



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

## **Council Meeting Agenda January 12, 2026**

*This meeting is available for viewing by the public by accessing the following link:*

<https://zoom.us/j/99156131279>

*or*

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

*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](mailto:cityclerk@milford-de.gov) and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

## **COUNCIL MEETING**

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- 2. Call to Order - Mayor F. Todd Culotta**
- 3. Roll Call**
- 4. Invocation**

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<b>6.</b>	<b>Approval of the Agenda</b>	
<b>7.</b>	<b>Approval of Previous Minutes</b>	
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**Carlisle Fire Company/Enhancement Funds Request/Renovations**

**Authorization/Milford Corporate Center Ph 1 Onsite & Offsite/Verizon Underground Utility Relocation Agreement**

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- d. [Council memo 01-12-2026 - County Assessments 2](#)  400 - 405

## **15. EXECUTIVE SESSION**

### **Motion to Recess into Executive Session**

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

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

### **Return to Open Session**

### **Potential Motion/Real Estate**

### **Potential Motion/Personnel**

## **16. 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.

010525



CITY OF MILFORD  
CITY COUNCIL MEETING MINUTES  
October 27, 2025

**Public Comment**

Mark Whitfield, former City Manager of Milford, expressed his appreciation for the retirement dinner he was given before his retirement. He thanked the Council for the opportunity to transition into the role of city manager after spending over 20 years as a Public Works Director. He stated that he was a cheerleader for Milford, and that the city is on a really good path. He concluded with appreciation for the support he received throughout his service.

**Call to Order - Mayor F. Todd Culotta**

Mayor Culotta called the meeting to order at 6:10 pm.

**Roll Call**

Council members Perez and Wilson were not present.

Roll Call showed that there were seven members present. Council members Danny Perez and Katrina Wilson were not present.

**Invocation and Pledge of Allegiance**

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

**Approval of the Agenda**

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

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

**The motion carried. 6-0**

**Approval of Previous Minutes**

Councilmember Kalesis made the motion to approve March 3, 2025 Special Meeting, March 10, 2025 Council Meeting, and March 20, 2025 Special Meeting minutes. Councilmember Zychal seconded.

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

**The motion carried. 6-0**

[2025 03 03 Special Meeting Minutes](#) 

[2025 03 10 Council Minutes](#) 

[2025 03 20 Special Meeting Minutes](#) 

## **Recognition**

### **Proclamation 2025-20 Extra Mile Day**

Mayor Culotta referenced Proclamation 2025-20 Extra Mile Day which urge each individual in the community to take time on November 1, 2025 to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

[Proclamation 2025-20 Extra Mile Day 11 01 2025](#) 

## **New Employee Introductions**

Police Chief Ashe introduced Ptlm. Jessica Licari who joined the department in April and successfully graduated from the Dover Municipal Police Academy in September. She is currently participating in the department's field training program. Chief Ashe described Ptlm. Licari as one of the highest-quality recruits in recent history and she was commended for her compassion and her ability to lead by example, even during her time at the academy.

## **Public Hearings/Comments/Final Determination**

Solicitor Morris read the rules of public hearing.

## **Ordinance 2025-17 Iglesia Pentecostal/Annexation**

Planning Director Rob Pierce reviewed the staff analysis that was included in the packet.

Troy Adams, Mountain Engineering, represented the applicant and explained that they were seeking annexation for R- 3 Zoning to connect to the city’s water, sewer and electric utilities for a church.

There were no public comments.

Councilmember Zychal made the motion to approve Ordinance 2025-17 to approve the annexation of the land zoned by Iglesia Pentecostal Santa Antigua Milford Incorporated, and the change of zone from R-1 to R-3 Garden Apartments. Councilmember James seconded.

Councilmember Connor voted yes for the reason that it meets all requirements.

Councilmember Zychal voted yes for the reason that it meets all requirements.

Councilmember Kalesis voted yes for the reason that it meets all requirements.

Councilmember Marabello voted yes for the reason that it has no adverse effect in the area and it is an improvement to the area.

Councilmember Stewart voted yes for the reason that it meets all requirements.

Councilmember James voted yes for the reason that it has satisfied all requirements and there was a unanimous recommendation from the annexation committee .

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

**The motion carried. 6-0**

### [Iglesia - Public Hearing - Packet](#)

#### **Communications & Correspondence**

Councilmember James reported that he had received safety concerns of near accidents from about five citizens about electric scooters and electric bikes particularly on NE & NW Front Streets, Walnut Street and on Church Street.

Mayor Culotta gave a reminder that Trick or Treating in Milford was on Friday, October 31 from 6-8 pm.

