developer, upon application, shall be relieved of the responsibility of reserving such land for public purposes.

D. Management and maintenance of common open space and recreational areas.

(1) Management and maintenance required. There shall be provisions which ensure that the common open space land and all public facilities not dedicated to the City of Milford shall continue as such and be properly maintained. These provisions shall be in a form acceptable to the City of Milford. The developer shall either (a) retain ownership and responsibility for maintenance of such open land; or (b) provide for and establish one or more organizations for the ownership and maintenance of all common open space. In the case of (b) above, each organization shall be a nonprofit homeowners' corporation, unless the developer demonstrates that a community open space trust is a more appropriate form of organization.

(2) Homeowners' association requirements. If a homeowners' association or open space trust is formed, it shall be governed according to the following:

(a) Membership mandatory. Membership in the organization is mandatory for all purchasers of homes therein and their successors. The members of the organization shall share equitably the costs of maintaining and developing common open space and recreation areas, in accordance with procedures established by them.

(b) Responsibilities. The organization shall be responsible for maintenance, insurance and taxes on common open space, recreation facilities and open public facilities, including but not limited to roads, gutters, sidewalks, curbs, drainage systems, water distribution systems and sewer facilities not dedicated to the City of Milford.

E. Exemption to recreation area and open space dedication.

(1) Exemptions for small developments.

(a) Residential developments with less than five acres of land and less than ten dwelling units. These developments shall be exempt from the land requirements set forth in [sub]sections A and B, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

(b) Residential developments with less than five acres of land and between 10 and 20 dwelling units. These developments may be exempt from the one-half acre minimum requirement for recreation areas, but may be required to provide a lesser amount as recommended by the City Council. The City shall require a full or partial donation in lieu of a full or partial dedication of land.

(c) Residential phases. Phases or sections within developments that are commonly owned or commonly proposed for development shall not be considered as individual residential developments qualified for exemptions under this [sub]section.

(2) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

(3) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

(4) Payment of cash donation. One hundred percent cash donation provided under this [sub]section shall be collected prior to issuing the first building permit for the development.

F. Construction phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that 100% of the recreation and open space areas shall be completed prior to issuing building permits for the final 20% of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

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

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.

103125

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Morris James LLP

David C. Hutt
302.856.0018
dhutt@morrisjames.com

December 3, 2025

VIA: EMAIL TO: rpierce@milford-de.gov

William R. Pierce, II, AICP, Director
Planning Department
City of Milford
201 South Walnut Street
Milford, DE 19963

RE: Application Number/Name: MJSP-126-2025 / 609 Walnut LLC
Property: MD-16-183.06-03-02.00, 03.00 & 04.00
Owner: 609 Walnut LLC

Dear Mr. Pierce:

This firm represents 609 Walnut LLC, the owner and applicant for the above-referenced properties and subdivision application. At the conclusion of the public hearing before the Mayor and City Council on Monday, November 24, 2025, the Council voted to refer the application back to the Planning Commission to consider making the house on Lot 10 smaller if the applicant was in agreement to reduce the size of a proposed home on the property.

Please accept this letter as my client's answer to that question. My client does not agree that this application should be referred back to the Planning Commission for consideration of a smaller home on Lot 10. Primarily this is because the application meets the requirements found in the City's Code, and any home constructed on Lot 10 will still have to comply with the setback and other requirements for improvements found in the City's Code. Agreeing to a reduced house size for future construction of a home on Lot 10 would amount to arbitrarily creating *ad hoc* requirements for this property.

My client's position is consistent with established Delaware law on this point—that a code compliant plan is only subject to reasonable conditions which could minimize adverse impacts on nearby landowners. The most concise statement of this legal principle is found in *Tony Ashburn & Son, Inc. v. Kent County Regional Planning Comm'n.*, 962 A.2d 235, 241 (Del. 2008) (*en banc*), in which the Delaware Supreme Court stated as follows:

> When people [own] land zoned for a specific use, they are entitled to rely on the fact that they can implement that use provided the project complies with all of the specific criteria found in ordinances and subject to reasonable conditions which the Planning Commission may impose in order to minimize any adverse impact on nearby landowners and residents. To hold otherwise would subject a purchaser of land zoned for a specific use to the future whim or caprice of the Commission by clothing it with the ability to impose *ad hoc* requirements on the use of land not

specified anywhere in the ordinances. The result would be the imposition of uncertainty on all landowners respecting whether they can safely rely on the permitted uses conferred on their land under the zoning ordinances.

The law is clear that a code-compliant plan must be approved and only "reasonable conditions" may be imposed to "minimize any adverse impact on nearby landowners and residents." The Staff Analysis Report dated October 27, 2025 expressly states that "[o]ther than the variance approval for a reduced lot width of proposed Lot 10, the applicant is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land." This means the application satisfies the first part of the legal analysis, *i.e.*, the application is a code-compliant plan.

The second part of the analysis is whether a limitation on the size of a future home on Lot 10 is a "reasonable condition." A random limitation on the size of a future home on Lot 10 is not a "reasonable condition." The City's Code has express "Area Regulations" within each zoning classification. For this property within the City's R-2 Residential District, those "Area Regulations" are found in Section 230-10.D of the City's Code. None of those "Area Regulations" restrict the size of a home or other improvement to a property. Instead, the "Area Regulations" provide setbacks, height restrictions, coverage maximums, etc. which requirements dictate the size a home or other improvements on a property. The only regulation not met on this property is the minimum lot width requirement. The Board of Adjustment granted a variance for the minimum lot width as the testimony established that the reduced width was consistent with the character of other, nearby lot widths and the proposed lot will be larger in area than the Code requires.

Importantly, no relief from any other "Area Regulations" was sought. This means that any future home or other improvements will have to comply with the setbacks, height restrictions, coverage maximums, etc. found in Section 230-10.D. The significance of this is that whether Lot 10 is 80 feet wide or 56.45 feet wide, the same requirements will apply. For example, any future home on Lot 10 must be a minimum of 8 feet from the side property lines and meet the height and coverage limitations. In summary, asking for an arbitrary (*ad hoc*) reduction in home size for a lot that already exceeds the minimum square footage requirements for lot area and will meet all the applicable setback, height and coverage requirements is not a "reasonable condition."

My client respectfully requests that the Council approve its code-compliant plan by adopting the Planning Commission's recommendation made during its meeting on November 18, 2025. Please do not hesitate to contact me if I can provide you with any further information regarding the applicant's response to the question from Council.

Very Truly Yours,
MORRIS JAMES LLP

David C. Hutt

Cc: 609 Walnut LLC
Gregory A. Morris, Esquire (via email to: gam_lmy@msn.com)

RESOLUTION 2025-18

APPROVAL OF 2026 HOLIDAY SCHEDULE

WHEREAS, Chapter 55 of the City of Milford Code governs personnel policies for all City of Milford employees and is intended to inform employees with important information about the City's rules, policies, practices, and procedures, as well as educate them on their own privileges and responsibilities; and

WHEREAS, Section 7.3 of Chapter 55 of the City Code, entitled Holidays, currently states the City will grant holiday time off to all employees on all legal holidays, officially adopted and approved by the Milford City Council each calendar year and that all City offices shall be closed during designated City holidays; and

WHEREAS, City employees shall be granted holiday pay, or accrual time, in accordance with Chapter 55, or their respective collective bargaining agreements with the Teamsters Union and International Brotherhood of Electrical Workers as designated by City Council, and;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Milford, during a lawful session duly assembled on the 8th day of December 2025, by a favorable majority vote, authorize the following holidays be observed beginning January 1, 2026:

2026 HOLIDAYS	*City Hall & City Administrative Staff, Non-Union Employees, IBEW Union*		*Police Officers & Police Dispatchers Teamsters Union*
	DATE OBSERVED		DATE OBSERVED
New Year's Eve (1/2 Day)	12/31/2025		12/31/2025
New Year's Day 2025	1/01/2026		1/01/2026
MLK Jr. Birthday	1/19/2026		1/19/2026
Presidents Day	2/16/2026		2/16/2026
Good Friday	4/03/2026		4/03/2026
Memorial Day	5/25/2026		5/25/2026
Juneteenth	6/19/2026		6/19/2026
Independence Day	7/03/2026		7/04/2026
Labor Day	9/07/2026		9/07/2026
Election Day	11/03/2026		11/03/2026
Return Day (1/2 Day)	11/05/2026		11/05/2026
Veterans Day	11/11/2026		11/11/2026
Thanksgiving Day	11/26/2026		11/26/2026
Thanksgiving Friday	11/27/2026		11/27/2026
Christmas Eve	12/24/2026		12/24/2026
Christmas	12/25/2026		12/25/2026
New Year's Eve (1/2 Day)	12/31/2026		12/31/2026
New Year's Day 2027	01/01/2027		01/01/2027

_____ Attest: _____

Mayor F. Todd Culotta City Clerk Katrina L. White

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AGREEMENT FOR THE INSTALLATION OF A FIBER OPTIC BROADBAND NETWORK BETWEEN THE CITY OF MILFORD AND IQ FIBER (OpCo DE), LLC

This **AGREEMENT FOR INSTALLATION OF FIBER OPTIC BROADBAND NETWORK** ("Agreement") is made this _____ day of _____, 2025 ("Effective Date") by and between The City of Milford, a municipality organized under the laws of the state of Delaware ("the City" or "Customer"), whose principal office is located at 119 S. Walnut Street Milford, DE 19963 and IQ Fiber (OpCo DE), LLC ("IQ" or IQ Fiber), a Delaware limited liability company with offices at 6410 Southpoint Pkwy Suite 300 in Jacksonville, Florida 32216 (the City and IQ, collectively, "the Parties").

WHEREAS, the City recognizes the need and understands the benefit of bringing state-of-the-art fiber optic broadband to the residents of the City; and

WHEREAS, IQ Fiber is a Delaware limited liability company that installs and operates fiber optic broadband services in several states, and has a history of partnerships with metropolitan areas regarding installing and operating fiber optic broadband networks; and

WHEREAS, IQ Fiber has or will have the rights and authority to use and maintain fiber optic cable owned by IQ Fiber, which may be located within public and private easements and third-party rights-of-way, in the Fiber Route contemplated within this Agreement.

WHEREAS, this Agreement reflects the terms and conditions agreed upon by the City and IQ Fiber with respect to the use of the City's Rights-of-Way for the construction and implementation of a fiber optic broadband network; and

WHEREAS, the Parties believe this Agreement will be of material benefit to both, as well as a benefit to the residents of the City.

NOW, THEREFORE, in consideration of mutual promises set forth herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the City and IQ Fiber agree as follows:

Section 1. Definitions

i. Acceptance Date: The date this Agreement is signed

ii. Broadband: System relating to high-speed data transmission in which the bandwidth installed is shared by more than one simultaneous signal.

iii. Drop: The fiber optic cable that connects the Network to a subscriber's premises.

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iv. Effective Date: The date upon which this Agreement is fully signed and executed by both Parties.

v. Fiber Route: IQ Fiber's entire fiber optic communications system, which IQ Fiber maintains the rights to use or authority to use, whether by ownership or via third party lease or permissions.

vi. Force Majeure: Acts of public enemies, including terrorist attacks; orders of any kind of the government of the United States of America or the State of Maryland or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots; labor strikes; landslides; lightning; earthquakes; tsunamis, fires; hurricanes; volcanic activity; storms; floods preventing the passage of passenger vehicles over City roads; droughts; explosions; partial or entire failure of utilities including upstream Internet providers, or any other event that is catastrophic and beyond the ability of the parties to reasonably anticipate or control.

vii. Governmental Authority: Includes, but is not limited to, the authority of any federal, state, or local government, or any department, agency, bureau or other administrative or regulatory body obtaining authority of any of the foregoing, including without limitation, courts, public utilities, and sewer authorities.

viii. Network: The fiber optic network constructed by IQ Fiber.

ix. Person: Any natural person, corporation. partnership, limited liability company, business trust joint venture, association, company, or Governmental Authority

x. The City: The City of Milford

xi. The City's Public Rights-of-Way: The surface of and the area across, in, over, along, above and below the surface of the streets, roads, bridges, tunnels, lanes, paths, public ways or places, alleys, courts, sidewalks, ways, drives, circles, waterways, parkways, easements, or similar property, or other public rights-of-way now or hereafter held by the City for the purpose of public travel and shall include other similar easements or rights-of-way, except easements and rights-of-way over private property as to which the writing creating the easement or right-of-way states a limited purpose, as shall be now held or hereafter held by the City

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that shall, within their proper use and meaning, entitle IQ Fiber to the use thereof for the purposes of installing poles, wires, fiber, cable, conductors, ducts, conduits, vaults, manholes, amplifiers, appliances, attachments, maintenance, and other property as may be ordinarily necessary and pertinent to the Network.

xii. Required Rights: All rights, licenses, permits, authorizations, franchises, rights-of-way, easements, and other approvals required by law, Governmental Authority or otherwise.

xiii. Subscriber: A resident or business that lawfully receives broadband data, or interconnected voice over internet protocol service distributed by the Network.

Section 2. Grant of Use of Public Rights-of-Way

2.1 Grant of Authority. Subject to the terms and conditions herein, the City hereby grants to IQ Fiber the right to own, construct, extend, install, operate, maintain, upgrade, and rebuild a fiber optic Network in the Public Rights-of-Way, including property over which The City has now.