Councilmember Zychal thanked the organizers, the city and volunteers for the well-planned Milford Community Parade this year. She also announced a drive for Milford students where hygiene items could be dropped off at two locations, Fur Baby and the Farmacy Market.

Chief Ashe thanked Public Works for supporting the Police Department and assisting with the placement of trucks at every street corner during the parade.

Councilmember James stated that he had received feedback to have the organizers strategically place more portable restrooms next year due to the distance needed to reach one.

Mayor Culotta thanked Southern Delaware Hot Rod Association for providing cars for Council to ride in the parade.

#### **Unfinished Business**

There was no unfinished business.

#### **New Business**

##### **Authorization/Sponsorship/Buccaneer Educational Foundation\*\***

The mayor recused himself due to a conflict of interest.

Councilmember James stated that The Buccaneer Education Foundation has requested a sponsorship, of \$800 for a table, from the City of Milford for their Fall Fling on November 8, 2025. The funds for the Fall Fling support students with scholarships, trips for education, and helps the teachers offset costs in the classrooms.

Councilmember Connor made the motion to approve sponsorship for two tables for the total amount of \$1600. Councilmember Zychal seconded.

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

**The motion carried. 6-0**

[BEF General Info Pamphlet](#) 

[Sponsorship Levels](#) 

[Save The Date](#) 

### **Appointment: Planning Commission Vacancy**

Mayor Culotta stated that there was a vacancy on the Planning Commission due to the passing of Marvin Sharp who served on the Planning Commission for over 10 years and gave appreciation for his service to the community. He stated that he wanted to appoint Harold Sylvester who resides in Ward 4, is interested in joining the Planning Commission and would complete the vacancy term through August 2027.

Councilmember James made the motion to approve the appointment of Harold Sylvester as the new Planning Commissioner. Councilmember Marabello seconded.

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

**The motion carried. 6-0**

[Planning Commission Appointment & Term Expirations](#) 

### **Authorization/Acelero Head Start Program Lease**

Planning Director Pierce explained that this is an agreement related to an existing lease renewal for the Head Start located on North Church Street. There was a previous agreement with Children, Families, and Friends. It is being switched over to Acelero and will be a 5-year term for \$1 per year for a land lease.

Councilmember James made the motion to approve the signing of the lease with Acelero Head Start Program. Councilmember Zychal seconded.

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

**The motion carried. 6-0**

[Children Families First Lease \(Former HeadStart\) exp 09-2025](#) 

[Cover and Recommendation to City Council 10-27-2025](#) 

[DE17-Milford Ground Lease -Final Redlined Version](#) 

[DE17-Milford Ground Lease - FINAL Clean Version-10-24-2025](#) 

**Authorization/Public Works/Purchase of Chlorine Scrubber**

Public Works Director Willis Shafer reviewed the memo for the purchase of a Chlorine Scrubber. He explained that the upgrade would assist with staff concerns in the difficulty of dealing with chlorine tablets and will save operating dollars.

Councilmember Zychal made the motion for Council to authorize the purchase of the FY25 and FY26 chlorine scrubber systems for Kenton's plant and 10th Street plant from De Nora sole source at a contract price of \$176,000 (\$88,000 per unit) from the two accounts mentioned.

*FY26 CIP budget, water plant chlorine gas scrubber system for \$160,000.*

*FY26 water infrastructure upgrades account number 32207078 577044 2WA46, for \$16,000.)*

Councilmember Connor seconded.

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

**The motion carried. 6-0**

[Chlorine Scrubber Council Memo](#) 

**Authorization/KCI Proposal/MCC Water Systems Design**

Director Shafer explained the proposal for the MCC Water Systems Design. He stated that there are five different tasks:

Task number 1- Well House Process Design

Task number 2- Well House Mechanical Design

Task number 3- Well House Architectural and Structural Design

Task number 4- Well House Electrical, Instrumentation, and Control Design

Task number 5- Project Management and Coordination

Councilmember Connor made the motion to authorize the mayor to execute the proposal from KCI Technologies at an amount not to exceed \$165,850 for the well and water treatment

plant design at the Milford Corporate Center site utilizing funds approved in the FY24 capital budget. Councilmember James seconded.

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

**The motion carried. 6-0**

**KCI proposal for the MCC Well and Water Treatment project** 

**EXECUTIVE SESSION**

**Motion to Recess into Executive Session**

Mayor Culotta asked for a motion to move into executive session at 6:54.

**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**

Councilmember Kalesis made the motion to move into executive session. Councilmember Zychal seconded.

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

**The motion carried 6-0.**

**Return to Open Session**

Mayor Culotta announced that the meeting was returning to Open Session at 7:20 pm.

**Potential Motion/Real Estate**

There were no motions made as a result of the Executive Session.

**Adjournment**

Mayor Culotta asked for a motion to adjourn at 7:21.

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

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

**The motion carried. 6-0**

Respectfully submitted,

Katrina L. White, MMC  
City Clerk/Recorder



## PROCLAMATION 2026-01

### HONORING DR. MARTIN LUTHER KING JR.

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a National Day of Volunteer Service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a National Day of Service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

Whereas, the residents of the City of Milford have the opportunity to participate in events throughout our city on the King Day of Service, January 19, 2026, as well as create and implement community service projects where they identify the need.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, proclaim the Martin Luther King Jr. Holiday as a Day of Service in our City and call upon the people of Milford, Delaware to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 12<sup>th</sup> day of January 2026.

\_\_\_\_\_  
Mayor F. Todd Culotta

Attest:

\_\_\_\_\_  
City Clerk Katrina L. White



**DATA SHEET FOR CARLISLE FIRE COMPANY, INC**

Planning Commission Meeting: December 16, 2025

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<b>Application Number / Name</b>	:	CU-189-2025 / Carlisle Fire Company, Inc.
<b>Applicant</b>	:	Carlisle Fire Company, Inc. PO Box 292 Milford, DE 19963
<b>Owner</b>	:	Same
<b>Application Type</b>	:	Conditional Use
<b>Comprehensive Plan Designation</b>	:	Low Density Residential
<b>Zoning District</b>	:	R-1 (Single-family Residential District)
<b>Present Use</b>	:	Storage & Single-family Detached Dwelling
<b>Proposed Use</b>	:	Storage, Single-family Detached Dwelling & Fire Sub-station
<b>Area and Location</b>	:	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.
<b>Property Identification Numbers</b>	:	3-30-7.18-005.00, 005.01, 005.02 & 005.03

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



**STAFF REPORT  
November 21, 2025**

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<b>Application Number / Name</b>	:	CU-189-2025 / Carlisle Fire Company, Inc.
<b>Tax Map &amp; Parcel</b>	:	3-30-7.18-005.00, 005.01, 005.02 & 005.03
<b>Size and Location</b>	:	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.

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**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.

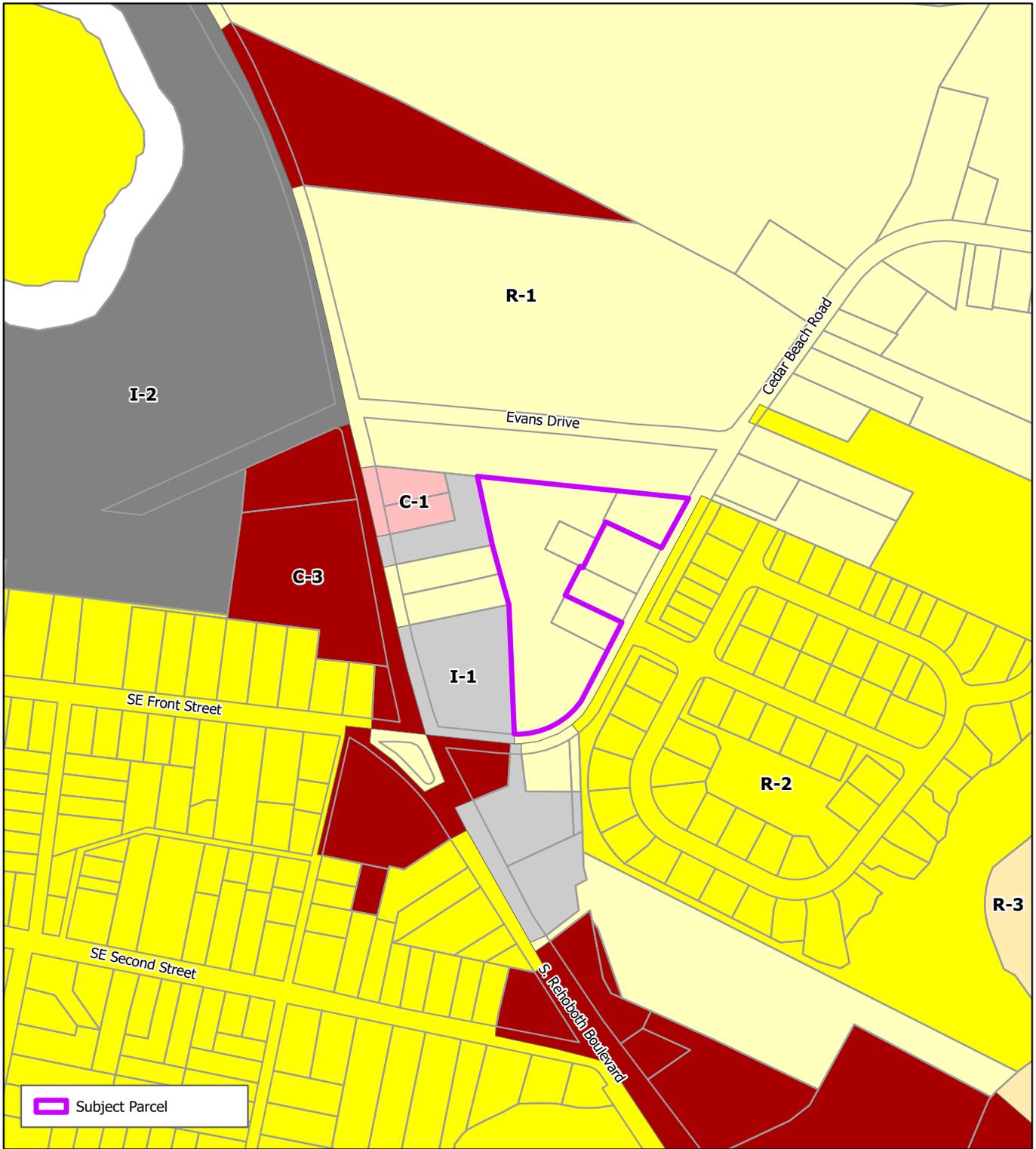
*The site contains an existing single-family detached dwelling and multiple storage building. There is no existing screening in place separating the current uses from the adjacent residential properties. The applicant proposes no new improvements to the property and is not proposing any new screening 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.