2.2. Term. This agreement shall be for a period of thirty years (30) years, commencing on the Effective Date and expiring on thirty years from the Effective Date, unless this agreement is terminated prior to the expiration date in accordance with the terms and conditions of this Agreement. This Agreement will automatically renew for an additional thirty (30) year term upon the expiration of each term unless otherwise terminated by the City prior to the expiration date.

2.3 Non-Exclusivity. The rights conferred by this Agreement are non-exclusive. Nothing in this Agreement shall affect the right of the City to confer similar rights to other parties to construct, operate, or maintain a similar network or provide similar services.

Section 3. Construction and Maintenance of Network.

3.1. Construction Commitment. IQ Fiber shall engineer, construct, install, operate, and maintain all necessary fiber and equipment for the Network and shall provide, market, and sell only broadband, data, and interconnected voice over internet protocol services within the City. The Network will include all constructed Service Drops. The parties acknowledge that constructing Service Drops is contingent upon customer subscriptions for service with IQ Fiber, and that any Service Drops constructed will be incorporated as part of the Network. IQ Fiber will not use the fiber to offer services within the scope of the Cable Communications Policy Act of 1984 or the Cable Television Consumer Protection and Competition Act of 1992, or any other federal of State law that requires or permits a local government to franchise the use of its rights of way for the provision of

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cable service, as defined in 47 U.S.C. § 522(6), in exchange for the payment of fee without obtaining a cable franchise agreement from the City and will not lease or otherwise permit its fiber to be used by any third party for such purposes without a franchise agreement with the City.

3.2. Governmental Approvals. IQ Fiber shall ensure that all necessary approvals have been obtained before installing any part of the Network, including all applicable permits and licenses.

3.3. Technical Requirements of Network. The Network shall meet the following minimum technical performance requirements:

i. Passive Optical Network ("PON") to provide up to one Gbps downstream and 1000 Mbps symmetrical service to all subscribers.
ii. Latency <20 milliseconds to the internet exchange point in Ashburn, VA.
iii. Backup power of at least 72 hours in case of an electric outage for all electronics, except those electronics at a subscriber's premises.
iv. The Network shall comply with all current applicable codes, including the National Electrical Safety Code, the National Electric Code and any other applicable federal laws and regulations and the laws, ordinances, and construction standards of the State of Maryland.

3.4. Customer Service Requirements. IQ Fiber shall meet the following minimum service requirements with respect to its Subscribers:

i. IQ Fiber will offer residential products and services with pricing comparable to or better than that offered by the terrestrial, fixed broadband networks operating in the surrounding area.
ii. The Network shall be neutral with respect to applications, websites, type of use, and type of end-user device.
iii. IQ Fiber will not collect or sell personal information from a customer without express written approval.
iv. IQ Fiber will offer data services that do not limit, quota, cap, or otherwise ration a user's total upload and download data capacity to an extent that limits reasonable use of broadband. So long as such uncapped services are available for purchase by City Subscribers, IQ Fiber may offer services that do cap data capacity.
v. IQ Fiber shall contract individually with all residents directly for services provided. Residents shall be responsible for payment for services received.

3.5. Subscriber Installations. Any dwelling unit within three hundred feet (300') Drop distance from the distribution line within the Network where standard installation

techniques will be sufficient (a standard drop) shall be entitled to installation at no charge other than applicable installation fees for the individual subscriber's drop. For any dwelling unit more than three hundred feet (300') Drop distance, IQ Fiber will extend service, however, IQ Fiber may charge Subscriber IQ Fiber's actual cost of installation from its distribution line within the Network from which a usable signal can be obtained with such cost being only the incremental cost beyond three hundred feet (300') Drop distance for any installation.

3.6 Disconnection and Relocation. IQ Fiber shall, at no cost to the City, protect, support, temporarily disconnect, relocate in the same street or other public way and place, or remove from any street or any other public way or place, any of its property as required by the City or its designee by reason of traffic conditions, street construction, change or establishment of street grade, site distance visibility, the construction of any public improvement or structure, or any other reason related to public health, safety, and welfare. In requiring IQ Fiber to undertake any such obligation, the City shall treat IQ Fiber the same as, and require no more of than, any similarly situated entity. IQ Fiber shall have the right to seek reimbursement under any applicable insurance or government program that offers reimbursement for such activities.

Section 4. Insurance.

4.1 Insurance Policy Required. IQ Fiber shall obtain and maintain, in full force and effect, at its sole cost and expense, during the term of this Agreement and for at least six (6) months after the expiration or termination of this Agreement, the following minimum insurance coverage with an insurance company that is authorized to conduct business in Maryland and which has an A.M. Best rating (or equivalent) no less than A-minus, indemnifying the City from and against any and all claims for injury or damage to persons or property, both real and person, caused by the construction, installation, reconstruction, operation, maintenance, or removal of the Network by IQ Fiber or any of its contractors, subcontractors, agents or employees in the following amounts:

i. The amount of such insurance against liability for damage to property, real or personal, shall be no less than One Million Dollars ($1,000,000) as to any single occurrence.
ii. The amount of such insurance against liability for injury or death to any person shall be no less than One Million Dollars ($1,000,000).
iii. The amount of such insurance for excess liability shall be Three Million Dollars ($3,000,000) in umbrella form.
iv. The amount of such insurance against all claims arising out of the operation of motor vehicles and general tort or contract liability shall be One Million Dollars ($1,000,000) per occurrence combined single limit for bodily injury and property damage.

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4.2. Additional Insureds. The City, its officials, and its employees shall be designated as additional insureds under each of the insurance policies required in this Section.

4.3. No Cancellation Without Alternative Policy. IQ Fiber shall not cancel any required insurance policy without obtaining alternative insurance in conformance with this Section and without submitting insurance certificates to the City verifying IQ Fiber has obtained such alternative insurance. IQ Fiber shall provide the City with at least thirty (30) days prior written notice in the event there is an adverse material change in coverage, or the policies are cancelled or not renewed.

4.4 Proof of Insurance. IQ Fiber shall deliver to the City a Certificate of Insurance showing evidence of the required coverage within thirty (30) days of the Effective date of the Agreement, upon request by the City.

Section 5. Default & Disputes.

5.1. Right to Terminate. If the City has reason to believe that IQ Fiber has not complied with any material provision of this Agreement, it shall notify IQ Fiber in writing of the nature of such alleged noncompliance and the section(s) of this Agreement that it believes has been violated and the details relating thereto. If the City does not notify IQ Fiber of any noncompliance or violation of this Agreement, it shall not operate as a waiver of any rights of the City hereunder or pursuant to applicable law.

5.2. Time to Cure. Notwithstanding whether the City notifies IQ Fiber, upon the occurrence of an Event of Default, as defined below, IQ Fiber shall have fifteen (15) days from such occurrence to: (i) respond to the City, if IQ Fiber contests the assertion of noncompliance; (ii) notify the City, if the City is not yet aware of such Event of Default, (iii) cure such noncompliance; and (iv) in the event that, by nature of the noncompliance, it cannot be cured within the fifteen (15) day period, inform the City in writing how much additional time is necessary to complete the cure and provide a reasonable schedule for curing such cure, provided that the City shall grant such additional time to cure if IQ Fiber shall have promptly commenced efforts to cure and continues to diligently pursue its efforts to cure.

5.3. Remedies. Upon the occurrence of an Event of Default, the City may, at its sole option, seek any and all remedies available under this Agreement and at law or equity. The City may also terminate the Agreement upon an Event of Default, after the cure period has expired and the Event of Default has not been cured in the City e's sole discretion, by providing IQ Fiber a ten (10) days written notice.

5.4 Events of Default. The following actions by IQ Fiber shall constitute a default under this Agreement (collectively, "Events of Default"):

i. IQ Fiber enters into any transaction of merger or consolidation (unless IQ Fiber is the surviving entity), unless the surviving entity is organized and

existing under the laws of the United States or any state thereof and prior to the consummation of such event the surviving entity agrees to perform all of IQ Fiber's obligations hereunder.

ii. IQ Fiber breaches any representation or warranty contained herein or made any incorrect representation or warranty in any other document furnished to the City in connection herewith.

iii. IQ Fiber fails to maintain the insurance required by this Agreement.

iv. IQ Fiber becomes insolvent or ceases to do business in the ordinary course' or makes a general assignment for the benefit of its creditors, files a voluntary petition in bankruptcy or any petition or answer seeking, consenting to, or acquiescing in reorganization, arrangement, adjustment, composition, liquidation, dissolution or similar relief; an involuntary petition in bankruptcy, other insolvency protection against a party is filed and not dismissed within sixty (60) days; or a party fails to observe and perform any material term of this Agreement and such failure continues for a period of thirty (30) days after written notice from the City may (A) terminate this Agreement, in whole or in part, in which event such party shall have no further duties or obligations thereunder, and/or (B) pursue any remedies the party may have under this Agreement. at law or in equity.

v. Any representation or warranty made by IQ Fiber in any documents entered into in connection with this Agreement or any information provided by IQ Fiber in connection with the transactions evidence by this Agreement is materially incomplete, incorrect or misleading as of the date made or delivered.

vi. IQ Fiber fails to observe or perform any material obligation under this Agreement and fails to cure such default within the time provided under this Agreement.

Section 6. General Provisions.

6.1 Entire Agreement. This written instrument, including any Appendix or Exhibits hereto, contains the entire agreement between the parties, supersedes all prior agreements or proposals whether written or oral except as specifically incorporated herein, and cannot be changed without written amendment approved by both the City and IQ Fiber.

6.2. Captions and Headings. All captions and headings of each section and paragraph in this Agreement are intended solely to facilitate reading and reference to the sections and provisions of this Agreement. Such captions shall not affect the meaning or interpretation of the Agreement.

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6.3. Force Majeure. If for any reason of force majeure either party is unable in whole or in part to carry out its obligations hereunder, said party shall not be deemed in violation of this Agreement during the bona fide continuance of such inability.

6.4. Assignment & Transfer.

i. Neither IQ Fiber nor any Affiliated Entity shall transfer, assign, or otherwise encumber, through its own action or by operation of law, its right, title, or interest in the Network or in this Agreement without first delivering to the City such entity's effective assumption and agreement to perform all IQ Fiber's obligations hereunder.

ii. No such notification shall be required for (i) a transfer in trust, by mortgage, hypothecation, or by assignment to a financial institution of any rights, title, or interest of IQ Fiber in this Agreement or in the Network to secure indebtedness; or (ii) a transfer or assignment to an entity owned and/or controlled by IQ Fiber.

6.5. Governing Law. This Agreement shall be governed and construed by and in accordance with the laws of the State of Delaware without regard to conflicts of laws principles.

6.6 Change of Law. In the event there is a change in a federal or state statute or regulation applicable to the Network or this Agreement, the City or IQ Fiber may notify the other party of its desire to amend this Agreement in order to comply with the change in statute or regulation. The City and IQ Fiber shall amend this Agreement to comply with such change in statute or regulation with consent from both parties.

6.7 Compliance with All Laws. IQ Fiber shall comply with all federal, state, and generally applicable local laws and regulations regarding the provision of services contemplated in this Agreement. IQ Fiber shall be responsible for ensuring that the Facilities do not interfere with the rights of any existing utility or service providers, as of the date of execution of this Agreement, up to where the wiring enters a unit (i.e., ONT's) and shall indemnify and hold harmless the City in the event of any such claim. IQ Fiber shall be responsible for any third-party property damage.

6.8 Waiver of Jury. The parties waive any right to a jury trial in any litigation that may arise to enforce the terms of this Agreement.

6.9 Venue. If suit is brought by a party to this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of Maryland, in and for Calvert County.

6.10 Nondiscrimination. As a condition of entering into this Agreement, IQ Fiber may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual's

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refusal to submit to a genetic test or make available the results of a genetic test or on the basis of disability, or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall IQ Fiber retaliate against any person for reporting instances of such discrimination. IQ Fiber shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that this clause does not prohibit or limit lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. IQ Fiber understands that a material violation of this clause shall be considered a material breach of this Agreement. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

6.11. Severability. If any section, provision, or clause of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, or is pre-empted by federal or state laws or regulations, such section, provision, or clause shall be deemed to be severable from the remaining portions of this Agreement and shall not affect the legality, validity, or enforceability of the remaining portions of this Agreement. In addition, Sections 6 (Insurance) and 8 (General Provisions) shall survive the expiration or termination of this Agreement.

6.12. Representations & Warranties. IQ Fiber represents and warranties that it is duly organized and validly existing and in good standing under the laws of the jurisdiction of its organization, duly qualified to do business in each jurisdiction it is located or operates, and has full limited liability company power and authority to enter into and perform its obligations under this Agreement, and that the execution, delivery and performance by IQ Fiber of this Agreement have been duly authorized by all necessary limited liability company action on the part of IQ Fiber.

6.13. Third Party Beneficiaries. Nothing in this Agreement is or was intended to confer third-party beneficiary status on any person other than the parties to this Agreement to enforce the terms of this Agreement.

6.14. Appropriations. It is not anticipated that the City will be making any appropriations out of its budget for the performance under this Agreement. Notwithstanding the foregoing, the City will cooperate with IQ Fiber and provide any necessary consents or information to the extent necessary to secure grant or other funding for the installation of fiber optic broadband networks contemplated under this Agreement.

6.15. Individual Liability. IQ Fiber agrees that no elected or public official of the City shall be held individually liable under this Agreement.