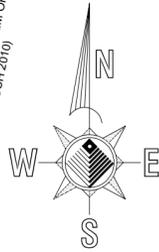
- **City of Milford Parks and Recreation Department**  
No comments solicited.
- **City of Milford Police Department**  
No comments solicited.
- **Milford School District**  
No comments solicited.



 Subject Parcel

	Scale:  Feet 0 150 300	Title:  <b>Conditional Use</b> <b>Carlisle Fire Company</b> Location & Zoning Map
	Drawn by: WRP      Date: 11/21/2025	
Filepath: CU_CarlisleFireCo.aprx		Page 18 of 405

DELAWARE COORDINATE SYSTEM OF 1983  
 AND 83 (NA 83/11, EPOCH 2010)



**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"

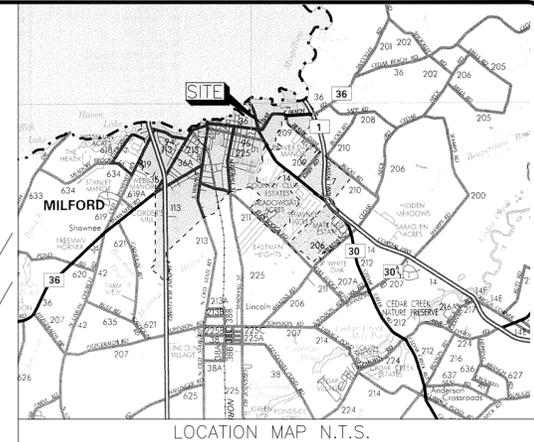
LANDS N/ F PAMELA H. WILKERSON TRUSTEE  
 ZONING= R-1  
 DB 4334, PG 114  
 TM# 330-7.18-2.00

LANDS N/ F CTC REAL ESTATE PROPERTIES, LLC.  
 ZONING= R-1  
 DB 2545, PG 280  
 TM# 330-7.18-9.05

LANDS N/ F POINT CROSSING, LLC.  
 ZONING= R-1  
 DB 3582, PG 299  
 TM# 330-7.18-8.00

LANDS N/ F LANA MAE EVANS  
 ZONING= R-1  
 DB 2150, PG 318  
 TM# 330-7.18-9.00

LANDS N/ F MOHWAK PROPERTIES, LLC.  
 ZONING= H-1  
 DB 2939, PG 185  
 TM# 330-7.18-10.00



**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



**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.	
_____	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

<p><b>MERESTONE CONSULTANTS, INC.</b>          ENGINEERS - PLANNERS - SURVEYORS</p>								
				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		
10/28/25	PLANNING COMMENTS	RWN	DATE	REVISION	CHKD	DRAWN BY: TML	DATE: 10 JUNE 2025	SHEET#: 1 OF 1

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.



Carlisle Fire Company  
Mr. Rob Pierce  
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November 10, 2025

- 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

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### **§ 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.

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- (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;

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- [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.

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- (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.

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- (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 no 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;

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- [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

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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 if 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.

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- (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  $\frac{1}{2}$  shall be disregarded and fractions of  $\frac{1}{2}$  or over shall be counted as one parking space or loading space.

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(Supp. No. 28)

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- 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 curbing 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

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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

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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:

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- (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.

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- 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.

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- (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](mailto:RPierce@milford-de.gov) or by phone at 302.424.8396.

*Advertised: Daily State News 12-01-2025*



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



401 NE Front Street  
 Milford Delaware 19963  
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe 

DATE: January 7, 2026

RE: Activity Report for December 2025

**In the month of December, the Milford PD responded to 1,339 calls for service.**

**Chief and Police Command Staff:**

Throughout the month of December, 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.

Throughout the month, Chief Ashe completed her quarterly meetings with various City Council members updating them on the various projects and initiatives that are taking place within the police department.

Chief Ashe had the opportunity to meet with Sara Poore, Executive Director of the Delaware Anti-Trafficking Action Council. During the meeting, Chief Ashe learned of the various initiatives that the council is working on in regards to state legislation and increased training for law enforcement personnel.

This month the department completed our sworn police officer position process, which resulted in the hiring of three recruits. The below three recruits will begin the Dover Police Academy on January 11, 2026.



## MPD Activities for the Month

### Community Engagement:

- Command Staff and Officers attended the annual Downtown Milford's Holiday Stroll, socializing with community members in attendance. The stroll is a community favorite and was highly attended, so it provided the opportunity for a large number of community members to see officers in a light-hearted, festive gathering.
- This year, we had another very successful Toy Drive to support our area children. We would like to thank Take My Hand Ministries/Bevenuto Restaurant, Dollar Tree, Milford Moose Lodge and Clam Jam Benefit Committee for hosting various toy drives to support our initiative. S/Cpl. Bloodsworth worked with family intervention/outreach staff of the Milford School District and the Division of Family Services to provide toys to our less fortunate children during this holiday season. Overall we were able to help make 41 area youth have a brighter holiday season!



- We continued to foster our great partnership with Paige's Kindness Project. We assisted them again this year by helping them facilitate their annual toy drive by use of our community room.



- SCpl Golding enjoyed spending time with the youngest members of the school district at Santa's Workshop. Kindergarten students paid a visit to the high school to engage in holiday activities and to see Santa. It is important for these children to see police officers in a jovial environment and this was the perfect opportunity to interact.

**Community Room:**

- We had nine (9) organizations use the community room in December.

**Training and Professional Development:**

- Sgt. Maloney successfully completed the FBI-LEEDA Master Public Information Officer (PIO) course held at the Dover Police Department.



- Two dispatchers attended Verbal De-Escalation and Conflict Resolution training held online at the Milford Police Department.
- Three officers attended Human Trafficking training held at the Wilmington University Dover Campus.
- One officer attended the ALERRT First Responders Medical training held in Farmville,

**Recognition:**

- Promotion to Corporal – Daniel Burgos



- S/Cpl. Nigel Golding was recognized as the “Officer of the Quarter” for the 4th Quarter of 2025. S/Cpl. Golding is assigned as the School Resource Officer at Milford High School where he is a valued member of the school community. He also plays an integral part in many the department's community outreach programs throughout the year.



**Behavioral Health Unit:**

**Milford Police Department – December 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-Ups
December 1- December 7, 2025	<b>117</b>	1. Rural Subcommittee Meeting	1. Seasonal Affective Disorder Training	<b>14</b>	<b>Referrals to Services:</b> Public Assistance Check the Welfare Domestic 10-81	<b>1</b>	<b>2</b>	<b>11</b>
December 8- December 14, 2025	<b>115.45</b>	1. Opioid System of Care Meeting 2. CJC COSSUP Diversion Technical Assistance Meeting	1. Domestic Violence Lethality Training	<b>15</b>	<b>Referrals to Services:</b> Public Assistance Check the Welfare Domestic Homeless Resources 10-81	<b>1</b>	<b>3</b>	<b>10</b>
December 15- December 21, 2025	<b>69.5</b>	N/A <b>Jenna out on FMLA</b>	N/A	<b>13</b>	<b>Referrals to Services:</b> Check the Welfare Victim Services 10-81 Public Assistance Homeless Resources	<b>0</b>	<b>1</b>	<b>9</b>
December 22- December 28, 2025	<b>72</b>	N/A <b>Jenna out on FMLA</b>	N/A	<b>10</b>	<b>Referrals to Services:</b> 10-81 Victim Services Check the Welfare Public Assistance	<b>1</b>	<b>2</b>	<b>8</b>
December 29- December 31, 2025	<b>33</b>	N/A <b>Jenna out on FMLA</b>	N/A	<b>5</b>	<b>Referrals to Services:</b> Check the Welfare Public Assistance	<b>1</b>	<b>0</b>	<b>7</b>
<b>Totals:</b>	<b>406.95</b>			<b>57</b>		<b>4</b>	<b>8</b>	<b>45</b>
<b>Year to Date Totals:</b>	<b>4513.8</b>			<b>594</b>		<b>63</b>	<b>94</b>	<b>461</b>
<b>Overall Totals:</b>	<b>14704.7</b>			<b>2266</b>		<b>211</b>	<b>300</b>	<b>1914</b>