6.16. Notices. All notices required by this Agreement shall be made via hand delivery or registered certified mail with confirmed receipt at the addresses first listed above, or as notified to a party in writing:

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To the City:

The City of Milford
Attn: City Manager
The City of Milford
201 S. Walnut Street
Milford, DE 19963

To IQ Fiber:

IQ Fiber
Attn: Ted Schremp, CEO
6410 Southpoint Parkway
Suite 300
Jacksonville, FL 32216
Email: ted.schremp@iqfiber.com

or at such other address as the party to whom notice is to be given may have furnished to the other party in writing in accordance herewith.

6.17. Counterparts. This Agreement may be signed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument; and in pleading or proving any provision of this Agreement, it shall not be necessary to produce more than one complete set of such counterparts.

6.18. Publicity. Neither party shall have the right to use the other party's or its Affiliates' trademarks, service marks or trade names or to otherwise refer to the other party in any marketing, promotional or advertising materials or activities. Neither party shall issue any publication nor press release relating to any contractual relationship between IQ Fiber and the City, except as may be required by law or agreed between the parties.

6.19. Relationship of Parties. The relationship between the City and IQ Fiber shall not be that of partners, agents, or join ventures for one another, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including but not limited to federal income tax purposes.

6.20. Construction. The language in all parts of this Agreement shall be construed simply, as a whole and in accordance with its fair meaning and not strictly for or against either party. The parties hereto acknowledge and agree that this Agreement has been negotiated by the parties and has been the subject of arm's length and careful negotiation over a considerable period, that each party has been given the opportunity to independently review this Agreement with legal counsel, and that each party has the requisite experience and sophistication to understand, interpret and agree to the language

of the provisions hereof. Accordingly, in the event of an ambiguity in or dispute regarding the interpretation of this Agreement, this Agreement shall not be interpreted or construed against the party preparing the Agreement.

6.21. Indemnification. Each party shall indemnify the other from claims by third parties arising from damage to tangible property, personal injury, or death caused by such party's negligence or willful misconduct. Such indemnification shall include, without limitation, awards, settlements, and all costs and expenses associated with the claim (including legal fees and court costs). With respect to the City, this provision shall not be construed to expand any liability or restrict any right it might have under the Local Government Tort Claims Act.

IQ Fiber shall indemnify, defend, and hold harmless the City from any and all liability, including physical injury, to their property, its directors, officers, members, agents, and employees, or the public that may occur at any time through the negligence, wrongful act or omission of IQ Fiber, its agents or subcontractors in connection with the installation and provision of services under this Agreement.

[SIGNATURE PAGE FOLLOWS.]

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IN WITNESS WHEREOF the Parties have executed this Agreement as of the date(s) referenced below:

THE CITY OF MILFORD

By: _____ Date: _____

ATTEST:

_____

Approved for Legal Sufficiency this ___ day of _____, 2025.

IQ FIBER (OpCo DE), LLC

By: Ted Schremp Date: Nov 21 2025
Ted Schremp, CEO

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: December 8, 2025

RE: 2028 Comprehensive Plan Update
University of Delaware, Institute for Public Administration
Planning Assistance Services Proposal

Title 22 Municipalities, §702 of the Delaware Code requires municipalities to update the City's Comprehensive Plan every ten (10) years. The City's current Comprehensive Plan was adopted by City Council on January 22, 2018 and the City must adopt an updated plan by January 2028.

Enclosed in the packet is a planning assistance services proposal from the University of Delaware, Institute for Public Administration (IPA) for assistance with the 2028 Comprehensive Plan update. IPA assisted the City with the preparation of the 2018 Comprehensive Plan. See below link for more information on the City's current Comprehensive Plan.
https://www.cityofmilford.com/81/Comprehensive-Plan

The proposal includes assistance with developing the plan vision, goals and objectives, facilitating public engagement, data collection, mapping and plan preparation. IPA consulted with City staff to prepare the tentative schedule at the end of the proposal for review.

The process would begin with introductory workshops with the Planning Commission and City Council along with a public open house to gather feedback from the community. IPA would work with the Planning Commission to develop several Chapters of the plan before holding a midpoint open house with the public and workshop with City Council. IPA would continue to work with the Planning Commission to develop the remaining Chapters of the plan before holding another open house with the public and workshop with City Council. The draft plan would be submitted to the Office of State Planning Coordination (OSPC) for Preliminary Land Use Service (PLUS) review and any comments would be reviewed with the Planning Commission. Final adoption of the plan would require public hearings with the Planning Commission and City Council.

The draft schedule is similar to the process completed in 2018 except we are proposing additional public engagement sessions and City Council briefings at various stages of the plan development.

Staff recommends City Council authorize the Mayor to execute the agreement with the University of Delaware, Institute for Public Administration in an amount not-to-exceed $61,800 for planning assistance services related to the development of the 2028 Comprehensive Plan, with funding in the amount of $10,000 from FY26 General Fund Reserves and $51,800 funded by the FY27 and FY28 Capital Improvement Plan.

UNIVERSITY OF DELAWARE
BIDEN SCHOOL OF PUBLIC POLICY & ADMINISTRATION

Institute for Public Administration | IPA
180 Graham Hall, University of Delaware, Newark, DE 19716-7380
www.ipa.udel.edu | phone 302-831-8971 | fax 302-831-3488

PROJECT PROPOSAL

DRAFT

Project for:	City of Milford, Del.
Project Name:	City of Milford Comprehensive Plan Assistance
Contract Amount:	$61,800
Contract Period:	April 1, 2026 – Jan. 30, 2028
IPA Contact:	Troy Mix, Associate Director Institute for Public Administration 180 Graham Hall University of Delaware Newark, DE 19716-7380 mix@udel.edu
Phone Number: Fax Number:	(302) 831-6191 (302) 831-3488
Project Manager:	William J. DeCoursey, Associate Policy Scientist Institute for Public Administration 180 Graham Hall University of Delaware Newark, DE 19716-7380 decourse@udel.edu
Phone Number: Fax Number:	(302) 831-4925 (302) 831-3488
Client Contact:	Christopher Coleman 201 S Walnut Milford, DE 19963 ccoleman@milford-de.gov (302) 422-6616
Period Covered: Date:	April 1, 2026 – Jan. 30, 2028

INTRODUCTION
At the request of the City of Milford, the Institute for Public Administration at the University of Delaware (IPA) submits this proposal to provide planning assistance services.

UNDERSTANDING OF THE CONTRACT
The City of Milford wants to produce a new, ten-year comprehensive plan, drawing on the existing plan, as well as the City's strategic plan and southeast master plan. The proposed Plan is needed to help guide the future growth and redevelopment of the city and to maintain compliance with Delaware's municipal planning, zoning and annexation requirements. The plan's adoption will also closely coincide with emerging sustainability requirements from the State.

It is specifically understood that this agreement focuses on updating the comprehensive plan for Milford. The City will be responsible for final adoption, implementation, and reporting to the Office of State Planning Coordination.

PROJECT SCOPE
IPA proposes the following scope of services to complete this project and may be amended following discussions with representatives of the City of Milford.

Phase I. Visioning and Scoping
IPA staff will meet with City officials and elected leaders to reach a consensus on broad goals for the comprehensive plan update process and to discuss goals for plan components that may benefit from further development or from seeking partnerships.

Phase II. Data Collection, Mapping, Plan Preparation
IPA will collect background data and undertake planning studies necessary to prepare appropriate plan maps and documents that together will constitute a draft comprehensive plan as specified by State law. IPA, in partnership with the City, will produce a series of maps and the plan document utilizing the background information collected and input received throughout the development of the plan. Maps to be produced generally include:

- Aerial Photo
- Transportation Network
- Environmental Features
- Strategies for State Policies and Spending
- Current Land Use
- Future Land Use
- Growth and Annexation (if needed)
- Floodplain
- Parks and Recreation

Final review and approval of the existing land use map and future land use map will be the responsibility of the City. Likewise the City has agreed to provide the coded parcel shapefiles for the future land use layer.

IPA will meet a total of up to twenty two (22) times with the Milford Planning Commission and City Council (or alternate group) to review progress, receive input on the

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comprehensive plan, and complete the PLUS process. The visioning/scoping sessions will be the first of these meetings. Virtual meetings, or work-team meetings with select city staff/volunteers may be employed in-lieu of full planning commission meetings, with the consent of the city.

Phase III. Citizen Participation and Intergovernmental Coordination

IPA will assist Milford in holding (several) sessions with the public to engage citizens and property owners in the planning process. This meeting will introduce citizens and property owners to the planning project, solicit their opinions about planning issues, invite their participation in the ongoing process, and lead to the refinement of an overall vision for the future of Milford.

IPA envisions holding workshops with the planning commission, city council, and public at-large early in the process. Another public open house and council workshop are expected to be held midway through the drafting process to ensure consensus. This process would repeat as drafting is completed and the plan is prepared for PLUS review, likely in the early summer of 2027.

IPA will also assist the city (if necessary) in coordinating its planning activities with neighboring jurisdictions. Coordination and discussion with Kent and Sussex County will need to be demonstrated and documented.

Information collected from citizen input and intergovernmental collaboration will be incorporated into a draft comprehensive plan. When the draft is complete, IPA will provide the document in a digital format (pdf) and post the draft plan on IPA's web site (www.ipa.udel.edu). The digital file posted on the web site will be used by the Office of State Planning Coordination for certification review (PLUS). Many jurisdictions also utilize the availability of their plan on the IPA web site for public distribution and for meeting requests for copies of the plan.

Phase IV. Plan Adoption

IPA will assist the City of Milford in preparing to adopt its comprehensive plan. This assistance may include presenting plan documents at a public meeting, answering questions about the plan, and providing advice and guidance regarding proper procedures for plan adoption and implementation. IPA will also assist the city in addressing issues resulting from the state PLUS review. These engagements are already built into the proposed schedule.

After the Plan has been formally adopted by the Milford City Council and certified by the state, IPA will provide the final document in a digital format as a pdf and will post the final Plan on the IPA web site. Printed copies may be available upon request.

CONSIDERATIONS

1) Extent of Contract: This agreement is limited to the components defined as a "comprehensive plan" by State Law. Any additional or in-depth research will be negotiated independently at the request of the city. These services will be billed separately.

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2) Professional Legal Services: This proposal does not include any professional legal services.

3) Included meetings: This agreement includes the attendance of IPA staff at up to twenty two (22) public meetings. This is envisioned to entail three "kickoff" workshop/open houses with the planning commission, city council, and public at large. These would be repeated midway through the plan's drafting and, again, just prior to submission to PLUS, comprising nine (9) of the total meetings. A meeting apiece is set aside for a planning commission public hearing, a city council public hearing, and the PLUS review meeting. The remainder are set aside for direct back and forth with the planning commission on plan drafting and development.

4) Additional Meetings: Any additional formal meetings with public groups or city officials will be negotiated independently at the request of the city. These services will be billed separately.

5) Client Designated Contact: At the start of this work, the City of Milford will designate to IPA the person that IPA staff will correspond with as the primary contact person. This designee will be responsible for coordinating the city's responsibilities involved in this agreement.

PROJECT SCHEDULE (Timeline)
A detailed project schedule has been developed in consultation with the City for the completion of this work. It is a working draft and will be shared with the planning commission and city council at the project's inception and is likely to be adjusted throughout the process. The project timeline is anticipated to:

- Begin in April 2026
- See a rough draft completed roughly a year later in April/May 2027
- Have a draft approved by the planning commission and city council for PLUS review by July of 2027.
- Adopted (pending certification) in November/December of 2027.

The City's plan is "due" January of 2028.

PROJECT STAFF
William DeCoursey, IPA Associate Policy Scientist
Jennifer Reitz, IPA Principal Planner
Nicole Minni – IPA Associate Policy Scientist
Sarah Marshall, Associate Policy Scientist
Alex Dewey - Student Research Assistant(s)

DELIVERABLES

- Updated Plan Document
- Maps and data appendix
- Temporary web hosting
- Professional editing and graphic design

PROJECT COST
The total cost of this project will be $61,800.

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The cost proposal does not include bulk printing or additional meetings.

If the contract for services is not approved within 30 days of submission of this proposal, IPA reserves the right to amend the project scope, project staff commitment, and cost estimate accordingly.

PAYMENT SCHEDULE
Upon execution of the contract, an initial payment of $10,000 is required. The balance of the payment, or $51,800, will be billed upon completion of the project and submission of deliverables.

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SIGNATURE PAGE

_____ _____
William J. DeCoursey, Associate Policy Scientist Date
Institute for Public Administration

_____ _____
Troy Mix, Associate Director Date
Institute for Public Administration

_____ _____
Dr. Jerome Lewis, PhD, Director Date
Institute for Public Administration
Biden School of Public Policy and Administration
University of Delaware

_____ _____
James Bell, Business Administrator II Date
Institute for Public Administration
Biden School of Public Policy and Administration

_____ _____
Dr. Joseph Trainor, PhD, Interim Dean Date
Biden School of Public Policy and Administration
University of Delaware

_____ _____
F. Todd Culotta, Mayor Date
City of Milford, Del.

_____
Attest/City Clerk

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Schedule

- April – May 2026
  - PC workshop
  - Council workshop
  - Public Open House
- July – Oct. 2026
  - Planning commission meetings and chapter development
- November 2026 – Midpoint review
  - Public Open House
  - Council briefing and review
- Jan. – April 2027
  - Planning commission meetings and chapter development
- May – July 2027
  - Public Open House/Draft Comments
  - City Council Workshop/Comments and suggest for PLUS
  - PC Workshop – final revisions and release for PLUS
- August 2027 – PLUS review
- Oct. 2027 – PLUS revisions and public hearings for PC and CC.
- Oct. 2027 Council adopts pending state certification.
- TBD – City receives certification letter from State – printing of physical plans.