**Social Media/Public Information Update:**

Our Facebook page had 322 new followers for a total following of 19,541. Currently our followers are 36% male and 64% female. Posts during the month were viewed 531,438 times by 137,438 viewers. Our top viewed post for December was an attempt to identify a shoplifter post that occurred in December. The post was viewed 105,559 times by 57,604 viewers.

Our Instagram account had 10 new followers for a total following of 2,564. Currently our followers are 41% male and 59% female. Posts during the month were viewed 43,886 times and reached 4,532 people. Our top post for December was the recent departmental promotions post, which was viewed 4,515 and reached 2,261 people.

Our Twitter/X followers are 1,436.

We did not have any Nextdoor posts during the month of December. Nextdoor reaches 4,064 members according to statistics provided by the website.

**MPD News Releases:**

December 18, 2025: Burglary Investigation leads to Arrest of Milford Man

<https://www.milfordpolicede.org/news/Burglary-Investigation-leads-to-Arrest-of-Milford-Man.htm>

DATE: January 1, 2026  
TO: Mayor and Members of City Council  
FROM: City Clerk Katrina White  
RE: December 2025

The month of December was filled with planning sessions for the Milford Employee Adopt-A-Family and the Milford Employee Holiday celebration. We also began preparing for the 2026 Election.

- Deputy City Clerk Mimi Velazquez attended and received a certificate of completion for the 2025 Delaware Municipal Clerks Institute that was held at the University of Delaware in Newark.
- DCC Velazquez and I both attended a virtual training on the Diligent Community meeting software on December 3, 2025.
- We also attended the Delaware Municipal Clerks Association (DMCA) quarterly meeting that was held in the Town of Delmar on December 4, 2025.
- On December 10, 15 & 17, 2025, DCC Velazquez and I met with the Employee Awards and Recognition Committee meeting to finalize the plans for the Milford Employee Holiday celebration and on December 19, 2025 went to Carlisle Fire Company Hall to help decorate for the party.
- On December 23, 2025, along with Employee Reward & Recognition Committee members, delivered gifts for the Employee Adopt-a-Family at the Milford Boys & Girls Club.
- 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 (144)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
  - Council Meetings – December 8 Council Meeting
  - Board of Adjustment – December 11

City Clerk Monthly Report  
December 2025

Planning Commission – December 16

- ❖ Prepared Bid Announcements (2)
- ❖ Transcribed and Proofread Minutes (1)
- ❖ Executive Sessions Year to Date (19)
- ❖ Notary Public Services Provided (0) (Public)
- ❖ Proclamations Created Year to Date (22)
- ❖ Resolutions Created Year to Date (18)
- ❖ Special Event Submissions to Date (42)

At this time, there are no upcoming event applications that have been submitted for 2026.

### **Emergency Management:**

- Emergency Preparedness – Meeting with Bayhealth
- Safety Committee Meeting

### **Meetings:**

- Council Meeting
- Monthly Meetings with Team Members
- Department Heads' Meeting
- SCAT Steering Meeting
- MHDC Meeting with City of Milford
- DEMEC Regular Board Meeting
- DEMEC Holiday Open House
- Meeting with the Mayor and the Vice Mayor
- Kent County Key Decision Makers Breakfast – Affordable Housing
- CMAD Meeting
- Chamber of Commerce Board Meeting
- APWA Meeting

### **Events:**

- Milford's Holiday Stroll
- City of Milford Open House—T-Mobile Grant Announcement
- Parks and Recreation Holiday Luncheon
- IT Holiday Luncheon
- 2025 Annual City Holiday Party