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STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

SHANTÉ A. HASTINGS
SECRETARY

5 August 2025

The City of Milford
Mayor, F. Todd Culotta
201 S. Walnut Street
Milford, DE 19963

RE: State Project No. T202101201 … F.A.P. No. N/A … Kent County
NE Front Street, Rehoboth Boulevard to SR 1
Tax Parcel No. 5-16-183.07-01-15.00; State Parcel No. 6
Property of The City of Milford

Dear Mayor Culotta:

The Delaware Department of Transportation has a project to add shoulders and a multi-use path located at 707 Front St, Milford, DE 19963. The project would support the complete streets concept from the existing grade separated intersection with SR1 to Rehoboth Boulevard. In order to accomplish this initiative, it is necessary to acquire the following interests from your property located at 707 Front St, Milford, DE 19963: A Fee Acquisition (FEE) consisting of approximately 325.20 square feet (0.007) acres and a Temporary Construction Easement (TCE) consisting of approximately 75.02 square feet (0.002 acres). Enclosed is the portion of our Right-of-Way plan showing the Fee Acquisition area colored in purple and the Temporary Construction Easement area colored in brown.

I am enclosing our Purchase Contract and Temporary Easement Agreement for you to review. Hopefully, if you are in agreement with this offer and its perceived benefit, you will sign and return to me.

While you are entitled to receive compensation for our project needs, DelDOT is asking you to consider waiving receipt of compensation and donating those needs in lieu of the benefit this project will provide to the remainder of your property. Your donation will help reduce project costs. In addition, DelDOT will be very appreciative of your donation and the cooperative effort demonstrated by you.

By having you sign below and returning the original letter along with the signed agreements, you acknowledge that this donation carries no conditions and is made of its free and voluntary action. Please also include a copy of corporation papers indicating who is signing for the corporation. I have enclosed a copy of this letter for you to retain until I return a fully executed copy back to you.

If you desire additional information or have questions regarding any aspect of our project or this letter, please feel free to contact me at (302) 326-4482.

Sincerely,

Rosemary Richardson
Statewide Acquisition and Relocation Manager

RR:sla
enclosures
Donation Letter
Purchase Contract
Right of Entry
Temporary Easement Agreement

The City of Milford, having been fully informed of its right to receive just compensation as determined by an appraisal of the fee simple acquisition and temporary construction easement areas, has agreed to waive its right to receive said just compensation. This decision is made without undue influence or coercive action of any nature. The City of Milford, having determined in its best interest, agrees to donate to the Delaware Department of Transportation the 325.20 square foot acquisition in FEE and the 75.02 square foot Temporary Construction Easement described above and as shown on the copy of the attached Exhibit depicting the property referenced above.

In Witness Whereof, The City of Milford have hereunto set their hands and seals the day and year aforesaid.

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

Department of Transportation

Approved this _____day of _____, 20_____ A.D.

_____ By: _____
Witness Shanná L. Alicea
Title: Right of Way Agent III

THE STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

RIGHT-OF-WAY PLANS FOR:

NE FRONT STREET,
REHOBOTH BLVD. TO SR 1

CONTRACT NUMBER: T202101201
FEDERAL AID PROJECT NUMBER: N/A

FEE/RW

Temporary Construction Easement

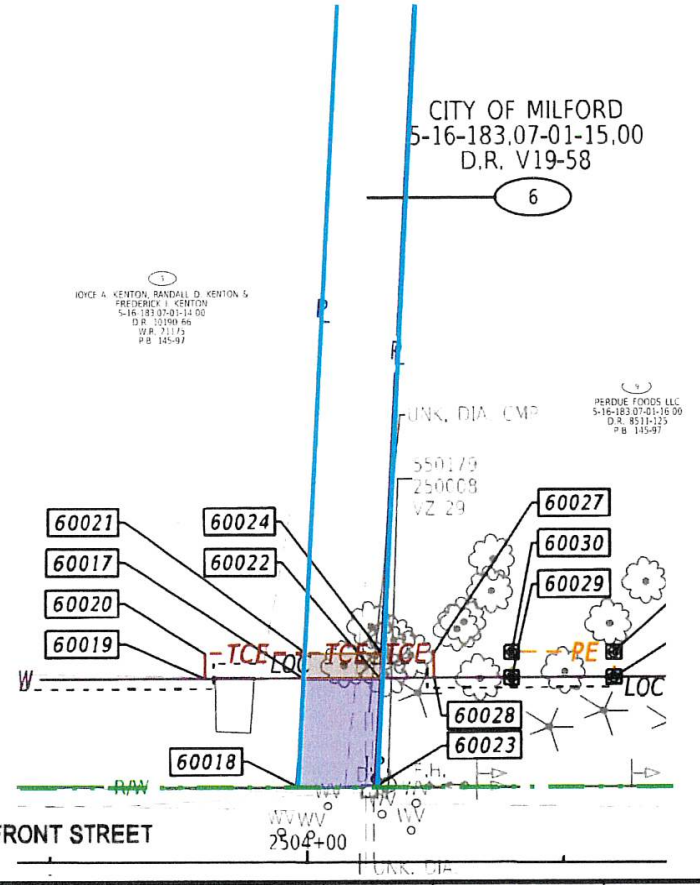
Parcel 6

The City of Milford

Tax ID # 5-16-183.07-01-15.00

R/W FEE 325.20 Sq. Ft. (0.007 Acres)

Temporary Construction Easement 75.02 Sq. Ft. (0.002 Acres)



ASSESSMENT NUMBER		OWNERSHIP OF RECORD						TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)	PAGE NUMBER
5-16-183.07-01-15.00		(6) THE CITY OF MILFORD						R/W	V19-58	D - 0.230	10
PT. NO.	ALIGN. NO.	STATION	OFFSET*	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS**
60023	NE Front St - Proposed	504+13.43	-18.297	335092.3042	655748.3936	S 34°48'14" W	15.001				
60018	NE Front St - Proposed	503+98.43	-18.355	335079.9866	655739.8314	N 52°22'19" W	21.676				
60017	NE Front St - Proposed	503+99.58	-40.000	335093.2203	655722.6646	N 34°35'00" E	15.004				
60022	NE Front St - Proposed	504+14.58	-40.000	335105.5732	655731.1810	S 52°22'19" E	21.733				
60023	NE Front St - Proposed	504+13.43	-18.297	335092.3042	655748.3936						

FIGURE 40103 AREA = 325.20 SQ. FT. (0.007 ACRES).
REMAINING AREA = 9693.60 SQ. FT. (0.223 ACRES)
CUMULATIVE REMAINING AREA = 9693.60 SQ.FT (0.223 ACRES)

ASSESSMENT NUMBER		OWNERSHIP OF RECORD						TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)	PAGE NUMBER
5-16-183.07-01-15.00		(6) THE CITY OF MILFORD						TCE	V19-58	D - 0.230	10
PT. NO.	ALIGN. NO.	STATION	OFFSET*	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS**
60017	NE Front St - Proposed	503+99.58	-40.000	335093.2203	655722.6646	N 52°22'19" W	5.007				
60021	NE Front St - Proposed	503+99.65	-45.000	335096.2773	655718.6990	N 34°35'00" E	15.004				
60024	NE Front St - Proposed	504+14.65	-45.000	335108.6302	655727.2154	S 52°22'19" E	5.007				
60022	NE Front St - Proposed	504+14.58	-40.000	335105.5732	655731.1810	S 34°35'00" W	15.004				
60017	NE Front St - Proposed	503+99.58	-40.000	335093.2203	655722.6646						

FIGURE 50103 AREA = 75.02 SQ. FT. (0.002 ACRES).

DEED RECORD OF ACQUISITION:

MATCH LINE STA. 502+00 (CP-02)
MATCH LINE STA. 510+00 (CP-04)
NE FRONT STREET
REHOBOTH BLVD TO SR 1
CONSTRUCTION PLAN
DRAINAGE INLET SCHEDULE
DRAINAGE PIPE SCHEDULE
ROADWAY CORE SCHEDULE
RIGHT-OF-WAY MONUMENT SCHEDULE
RIGHT-OF-WAY MONUMENT SCHEDULE
CURB SCHEDULE

DELAWARE DEPARTMENT OF TRANSPORTATION

DelDOT

VIRTUAL PUBLIC WORKSHOP: Date August 23, 2023
NE Front Street, Rehoboth Blvd. to SR 1
Contract T202101201



Proposed Improvements along NE Front Street



Proposed Shared Use Path in front of Milford High School Stadium

Visit deldot.gov and on the Projects link search "NE Front Street, Rehoboth Blvd. to SR1" or use the following URL: https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T202101201

The Delaware Department of Transportation (DelDOT) will be presenting a virtual public workshop for the proposed roadway improvements along NE Front Street, Rehoboth Boulevard., and NE 10th Street in the area of Milford, Delaware in Kent County.

Interested persons are invited to visit the above project website beginning on August 23,2023 to view the project information and display boards. The Department is seeking public input giving reasons for support of, or opposition to, the proposed improvements. Comments will be accepted until October 4,2023, and can be submitted via email to DelDOT Community Relations at the address listed below.

This Virtual Public Workshop is accessible to persons with disabilities. Persons who require auxiliary aids and services such as qualified interpreters are requested to contact DelDOT by phone or email. For further information, contact DelDOT Community Relations at the phone numbers or email listed below.

DELDOT COMMUNITY RELATIONS
dotpublic@delaware.gov

1 - (800) 652 - 5600
(302) 760 – 2080
Hearing Impaired Dial 711

PUBLIC NOTICE

TAX PARCEL #:
P/O 5-16-183.07-01-15.00-000
PREPARED BY & RETURN TO:
Delaware Department of Transportation
250 Bear-Christiana Road
Bear, DE 19701
File No. T202101201-6

THIS DEED, made as of this _____ day of _____, 202___,

- BETWEEN -

THE CITY OF MILFORD, a municipality of the State of Delaware, of 201 S. Walnut Street, Milford, DE 19963, party of the first part,

- AND -

STATE OF DELAWARE, acting by and through the DEPARTMENT OF TRANSPORTATION, of 250 Bear-Christiana Road, Bear, DE 19701, party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **One and 00/100 Dollar ($1.00)**, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the party of the second part, and its successors and assigns, in fee simple, the following described lands, situate, lying and being in Kent County, State of Delaware:

ALL that certain tract, piece, or parcel of land situated in Milford Hundred, Kent County, State of Delaware, being a portion of the lands required to add shoulders and a multi-use path. The project would support the complete streets concept from the existing grade separated intersection with SR1 to Rehoboth Boulevard for DelDOT Project Number T20201201 the said tract being part of Kent County Tax Parcel Number 5-16-183.07-01-15.00 and being depicted on the Exhibit attached hereto and more particularly bounded and described as follows, to wit:

BEGINNING at a point formed on the existing Right-of-Way line of NE Front Street and lands now or formerly Joyce A. Kenton, Randall D. Kenton and Frederick J. Kenton (Tax Parcel No. 5-16-183.07-01-14.00), the said point being located opposite construction baseline survey station 503+98.43 and 18.355 feet distant to the left measured at right angles to the said construction baseline, as shown and noted on Right-of-Way plans for Department of Transportation, Contract Number T202101201 Sheet Numbers 10 and 15; thence from the said point of Beginning with

the said existing westerly Right-of-Way line, the following three (3) courses and distances: (1) North 52 degrees 22 minutes 19 seconds West, 21.676 feet to a point; (2) North 34 degrees 35 minutes 00 seconds East, 15.004 feet to a point; (3) South 52 degrees 22 minutes 19 seconds East, 21.733 feet to a point; and thence South 34 degrees 48 minutes 14 seconds West, 15.001 feet to a point first mentioned point and place of **BEGINNING**. Containing within the said metes and bounds 325.20 square feet (0.007 acres) of land, be the same more or less.

SUBJECT TO, and with the benefit of, all covenants, conditions, restrictions, reservations, agreements, plans and easements of record with respect to the property described above, to the extent valid and enforceable, this reference to which shall not be construed to re-impose any such covenants, conditions, restrictions, reservations, agreements, plans and easements which have otherwise lapsed, expired or have otherwise been terminated in accordance with their terms or otherwise, as applicable.

BEING a part of the same lands Lawrence Tatman and Margaret B. Tatman, his wife, by Deed dated October 9, 1952 and recorded in the Office for the Recorder of Deeds in and for Kent County, State of Delaware in Deed Book V, Volume 19, Page 58, did grant and convey unto The City of Milford, in fee.

The party of the second part intends to use the land hereby conveyed, in whole or in part, for the purpose of construction and operation of an existing Right-of-Way.

Grantee's Address:

Delaware Department of Transportation
250 Bear-Christiana Road
Bear, DE 19701

IN WITNESS WHEREOF, the said The City of Milford, a municipality of the State of Delaware, has caused its name to be hereunto set under seal by F. Todd Culotta, Mayor of The City of Milford, the day and year first above written.

THE CITY OF MILFORD

_____ By: _____(SEAL)
Witness **F. Todd Culotta, Mayor**

[Corporate Seal]

STATE OF DELAWARE, COUNTY OF KENT: to-wit

BE IT REMEMBERED, that on this _____ day of _____, 202___, personally appeared before me, the Subscriber, a Notary Public in and for the State and County aforesaid, F. Todd Culotta, Mayor of The City of Milford, a municipality of the State of Delaware, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed and the act and deed of said municipality.