**Operational Matters:**

- Front Street Parking Lot Meeting
- 4<sup>th</sup> Street Flooding Meeting – Discussing Options
- Software Implementation Meetings
- Collective Bargaining Meeting
- Meeting with representatives from the University of Delaware
- On-site meeting to discuss Truitt Avenue becoming a one-way
- Comcast – City of Milford Franchise License Agreement Renewal Discussion
- Milford Home Dedications – Sussex County Habitat for Humanity
- City of Milford/T-Mobile for Government
- Met with Chad Robinson Food Bank
- Bid Opening: Police Evidence Building



TO: Mayor and City Council  
FROM: Willis Shafer, Public Works Director  
DATE: January 7, 2026  
RE: December 2025 – Public Works Department Staff Report

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

- The public works director has been working on resolving several Lighthouse Estate issues.
- The public works director has been working on the 2025 paving bid.
- Engineering, performed 3 sewer backfill inspections, 3 water service backfill inspections, reviewed 21 permits and conducted 231 Miss Utility locates
- Facilities, completed the City wide fire extinguisher replacement program
- Facilities, performed numerous HVAC repairs
- Fleet, performed 49 workorders and serviced 19 police vehicles
- Streets, collected 43 tons of leaves
- Streets, rebuilt 3 water meter pits
- Streets, repaired/filled 68 potholes City wide
- Refuse, delivered 25 new containers, replaced 25 containers, and repaired 18 containers.
- Refuse, collected 4 bulk requests
- Water and Sewer, Installed new chlorine gas detector at Seabury plant.

PUBLIC WORKS FACILITY

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



Anthony J. Chipola III, Electric Director

PHONE 302.422.6616, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council  
From: Anthony Chipola, Electric Director  
Subject: December 2025 Electric Dept Staff Report  
Date: January 7, 2025

### Director's Office

- Participated in Westwood Phase II Pre-Construction Mtg
  - Also reviewed necessary electrical revisions for Phase I
- Met w/ vendor to discuss Back up Generation requirements for Walmart
- Met w/ Consultant regarding Electric Pole Building Design
- Participated in CIP project status mtg
- Attended DEMEC Monthly Board Mtg and Holiday Open House
- Attended Monthly AMI Support Call
- Participated in Milford Corporate Center Progress Mtg
- Attended Governor's Energy Advisory Council Mtg
- Conducted mtg with RKK to assess City Traffic Signal Parts Inventory
- Participated in Mtg regarding Solar Hosting Capacity w/ DEMEC and Sargent & Lundy
- Participated in Mtg regarding BESS Interconnection Study and Project Review
- Attended Monthly Development Status Review Mtg
- Coordinated CVR implementation for all distribution circuits
  - CVR implementation was recommended as part of the Study conducted by the Shpigler group
  - Currently operating as a "Pilot" to ensure correct operation without impacting customers
  - Set points will be refined to ensure we maintain adequate service levels while trying to achieve greatest customer benefit

### Electric Lines

- Tyler Daisey Promoted to Line Technician, 1<sup>st</sup> Class
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

## Technical Services, Operations and Engineering

- Reprogrammed all regulator controls to have the correct settings for CVR
- Worked with DELDOT for NE Front St road project (East of Rehoboth)
  - reviewed trenching plans and provided edits / comments
  - Worked with Line Supervisor to design temp feed
- Created trendlines on SCADA to show KW for all the circuits, solar usage, and total KW
- Helped identify a bad meter pan at 300 Valley Dr
- Updated prints to reflect changes made at Seabury for the SCADA system
- Developed switching plans for DPL requested work btwn Dupont Blvd and Wilkins Rd

## System Modernization Strategy Update:

CVR System has been implemented in a pilot phase.

### Next Steps:

- Monitor System voltages during peak times while CVR is active to ensure adequate service voltage levels to our customers
- Determine appropriate set points to allow for greatest customer benefit

<b>EV Charger Statistics</b>	<b><u>Previous Month</u></b>	<b><u>Current Month</u></b>
Unique Drivers	39	<b>55</b>
# of Sessions	208	<b>286</b>
Energy Delivered (MWh)	5.76	<b>7.44</b>

Total Avoided Greenhouse Gas Emissions:

94,872kg

<b>Electric Department - December 2025</b>	December 2024	<b>December 2025</b>	FY25 YTD (07/01/24-12/31/24)	<b>FY26 YTD (07/01/25-12/31/25)</b>
<b>Electric Department</b>				
Trouble Service Call	38	<b>35</b>	184	<b>178</b>
Work Orders Completed	72	<b>59</b>	387	<b>349</b>
Outages	8	<b>7</b>	43	<b>50</b>
LED Street Lights Replaced	10	<b>6</b>	17	<b>37</b>
New Service Install	16	<b>15</b>	79	<b>71</b>
Poles Replaced	2	<b>1</b>	19	<b>4</b>
After Hours Calls	17	<b>16</b>	92	<b>82</b>
Vegetation Control (Days)	10	<b>0</b>	12	<b>7</b>
<b>Technical Services Division</b>				
New Electric Service Installed/Meter Set	24	<b>18</b>	260	<b>113</b>
New Water Service Installed/Meter Set	15	<b>4</b>	145	<b>80</b>
Electric Meter Replacement	6	<b>11</b>	29	<b>56</b>
Water Meter Replacement	62	<b>25</b>	384	<b>342</b>
Work Orders Completed	326	<b>252</b>	2,505	<b>1,924</b>
After Hours Calls	4	<b>4</b>	37	<b>37</b>