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

_____
Notary Public

My Commission Expires: _____

THE STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

RIGHT-OF-WAY PLANS FOR:

NE FRONT STREET,
REHOBOTH BLVD. TO SR 1

CONTRACT NUMBER: T202101201
FEDERAL AID PROJECT NUMBER: N/A

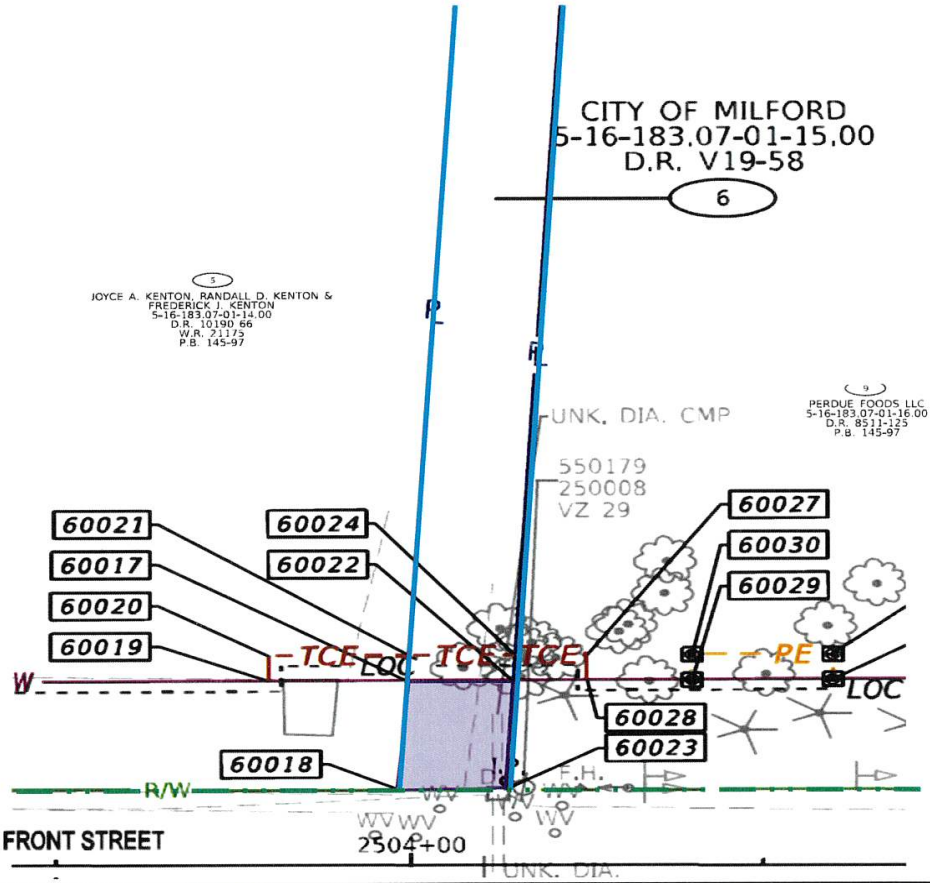
FEE/RW

Temporary Construction Easement

Parcel 6

Tax ID # 5-16-183.07-01-15.00

R/W FEE 325.20 Sq. Ft.
(0.007 Acres)



ASSESSMENT NUMBER		OWNERSHIP OF RECORD						TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)	PAGE NUMBER
5-16-183.07-01-15.00		(6) THE CITY OF MILFORD						R/W	V19-58	D - 0.230	10
PT. NO.	ALIGN. NO.	STATION	OFFSET*	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS**
60023	NE Front St - Proposed	504+13.43	-18.297	335092.3042	865748.3936	S 34°46'14" W	15.001				
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FIGURE 40103 AREA = 325.20 SQ. FT. (0.007 ACRES).
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CUMULATIVE REMAINING AREA = 9693.60 SQ.FT (0.223 ACRES)

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR CARLISLE FIRE COMPANY, INC

Planning Commission Meeting: December 16, 2025

Application Number / Name	:	CU-189-2025 / Carlisle Fire Company, Inc.
Applicant	:	Carlisle Fire Company, Inc. PO Box 292 Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Comprehensive Plan Designation	:	Low Density Residential
Zoning District	:	R-1 (Single-family Residential District)
Present Use	:	Storage & Single-family Detached Dwelling
Proposed Use	:	Storage, Single-family Detached Dwelling & Fire Sub-station
Area and Location	:	3.86 +/- acres of land located along the north side of Cedar Beach Road approximately 185 feet east of the S. Rehoboth Boulevard intersection, addressed as 7, 9, 11 and 21 Cedar Beach Road.
Property Identification Numbers	:	3-30-7.18-005.00, 005.01, 005.02 & 005.03

ENC: Staff Analysis Report
Exhibit A - Location & Zoning Map
Survey

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
November 21, 2025

Application Number / Name	**:**	CU-189-2025 / Carlisle Fire Company, Inc.
Tax Map & Parcel	**:**	3-30-7.18-005.00, 005.01, 005.02 & 005.03
Size and Location	**:**	3.86 +/- acres of land located along the north side of Cedar Beach Road approximately 185 feet east of the S. Rehoboth Boulevard intersection, addressed as 7, 9, 11 and 21 Cedar Beach Road.

I. BACKGROUND INFORMATION:

- The applicant proposes to convert an existing 2,400 square foot storage building into a fire sub-station as shown on the provided survey. There are no proposed modifications to the site at this time.

- Chapter 230-9(B)(3) states "municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities" are permitted uses.

- Chapter 230-42 states "in the R-1, R-2, R-3, R-8, C-1 and OB-1 districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements." The proposed fire station, single-family detached dwelling and storage uses are considered a mixed use of property and requires City Council approval.

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 Conditional Use approval:

- There are no proposed improvements to the site at this time. The property meets the minimum off-street parking requirements for the proposed fire station. Other elements of the site are considered legal-conforming, specifically parking and driveway material, parking layout, landscaping and screening, lighting and setbacks.

- The Planning Commission and City Council should consider requiring the applicant consolidate the subject parcels into one single parcel in order to eliminate building encroachments into setbacks, a landlocked parcel, and the need for a cross-access easement for the existing driveway serving the proposed fire station. This could be made a condition of approval.

- A Letter of No Contention has been provided by DelDOT for the change in use for the existing entrance onto Cedar Beach Road.

- A new Certificate of Occupancy must be obtained prior to operation of the substation. This will require approval from the State Fire Marshal's Office, DHSS Office of Engineering (State Plumbing Code) and City Building Code Official.

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

  A. The presence of adjoining similar uses.

     The property is surrounded by a mixture of uses. The properties to the east are zoned R-1 and R-2 and contain single-family detached dwellings and single-family semi-detached dwellings. The property to the north is zoned R-1 and is vacant. The properties to the west are zoned R-1, C-1 and I-1 and contain existing manufacturing, single-family detached dwellings and office buildings.

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

     The proposed uses are permitted uses in the R-1 zoning district when they exist separately. Multiple uses or mixed use of a property is considered a conditional use within the R-1 District.

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

     The Comprehensive Plan designates this area as Low Density Residential. The proposed use is consistent with the land use plan for the Comprehensive Plan and addresses additional goals and objectives related to public safety. The Comprehensive Plan specifically states, "ensure the safety and security of Milford's residents with first-class police, EMS, and fire protection services and provide adequate public utilities to provide for planned and desired growth in a managed, cost-effective manner."

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

     The applicant is not proposing any new improvements to the site. There is no existing screening in place separating the existing uses from the adjacent residential properties to the east and west. The applicant is not proposing any new screening or landscaping for the site.

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

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

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

The site contains an existing single-family detached dwelling and multiple storage building. There is no existing screening in place separating the current uses from the adjacent residential properties. The applicant proposes no new improvements to the property and is not proposing any new screening or landscaping. The area used for the fire station provides sufficient parking for volunteers within the fenced in parking area or along the existing driveway. DelDOT has provided a Letter of No Contention for the proposed change in use of the site entrance.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following conditions of approval:
  - Obtain a building permit from the City for a new Certificate of Occupancy for the proposed fire station use. This will require State Fire Marshal's Office and DHSS Office of Engineering approvals.
  - Consolidate the subject parcels into one single parcel in order to eliminate building encroachments into setbacks, a landlocked parcel, and the need for a cross-access easement for the existing driveway serving the proposed fire station.

III. AGENCY COMMENTS:

- **DelDOT Planning, Development Coordination**
  See attached "Letter of No Contention" dated November 10, 2025

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

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

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

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

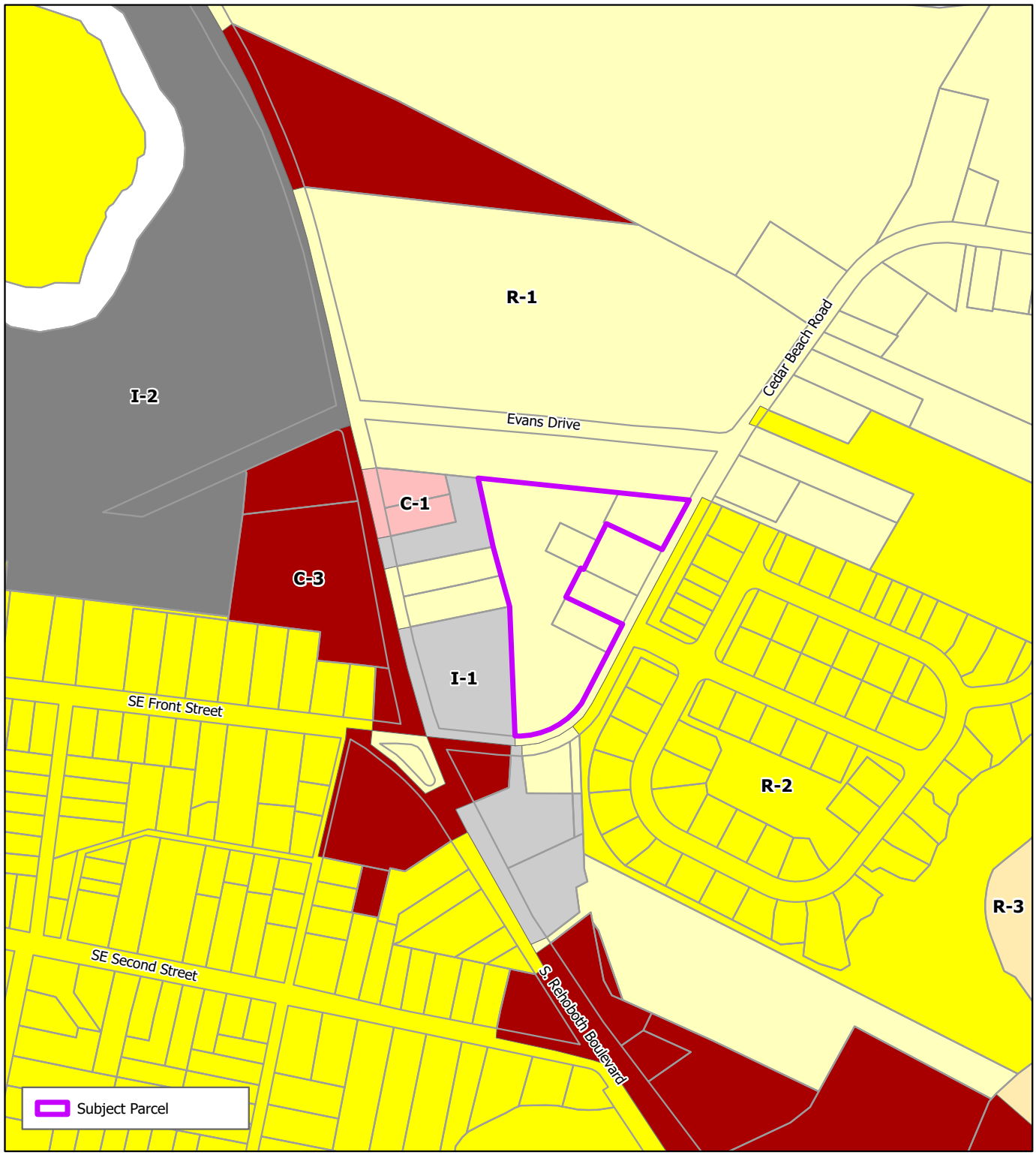
- **Carlisle Fire Company**
  See attached narrative.

- **City of Milford Public Works Department, City Engineer**
  No review required due to no proposed improvements.

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

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

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



THE CITY of Milford DELAWARE

Scale: 0 150 300 Feet

Drawn by: WRP

Date: 11/21/2025

Filepath: CU_CarlisleFireCo.aprx

Title:

Conditional Use

Carlisle Fire Company

Location & Zoning M

DELAWARE COORDINATE SYSTEM OF 1983
NAD 83 (NA 2011, EPOCH 2010)

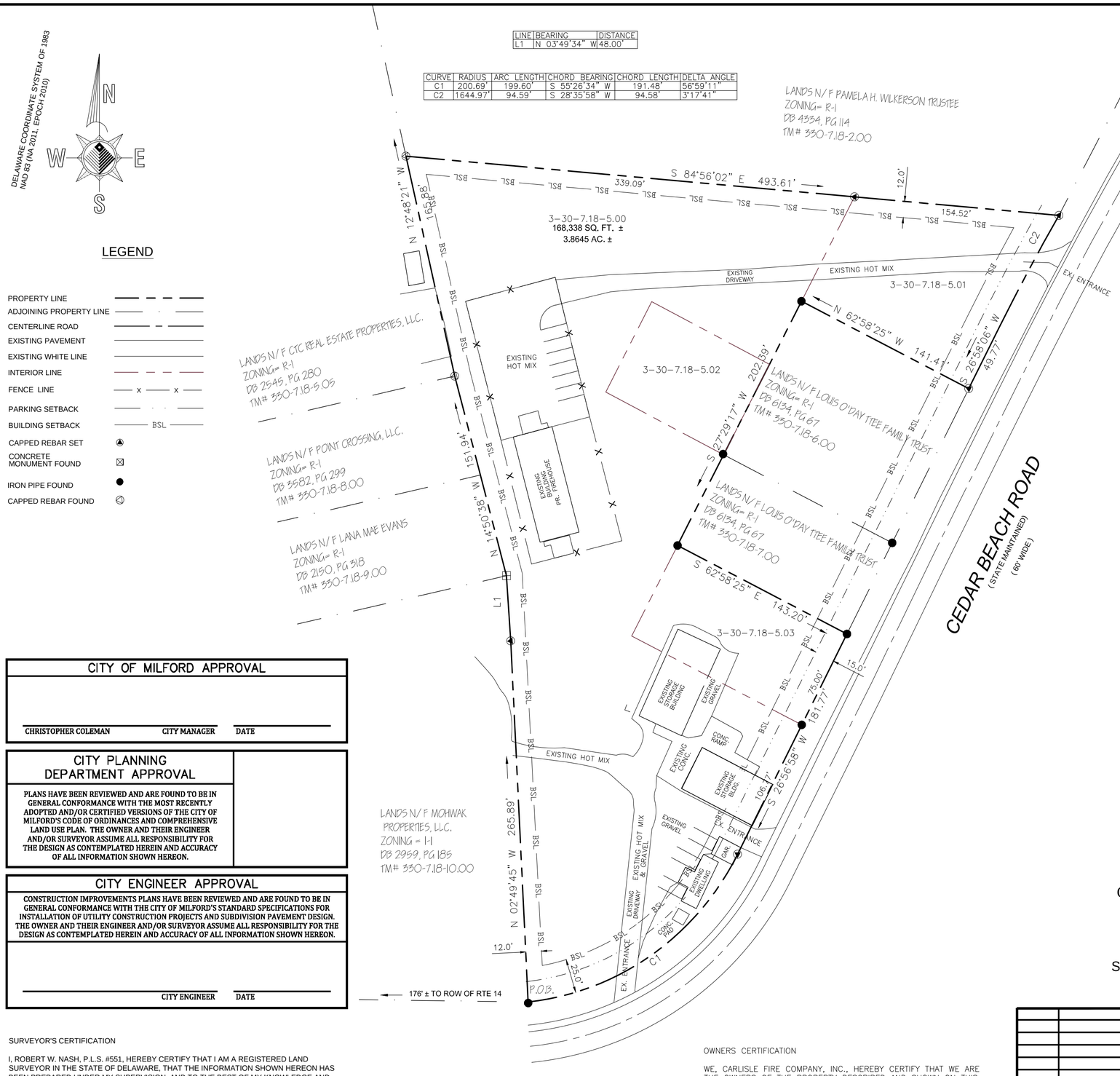
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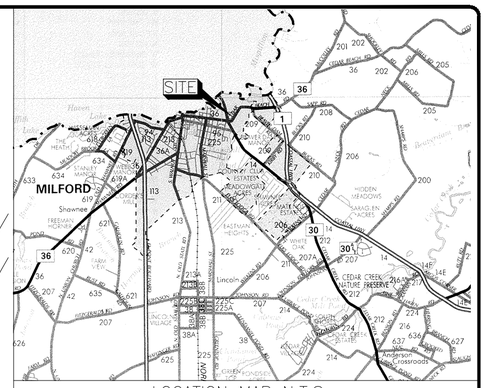
LEGEND

- PROPERTY LINE
- ADJOINING PROPERTY LINE
- CENTERLINE ROAD
- EXISTING PAVEMENT
- EXISTING WHITE LINE
- INTERIOR LINE
- FENCE LINE — x — x —
- PARKING SETBACK
- BUILDING SETBACK — BSL —
- CAPPED REBAR SET
- CONCRETE MONUMENT FOUND
- IRON PIPE FOUND
- CAPPED REBAR FOUND

LINE	BEARING	DISTANCE
L1	N 03°49'34" W	48.00'

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH	DELTA ANGLE
C1	200.69'	199.60'	S 55°26'34" W	191.48'	56°59'11"
C2	1644.97'	94.59'	S 28°35'58" W	94.58'	3°17'41"





LOCATION MAP N.T.S.

SITE DATA

PARCEL NUMBERS.....3-30-7.18-5.00, 5.01, 5.02, 5.03

OWNER OF RECORD
CARLISLE FIRE COMPANY, INC.
P.O. BOX 294 MILFORD, DE 19963
PHONE 302-422-8001

EXISTING ZONING.....R-1
PROPOSED ZONING.....R-1
EXISTING USE: SINGLE FAMILY DETACHED DWELLING & STORAGE
PROPOSED USE: SINGLE FAMILY DETACHED DWELLING AND STORAGE ONE BUILDING TO BE USED AS A FIRE STATION.

SETBACKS.....FRONT 25'
SIDE 12'
REAR 25'
MAXIMUM LOT COVERAGE.....40%
ACTUAL LOT COVERAGE.....18.9%
PARKING REQUIRED.....3.5 SPACES
PARKING PROVIDED.....9 SPACES INC. GARAGE
UTILITIES SEWER, WATER & ELEC.....CITY OF MILFORD

THERE ARE NO MAPPED WETLANDS ON THE PROPERTY AND THE PROPERTY DOES NOT FIT CRITERIA FOR WETLANDS.

THIS PROPERTY IS NOT IMPACTED BY A FLOOD HAZARD ZONE AS INDICATED ON FIRM PANEL 10005C0041K EFFECTIVE 3/16/2015

0 50 100 150
GRAPHIC SCALE 1" = 50'

SITE PLAN

FOR PROPERTY KNOWN AS
5 CEDAR BEACH ROAD
TO BE CONVEYED TO:
CARLISLE FIRE COMPANY, INC.

SITUATE IN
MILFORD HUNDRED
SUSSEX COUNTY - STATE OF DELAWARE
SCALE: 1" = 50'

CITY OF MILFORD APPROVAL

CHRISTOPHER COLEMAN 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

SURVEYOR'S CERTIFICATION

I, ROBERT W. NASH, P.L.S. #551, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

ROBERT W. NASH, PLS 551 DATE

OWNERS CERTIFICATION

WE, CARLISLE FIRE COMPANY, INC., HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE DATE

DATE	REVISION	CHKD
10/28/25	PLANNING COMMENTS	RWN

MERESTONE CONSULTANTS, INC.
ENGINEERS - PLANNERS - SURVEYORS
5215 WEST WOODMILL DRIVE
WILMINGTON, DE 19808
PHONE: 302-992-7900
33516 CROSSING AVENUE, UNIT 1
FIVE POINTS SQUARE
LEWES, DE 19958
PHONE: 302-226-5880

DRAWN BY: TML | DATE: 10 JUNE 2025 | SHEET#: 1 OF 1

© MERESTONE CONSULTANTS, INC. 2025

PLAN #: 26441L-233954

The Carlisle Fire Company, Inc (CFC) is applying for a conditional use at 5 Cedar Beach Rd for a second fire station location, to be known as a substation. CFC recently purchased four parcels of land that will make up the substation location. There are two metal pole buildings that have been used for storage by previous owners. One of which the CFC will use as a substation. The CFC is applying even though the use is not really changing. When Mr. Wilson owned the building, it was used to work on tractor trailer vehicles and some storage. The CFC is going to use the building as a substation, storing two apparatus, gear, and spare firefighting tools and equipment. Other buildings on the property will not change use.

The substation will be a second response location for the CFC, therefore, will be used 24/7/365 as necessary to respond to fire calls in the CFC district. Personnel will respond to the station, gear up, and respond on the apparatus housed at the substation. The substation will be set up for 15 fire personnel. There might be "drills" on Tuesday nights at the property from 1800-2200 hrs. The building already has a bathroom with a small shower. The building will have some maintenance done to improve heat and air. The current burnt oil burner will be replaced with a forced air HVAC unit, and some insulation will be done to better improve efficiency. The DE State Fire Commission requires all fire stations to have a generator, so the substation can function during power outages.

CFC will conduct a feasibility study for the next four years to determine the effectiveness of the station. Once the CFC determines the substation will truly work other improvements will be necessary to meet the DE State Fire Commission Regulations for fire stations.

Currently the property is surrounded by a mixed bag of uses. Manufacturing (Mohawk), Business (Luff and Assoc), Residential (several single-family dwellings) sharing property lines, a residential subdivision on the opposite side of Cedar Beach Rd, and on the north side and Agriculture use.

Should you have any further questions feel free to contact Scott Bullock or Duane Fox (emails provided on the application).

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

SHANTÉ A. HASTINGS
SECRETARY

November 10, 2025

Mr. Rob Pierce, Director
City of Milford
201 S Walnut St
Milford, Delaware 19963

SUBJECT: **Letter of No Contention Approval**
Carlisle Fire Company
Tax Parcel # 330-7.18-5.00, 330-7.18-5.01, 330-7.18-5.02, 330-7.18-5.03
CEDAR BEACH ROAD (SCR 36)
CAMBERLY DRIVE (SCR 34012)
Milford, Cedar Creek Hundred, Sussex

Dear Mr. Pierce:

The Delaware Department of Transportation (DelDOT) has reviewed a request, dated November 3, 2025, to obtain a Letter of No Contention (LONC) to use an existing commercial building and site entrance for the above referenced project, and has approved the request. This determination is based on the project information as provided in the completed Permit Application, and verification of the requirements on the LONC approval checklist. This approval shall be valid for a period of **one (1) year**.

The following conditions are provided with this approval:

1) Site shall have access from the existing entrance located on Cedar Beach Road (SCR 036).
2) No entrance modifications or traffic pattern changes are proposed or authorized under this LONC approval.
3) DelDOT reserves the right to review, modify or revoke this LONC approval in the future if proposed activities create traffic conflicts, safety concerns or operational issues.
4) The property owner is responsible to:
   a. Submit information to DelDOT, regarding any future operational or site changes, (including but not limited to: rezoning, site layout changes, changes in use, entrance modifications, expanded/additional uses, new uses, etc.). Changes of this nature may alter the flow and/or volume of traffic and could require a new LONC or formal review for Approvals and/or Permits.

b. Establish and maintain clear sight lines at the entrance. There shall be no placement of structures, signs, objects, items for sale or parking of vehicles within State right-of-way or entrance limits. Shrubbery, Plantings, trees and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited.

5) The property owner and applicant are responsible to coordinate with DelDOT Outdoor Advertising & Roadside Control at (302) 853-1327, for information on obtaining specific permits for sign installation on private property. Permits for Utilities construction within State right-of-way require separate permit applications please contact DelDOT's South District at (302) 853-1345.

If the Department can be of any further assistance, please call me at (302) 760-2266.

Sincerely,



John Pietrobono
Sussex County Review Coordinator,
Development Coordination

cc: Duane Fox, Jr.
Sussex County Planning & Zoning Administration
Matt Schlitter, South District Public Works Engineer
Travis Schirmer, South District Public Works Supervisor
James Argo, South District Project Reviewer
James Smith, South District Entrance Permit Supervisor
Wendy L. Polasko, P.E., Subdivision Engineer
Derek Sapp, Sussex County Reviewer

§ 230-9. R-1 Single-Family Residential District.

In an R-1 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 intent of the R-1 Residential District is to preserve the spacious residential atmosphere and quality of living of existing low-density residential development, to provide for the orderly and appropriate development of new low-density housing and to allow related uses that would not be detrimental to the residential character of the district.

B. Permitted uses. Permitted uses for the R-1 District shall be as follows:

(1) A single-family detached residential dwelling.

(2) Farming, agricultural activities and roadside stands for the sale of farm and nursery products produced on the property where offered for sale.

(3) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.

(4) Parks, playgrounds, athletic fields, recreation buildings, swimming pools and community centers operated on a noncommercial basis for recreation purposes.

(5) Customary residential accessory uses, such as private garages, swimming pools, storage sheds, and small scale solar and wind energy systems may be located in any required side or rear yard provided:

(a) The primary residence must exist or be under construction.

(b) All such buildings in the aggregate shall not occupy more than 30 percent of the area of the required rear and side yard.

(c) An accessory structure 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 with the inclusion of attached garages.

(d) Such buildings shall be setback five feet from any lot line and shall not be located less than five feet from a principal structure.

(e) Accessory small scale solar & wind energy systems which are attached to a principal structure or other accessory structure must meet the area regulations for principal structures and accessory structures outlined in this Chapter.

(6) Home occupational/office (subject to the following special requirements):

(a) The business activity shall be compatible with the residential zoning of the property and surrounding uses.

(b) The use is carried on entirely by the inhabitants of the dwelling, and shall employ no employees other than family members residing in the dwelling.

(c) The use does not involve any customer, client, or patient visits, whether vehicular or pedestrian, to the dwelling.

(d) Such use involves no pickup, delivery, or removal functions to or from the premises in excess of those normally associated with the residential use.

(e) There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.

(f) There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.

(g) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference detectable to normal senses beyond the property in excess of levels customarily generated by a residential use.

(h) The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.

(i) The business activity shall only be conducted within the dwelling and the floor area devoted to such use shall not exceed 30 percent of the total floor area for the principal residential structure.

(j) As long as all other criteria is met, more than one home occupation shall be permitted per lot or dwelling.

(k) The practice of a home occupation shall be conducted entirely within the dwelling which is the bona fide residence and under ownership of the principal practitioner or contained entirely within an accessory building and located on the same lot as the dwelling.

(l) There shall be no change in the exterior appearance of the dwelling, any accessory building and/or the lot, which would cause the premises to differ from its residential character.

(m) There shall be no storage or use upon the premises (beyond normal household use) of toxic, explosive, polluting, dangerous, or other substances defined as hazardous by DNREC, or through applicable regulations.

(n) There shall be no unenclosed exterior storage of material or refuse resulting from the home occupation.

(o) Prohibited minor home occupations. Minor home occupations shall not include the following uses:

[1] Animal shelter, commercial kennel or veterinary office;

[2] Rooming or boarding home;

[3] Bed and Breakfast;

[4] Funeral home;

[5] Restaurant;

[6] Outdoor café;

[7] Club or lodge;

[8] Medical or dental office;

[9] Retail shop;

[10] Rental business;

[11] Furniture stripping;

[12] Auto or small engine repair;

[13] Painting of vehicles, trailers, or boats;

[14] Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;

[15] Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency;

[16] Welding shop;

[17] Other uses of similar character to those listed above.

(7) Family day care home. An occupied residence in which a person provides care for children other than his/her own family and the children of close relatives for compensation. Such care in a family day care home is limited to that care given to six or fewer children with a maximum of three children allowed for after school care. Such child care facility shall be permitted as an accessory use.

(8) Group Home, for the care of disabled or elderly persons.

(9) Model home (Sample Home)/Sales Office.

(10) Short-term Rental.

(a) The structure rented must be a legal residential unit in the zoning district either as the principal dwelling, a room or area within said dwelling, or an approved accessory dwelling unit. In no case shall a tent, recreational vehicle, or travel trailer be used as a short-term rental.

(b) The primary unit shall remain owner occupied.

(c) Trash service requested from the property cannot be increased as part of this use.

(d) No more than one listing can occur per property and must be habitable space as defined by this chapter.

C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions in Article IX of this chapter:

(1) Churches and other places of worship and cemeteries.

(2) Public and private elementary, junior or senior high schools.

(3) Day-care facilities, including large family day cares involving more than six children.

(4) Conversion of a one-family dwelling into multiple dwelling units, if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to conformance with the following requirements:

(a) There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.

(b) There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.

(c) Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.

(5) Accessory dwelling units. Accessory dwelling units include accessory apartments and accessory cottages and are subject to the following requirements;

(a) One dwelling unit on the property shall be owner-occupied. A notice and declaration of land use restriction to this effect shall be signed and recorded prior to issuance of a certificate of use and/or building permit for the accessory dwelling unit.

(b) Only one accessory dwelling unit (either apartment or cottage) shall be permitted per property.

(c) Accessory Apartments.

[1] Accessory apartments are only permitted within single-family detached dwellings.

[2] The floor area of an accessory apartment shall not exceed 35% of the single-family detached dwelling.

(d) Accessory Cottages.

[1] An accessory cottage shall contain at least 220 square feet of floor area. The floor area of an accessory cottage shall not exceed 40% of the floor area of the single-family detached dwelling to which it is accessory or 1,200 square feet, whichever is greater.

[2] For an accessory cottage which will be a new structure, the exterior materials, roof form, and window spacing and proportions of the accessory cottage shall approximate those of the existing or proposed single-family detached dwelling.

[3] For an accessory cottage located within an existing garage or other outbuilding, the structure is not required to approximate the exterior features of the existing single-family detached dwelling, but any exterior modification should be consistent with the architectural style of that structure unless the building is upgraded per the requirements for new structures.

[4] Accessory cottages shall comply with the principal structure setbacks for the respective zoning district, unless the accessory cottage is located within an existing garage or other outbuilding, for which the structure must meet the accessory structure setbacks for the respective zoning district.

(6) Major Home Occupation. A home occupation that does not meet one or more of the criteria for a minor home occupation shall be defined as a major home occupation and subject to the following requirements:

(a) Major home occupations shall be permitted only in single-family detached dwellings or an accessory structure to a single-family detached dwelling

(b) The area used for a major home occupation shall not exceed 30% or 600 square feet of the total floor area of the principal residential structure or accessory structure.

(c) No more than one person, other than resident members of the immediate family may be employed or subcontracted at the residence. Use of nonresident employees must have prior approval from City Council.

(d) No more than two clients at any one given time shall be permitted to visit the premises to conduct business related to the major home occupation.

(e) No articles shall be sold or offered for sale except those produced on the premises. Such sales must have prior approval from City Council.

(f) Where employees or customer visits are anticipated, off-street parking shall be provided in a sufficient capacity to prevent interference with normal residential parking in the neighborhood. Minimum off-street parking shall apply as outlined in Article IV Off-street Parking and Loading Standards.

(g) Beauty parlors and barber shops may be permitted as a major home occupation provided that no more than two stylist or barber chairs are provided and all other provisions of this ordinance are met.

(h) Instructional services may be permitted as a major home occupation provided that a maximum of three students may be instructed at any one time, and there shall be no more than two trips per hour.

(i) The practice of a home occupation shall be conducted entirely within the dwelling which is the bona fide residence and under ownership of the principal practitioner or contained entirely within an accessory building and located on the same lot as the dwelling.

(j) There shall be no change in the exterior appearance of the dwelling, any accessory building and/or the lot, which would cause the premises to differ from its residential character.

(k) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference detectable to normal senses beyond the property in excess of levels customarily generated by a residential use.

(l) Deliveries from major commercial suppliers which may be disruptive to the neighborhood shall not be made between the hours of 8:00 pm prevailing time and 8:00 am prevailing time.

(m) There shall be no storage or use upon the premises (beyond normal household use) of toxic, explosive, polluting, dangerous, or other substances defined as hazardous by DNREC, or through applicable regulations.

(n) There shall be no unenclosed exterior storage of material or refuse resulting from the home occupation.

(o) All commercial vehicles shall be parked on the same lot as the home occupation, and only one commercial vehicle may be parked outside of a garage, enclosed structure, or screened parking space within the lot boundaries. Such a commercial vehicle shall have no more than two axles. There shall be not storage of tractor-trailers on the lot on which the home occupation is located.

(p) Prohibited major home occupations. Major home occupations shall not include the following uses:

[1] Animal shelter, commercial kennel or veterinary office;

[2] Rooming or boarding home;

[3] Bed and Breakfast;

[4] Funeral home;

[5] Restaurant;

[6] Outdoor café;

[7] Club or lodge;

[8] Medical or dental clinic (two or more doctors or dentists);

[9] Retail shop;

[10] Rental business;

[11] Furniture stripping;

[12] Auto or small engine repair;

[13] Painting of vehicles, trailers, or boats;

[14] Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;

[15] Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency;

[16] Welding shop;

[17] Other uses of similar character to those listed above.

(7) Social club or fraternal, social service, union or civic organization.

(8) Cultural facilities, including a library, museum or art gallery.

(9) Country club, regulation golf course, including customary accessory uses, provided that all buildings have a minimum setback of 120 feet from all street and property lines.

(10) Planned unit development, see requirements in Chapter 230-19.9.

(11) Bed-and-breakfast, subject to the following requirements:

(a) The bed-and-breakfast establishment does not adversely affect the residential character of the neighborhood and such use is carried on in an existing residential structure.

(b) The building proposed for use as a bed-and-breakfast must have the owner of the bed-and-breakfast residing in the building as his/her principal residence.

(c) The serving of meals shall be limited to breakfast and afternoon tea for overnight guests and customers.

(d) Rooms used for sleeping shall be part of the primary residential structure and shall not have been specifically constructed for rental purposes.

(e) No exterior alterations other than a sign and those required by law to ensure the safety of the structure shall be made.

(f) The bed-and-breakfast operation shall not use more than 50% of the floor area of the principal residence. Common areas such as the kitchen, foyer, living room or dining room are not included in this calculation.

(g) No areas shall be floodlit. Drives and parking areas shall not be illuminated by lighting fixtures higher than 20 feet. Sidewalks shall not be illuminated by lighting fixtures higher than 15 feet. Exterior lighting shall be so shaded as to prevent illumination off-site. All

external lighting, except for demonstrated security needs, shall be extinguished by 10:00 p.m.

(12) Funeral Home or undertaker.

(13) Group Home, other than for the care of disabled and elderly persons.

(a) The lot on which the group home is proposed shall not be located within 500 feet of a lot on which another group home is located.

(b) All required state licenses and permits for such a facility shall be obtained prior to the issuance of a Certificate of Occupancy for said use and shall be maintained as current throughout the period of such usage as a group home.

(c) Floor plans and a plot plan shall be submitted with the application.

(d) No alteration, addition, or other structural change to the interior or the exterior of any single-family building in which a group home is proposed to be located shall be permitted is such alteration, addition, or other structural change would alter the essential single-family character of the building.

(14) Emergency shelter facility.

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

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

D. Area regulations.

(1) Minimum lot area shall be 10,000 square feet. Minimum interior lot shall be 10,000 square feet. Minimum corner lot shall be 13,000 square feet.

(2) Maximum lot coverage shall be 40%.

(3) Minimum lot width shall be 80 feet.

(4) Height of buildings shall not exceed 35 feet. Accessory buildings or structures shall not exceed 15 feet in height.

(5) Minimum front yard setback line shall be 25 feet.

(6) Minimum rear yard shall be 25 feet. For corner lots the rear yard may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.

(7) Side yards shall be provided as follows: each lot shall have two side yards with a minimum of 12 feet each.

(8) Parking shall comply with the requirements provided in Article IV of this chapter.

(9) Signs shall comply with the requirements provided in Article VI of this chapter.

(10) Landscape screening shall comply with the requirements provided in Article V of this chapter.

(11) Open space and recreational requirements shall comply with Chapter 230-19.7.

(12) Accessory structures for non-residential uses in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.

(13) Accessory structures for non-residential uses shall be located in the side and rear lot areas.

(14) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

ARTICLE IV Off-Street Parking and Loading

§ 230-20. General provisions.

A. Parking space size. Parking space sizes shall be in accordance with § 230-21.

B. Parking spaces in residential driveways and garages. Driveways and garages shall be considered as constituting off-street parking space for one-family detached, semi-detached, townhouse and multi-family dwellings , provided that the driveway shall be a minimum of 10 feet in width with a curb cut no greater than 20 feet in width and such driveways and garages meet the minimum requirements for off-street parking outlined in this section. Residential driveways must be constructed with an approved dustless surface such as asphalt, concrete, pavers or other material that will not wash away or emit dust into the air. Residential driveways shall provide a minimum of two feet of separation between the driveway and the side property line, unless a cross-access easement agreement is provided between property owners for a shared driveway. Driveways for corner lots shall be located off of the street with a lesser road classification as determined by the Planning Director and shall be located as far away from the intersection as practically possible. Curb cuts shall be constructed as required by the City Construction Standards and shall be limited to the frontage of the lot served.

C. Location of parking spaces within parking lots. All parking spaces shall be set back 15 feet from any street line and 5 feet from any property line. Parking spaces shall be located so that no spaces are a greater distance than 600 feet from the building or use to which they are assigned, provided that this requirement shall not apply to parking spaces for auditoriums, stadiums, assembly halls, gymnasiums and other places of assembly or industrial, wholesaling and manufacturing establishments.

D. Parking spaces assigned to more than one use. Parking spaces for separate buildings or uses in all zoning districts may be combined in a single lot, provided that the number of parking spaces in the lot shall equal the sum of the parking spaces required for each building and use, except that the parking spaces required for places of assembly may include parking spaces assigned to other uses, provided that the place of assembly shall not be used at a time when the other uses are carried on.

E. No off-street parking required in the C-2 Central Business District. No on-site, off-street parking shall be required in the C-2 District for newly constructed establishments or existing structures. Existing municipal parking facilities shall provide the necessary parking in this zoning district.

F. Parking lots. Whenever a parking lot is located across the street from a residential use, it shall be edged with low-profile evergreen hedge planting located along a line drawn parallel to the street and a distance of 10 feet therefrom, such hedge to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. Ground cover, shrubs, trees and landscape screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.

G. Fractional spaces. When the application of a unit of measurement for parking space or loading space to a particular use or structure results in a fractional space, any fraction under ½ shall be disregarded and fractions of ½ or over shall be counted as one parking space or loading space.

H. Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yards five feet from the property line if it does not take up space normally occupied by an automobile. All vehicles requiring a trailer for transportation must be stored on a registered trailer.

I. Non-residential points of ingress and egress. Only one accessway shall be permitted for each 100 feet of frontage upon a public road. Such accessway shall be not less than 24 feet and not more than 32 feet in width when the entrance requires two-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. Such accessway shall not be less than 12 feet in width when the entrance is for one-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. No two accessways on the same lot shall be placed within 75 feet of each other. The entrance shall be setback 5 feet from any adjoining property line unless otherwise noted under the conditional use requirements.

J. All parking spaces for use in conjunction with public parking lots, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.

K. All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height. The Planning Director may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Parking blocks are required at the head of all parking spaces where curb is not provided. Curbing shall not be required for loading areas, handicapped access and for parking spaces accessory to a one-family or two-family residence. Buildings and sidewalk shall be protected by upright concrete curing at least six inches in height, bollards or other object approved by the Planning Director that demonstrates protection of pedestrians and property.

L. Parking Lots: Interior Landscaping. To reduce the visual impact of large expanses of parking and to create a more pedestrian-friendly environment, interior parking lot landscaping is required. Green space in the form of landscape islands and/or peninsulas are required to break up rows of parking spaces as follows:

   (1) If the total number of parking spaces is less than 100, the minimum requirement is:

      (a) Islands at both ends of each row of parking (minimum of 9' x 18').

      (b) One island or peninsula (minimum of 9' x 18') for every 10 contiguous spaces.

      (c) No more than two contiguous bays (four total rows) without a 9' wide island separating the two bays from additional parking bays or drive aisles.

      (d) Minimum of one 2½" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.

   (2) If the total number of parking spaces is 100 or greater, the minimum requirement is:

      (a) Islands at both ends of each row of parking (minimum of 9' x 18').

      (b) One island or peninsula (minimum of 9' x 18') for every 12 contiguous spaces.

      (c) No more than three contiguous bays (six total rows) without a 9' wide island separating the three bays from additional parking bays or drive aisles.

      (d) Minimum of one 2½" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.

M. Bicycle Parking Facilities. All parking facilities containing less than ten parking spaces shall provide one bicycle rack with no less than five spaces. For parking facilities with ten or more parking spaces, five bicycle spaces plus one per every twenty parking spaces shall be provided, not to exceed more than twenty bicycle parking spaces in any one facility. The Planning Commission or City Council may waive the requirement for the

bicycle parking if it is demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site.

N. Illumination. Parking lots shall be property illuminated per the most recent version of the Illuminating Engineering Society (IES) Standards.

O. Parking of vehicles on unpaved surfaces within the front yard of all districts shall be prohibited. Exception: emergency vehicles.

P. Garbage Enclosure. Commercial, industrial, institutional or residential multi-family sites shall provide trash enclosures to adequately serve the proposed uses. Enclosures shall be conveniently placed on the site for commercial or residential tenants to use and shall be no farther than 300 feet from the intended users. Trash enclosures shall be constructed with similar materials to other buildings on the site. Receptacles shall be situated at an appropriate location as to not constitute a nuisance for users of the property and adjoining property owners and shall be appropriately screened to improve the appearance of the area.

Q. Parking Lots: EV Charging Stations.

(1) If the total number of parking spaces is less than 100, the recommended number of charging stations is zero.

(2) If the total number of parking spaces is 100 or greater, the recommended number of charging stations is one EV charging station per 25 parking spaces.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-21. Parking and loading standards.

A. Design standards.

(1) Parking spaces and aisle ways shall be designed in accordance with the following dimensional standards:

Parking Angle	Stall Width (feet)	Aisle Way to Curb (feet)	Aisle Way Width
90°	9	18	20 feet (one-way) 24 feet (two-way)
60°	9	20	18 feet (one-way) 22 feet (two-way)
45°	9	18	14 feet (one-way) 22 feet (two-way)
Parallel	10	20	14 feet (one-way) 22 feet (two-way)

(2) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).

B. Use standards. All uses permitted in this chapter shall be subject to the following minimum off-street parking requirements in addition to any special requirements as indicated in each zoning district.

Types and Uses	Required Off-Street Parking Spaces

Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 space per 4 seats or 1 space per each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Automotive Repair	3 spaces per service bay
Automotive or Outdoor Sales	1 space per 200 square feet of floor area in the main display room plus 1 space per each 1,500 square feet of outdoor display area plus 1 space for each employee on the shift of greatest employment
Bed and Breakfast	1 space per guestroom plus required parking for family residence
Group home, other than for the care of disabled and elderly persons.	1 space per 2 sleeping rooms
Daycare, Nursery School or Kindergarten	1 space per 10 children plus 1 space per employee on the shift of greatest employment
Elementary or Junior High School	1 space for each 8 seats in auditorium, cafeteria or gymnasium
High School, Technical School, College or University	1 space for each classroom plus 1 parking space for each employee or 1 space for each 5 auditorium seats, whichever is greater
Fire station	1 space per employee on the maximum shift or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever is greater
General Offices	1 space per 250 square feet of gross floor area
Medical and Dental Offices	1 space per 200 square feet of gross floor area
Hospitals, Nursing Home or Sanatorium	1 space per 3 beds
Hotel and motel	1 space for each guest room plus 75% of the normal spaces required for accessory uses (e.g. banquet rooms, meeting rooms, restaurants, etc.)
Indoor and commercial outdoor recreation	1 space for each 150 square feet of gross floor area or 1 per 4 seats of facilities available for patron use, whichever is applicable
Industrial, manufacturing or wholesaling establishment	1 space per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Museum, Art Gallery, Library and similar use	1 space per 300 square feet of gross floor area
Places of Worship	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Professional Home Occupation	1 space per 300 square feet of floor area devoted to a business plus 1 space per each outside employee, if there is one
Restaurants, fast food, taverns and similar uses	1 space per 3 seating accommodations
Retail or Service	1 space per 200 square feet of gross floor area
Rooming and boarding house or converted unit	1 space per bedroom
Dwelling, single-family detached, semi-detached, townhouse, mobile home, or multi-family dwelling unit	2 ½ spaces per dwelling unit
Accessory Dwelling Unit	1 ½ spaces per dwelling unit
Social club and fraternal, social service, union and civic organization building	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies

Undertaker or Funeral Home	1 space per 4 seats in the largest assembly room plus 1 space per employee
Short-term Rental	2 ½ spaces per dwelling unit plus 1 additional space for the short-term rental

(1) Reduction in the required number of off street parking spaces in the case of developments such as shopping centers or other commercial developments required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

C. Loading spaces.

(1) No building or structure shall be erected in any district for the uses listed below unless loading space for the accommodation of trucks is provided on the premises in accordance with the following requirements:

(a) For retail stores, markets, wholesale and jobbing establishments and storage warehouses, the number of berths based on the gross floor area devoted to such use shall be as follows:

[1] Five thousand to 7,999 square feet of floor area: one berth.

[2] Eight thousand to 19,999 square feet of floor area: two berths.

[3] Each additional 20,000 square feet or major fraction thereof up to a maximum of 60,000 square feet of floor area: one additional berth.

(b) For hotels and motels, the number of berths based on the gross floor area devoted to such uses shall be as follows:

[1] Eight thousand to 20,000 square feet of floor area: one berth.

[2] Each additional 50,000 square feet or major fraction thereof up to a maximum of 120,000 square feet of floor area: one additional berth.

(c) Each manufacturing, office research and industrial establishment with a total of 5,000 square feet or more of gross floor area devoted to manufacturing, research and/or industrial uses shall provide loading space adequate to accommodate the normal demands for loading and unloading incidental to the type of use proposed on the premises.

(2) Loading berths must be functionally related to the building, and be situated where actual loading and unloading activities are intended to occur. Loading berths located remotely from the building will not be permitted, unless the applicant can demonstrate the utility of such berths. Loading berths are not

permitted between the street and building, except where a property fronts three or more streets. This section of the ordinance shall not preclude the designation of an area in front of the building for parcel pick-up, mail deliveries, or passenger loading.

(3) One required off-street loading berth shall have minimum dimensions of 12 feet wide and 60 feet long. If more than one loading berth is required, subsequent berths may have minimum dimensions of 12 feet wide and 40 feet long. At no time shall any part of a truck or van be allowed to extend into a public right-of-way or thoroughfare while the truck or van is being loaded or unloaded.

(4) Adequate off-street truck maneuvering space shall be provided on-lot and not within any public street right-of-way or other public lands. Internal site circulation lanes are to be designed with adequate turning radii to accommodate the size and efficient maneuvering of delivery vehicles.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

ARTICLE V Landscape Screening

§ 230-22. District requirements.

A. Residential districts.

(1) In any R-1, R-2, R-3 and R-8 District, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted and/or erected to separate any permitted nonresidential use from any existing residential use on a contiguous lot. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.

(2) In any R-3 or R-8 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semi-detached residential dwelling on any contiguous lot zoned R-1 or R-2. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.

(3) Buffers along arterial streets. Where development proposals front on an arterial street, a landscape buffer shall be required along the arterial road frontage. These buffer areas shall be a minimum of 30 feet in depth, measured from the right-of-way line of the arterial street, and shall, at the time of development of the property, be planted with a variety of trees, shrubs and ground cover so as to create a distinctive and consistent visual character of the arterial street. The landscape design and planting plan for these arterial street buffer areas shall be subject to the approval of the Planning Commission or City Council as an integral part of the site development plan. When it can be demonstrated to the satisfaction of the Commission or City Council through the plan review process that, due to specific constraints related to existing lot size, lot configuration or the orientation of existing buildings on adjoining properties, compliance with this section would severely limit the development potential of the property or would cause the property to be out of character with the surrounding built environment, the Commission or City Council may approve a lesser amount of buffering, provided that the basic objective of establishing landscaped green space along arterial roadways is achieved.

B. Commercial districts. In any C-1, OB-1, OC-1, C-2 or C-3 District, a fifteen-foot visual and sound buffer area shall be provided on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping.

(1) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:

(a) An opaque wooden fence.

(b) A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.

(c) An earthen berm (4:1 maximum side slopes).

(d) Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.

(e) Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.

C. Institutional, Industrial and Business Park Districts: H-1, IM, IS, I-1, I-2, and BP.

(1) Each use established in these districts shall set aside at least 20 feet in width immediately adjacent to any street upon which the lot has frontage, and extending for the full frontage of the lot, for purposes of providing for proper site distance and buffering from the public road. Within such area, the owner shall establish and maintain a planting of grass and/or horticultural ground cover. Other landscape materials may be incorporated, provided that there is no obstruction to vision, other than a tree trunk, in the area between two feet and seven feet above ground level.

(2) Each use established in these districts shall provide a 50-foot visual and sound buffer area on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping.

(a) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:

[1] An opaque wooden fence.

[2] A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.

[3] An earthen berm (4:1 maximum side slopes).

[4] Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.

[5] Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.

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

§ 230-23. Maintenance.

It shall be the responsibility of the property owner of record or his delegated representative(s) to properly maintain and care for any landscape plan planted or erected.

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

§ 230-42. Multiple permitted uses and mixed uses.

A. In the R-1, R-2, R-3, R-8, C-1 and OB-1 districts, multiple permitted uses or tenants spaces or mixed use of a property shall be deemed a conditional use subject to special requirements.

B. Four or more non-residential permitted uses or tenant spaces on a property zoned C-2, C-2A, C-3, OC-1 and H-1 requires a conditional use approval from City Council.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

ARTICLE IX Conditional Uses

§ 230-46. Purpose.

A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.

B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

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

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200, Subdivision of Land

C. Standalone Conditional Use applications that do not require site plan review or major subdivision review shall be subject to the following procedures:

(1) A conditional use application 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 Section 230-57.

(2) A public hearing on the conditional use shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council approval of the application with or without conditions, denial of the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance. 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.

(3) 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 15 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.

(4) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-48. Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

A. The presence of adjoining similar uses.

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

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

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

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

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

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

§ 230-49. Conditions for approval; expiration.

A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in Section 230-48 and that such use will continue to do so.

B. A conditional use approval in conjunction with a Site Plan review shall expire upon expiration of the associated Site Plan.

C. A conditional use approval in conjunction with a Major Subdivision application shall expire upon expiration of the associated Major Subdivision.

D. A standalone conditional use permit shall expire within eighteen months of the date of issuance unless construction or operation of said use has commenced.

E. A reapplication for a conditional use permit for the same lot or use shall not be considered by the City Council within a period of one-year from its last consideration. This provision, however, shall not impair the right of the Council to propose a conditional use permit on its own motion.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, December 16, 2025 @ 6:00 p.m.
City Council Hearing: Monday, January 12, 2026 @ 6:00 p.m.

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

ORDINANCE 2025-20
Conditional Use Application of Carlisle Fire Company, Inc.
3.86 +/- acres of land located along the north side of
Cedar Beach Road approximately 185 feet east of the S. Rehoboth Boulevard intersection
Address: 7, 9, 11 and 21 Cedar Beach Road
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-1 (Single-family Residential District)
Present Use: Storage & Single-family Detached Dwelling;
Proposed Use: Storage, Single-family Detached Dwelling &
Fire Sub-station
Tax Parcel: 3-30-7.18-005.00, 005.01, 005.02 & 005.03

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Conditional Use to convert an existing 2,400 square foot storage building into a fire sub-station; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 16, 2025; and

WHEREAS, Milford City Council will hold a Public Hearing on January 12, 2026 to allow for public comment and further review of the ordinance; and

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

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

Section 1. Chapter 230-9(B)(3) states “municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities” are permitted uses.

Section 2. Chapter 230-42 states “in the R-1, R-2, R-3, R-8, C-1 and OB-1 districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.” The proposed fire station, single-family detached dwelling and storage uses are considered a mixed use of property and requires City Council approval.

Section 3. Following adoption of Ordinance 2025-20, and upon the effective date, Carlisle Fire Company, Inc is hereby granted a Conditional Use to convert an existing 2,400 square foot storage building into a fire sub-station.

Section 4. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 4. Dates.
Planning Commission Review & Public Hearing: December 16, 2025
City Council Introduction: December 8, 2025
City Council Public Hearing: January 12, 2026
Effective: Ten Days following Adoption

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

Advertised: Daily State News 12-01-2025