7 documented outages; caused by 2 squirrels, 2 unknown, 2 equipment failures, and 1 tree/storm



TO: Mayor and City Council  
FROM: Rob Pierce, AICP - Planning Director  
DATE: January 2, 2026  
RE: December 2025 – Planning Department Staff Report

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- During the 2025 calendar year, the City has issued 164 new residential dwelling construction permits. This is comprised of 16 multi-family housing units, 66 townhouses, 4 single-family semi-detached dwellings and 78 single-family detached dwellings.
- The City of Milford has seen 294 projects with a committed investment of over \$40.9 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 one application at their January meeting.
  - Red Cedar Farms - Clubhouse – Preliminary Site Plan
- The Board of Adjustment will review five applications at their January meeting.
  - CCTGL Properties, LLC – Area Variance
  - Lands of Amy Perfetti – Area & Use Variance
  - Sussex County Habitat for Humanity – 19 Columbia Street – Area Variance
  - Sussex County Habitat for Humanity – 21 Columbia Street – Area Variance
  - Lands of Thaddeus Frost – Area Variance
- The City received a final site plan resubmission for the Dollar General on S. Rehoboth Boulevard and is currently reviewing the plans.
- The City reviewed a preliminary site plan resubmission for the Red Cedar Farms – Clubhouse and placed the item on the January Planning Commission agenda for review.
- The City reviewed a final site plan submission for KD Properties, LLC and provided plan review comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- The City reviewed a final site plan submission for PUGS2, LLC – Phase I and Phase II and provided plan review comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.

- The City reviewed a preliminary site plan application for Ashley Furniture and provided plan review comments to the applicant.
- The City reviewed a preliminary site plan application for Simpsons Crossing Phase III and provided plan review comments to the applicant.
- The City received a preliminary conditional use site plan application for MLTJ, LLC and is currently reviewing the plans.
- The City received a final major subdivision application for 609 Walnut LLC and is currently reviewing the plans.
- The City received an annexation application for the Lynch property located along the south side of New Wharf Road just east of SR1.
- The City submitted two comprehensive plan future land use map amendment requests to the Office of State Planning Coordination for PLUS review.
  - Lands of Billie Lynn Thommpson – New Wharf Road – Open Space to Low Density Residential.
  - Miller Investments, LLC – N. Walnut Street – Low Density Residential to Commercial.
- Staff attended the Westwood Phase 2 preconstruction meeting.
- Staff attended the monthly progress meeting for the Milford Corporate Center project.
- Staff met with two property owners on Canterbury Road and George & Lynch, Inc. regarding upcoming road work associated with the Milford Corporate Center project.
- Staff attended the annual Dover/Kent County MPO joint PAC, TAC and Council meeting.
- Staff attended the Dover/Kent County MPO Technical Advisory Committee bi-monthly meeting.
- Staff attended the Delaware APA Conference at Dover Downs.
- Staff attended the Delaware Upper Floor Development Workshop hosted by the Delaware Preservation Fund focusing on redevelopment of upper floor spaces in downtown areas.
- Code Enforcement staff are finishing follow-up inspections for Ward 2. Violation letters and court summons have been sent for properties that are not in compliance with the rental inspection program. Staff are preparing to perform residential rental inspections in Ward 3 during the 2026 calendar year.
- Staff continue to process business, contractor, rental and vendor license renewal applications.
- 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. The application will need to be reviewed and approved by the Cabinet Committee on State Planning Issues (CCSPI) sometime in early 2026.
- 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	6
Cases Closed	295
Open Cases at Start of Period	406
Open Cases at End of Period	133

Violation Activity:

New Violations Cited	Count
Animals	0
Building	1
Exterior Property Areas	0
Exterior Structure	0
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	0
Right-of-Way	0
Rubbish	2
Sidewalk	0
Unregistered/Inoperable Vehicle	2
Vegetation	0
Zoning	1
<b>Total</b>	<b>6</b>

Rental Licenses Issued: 347  
 Contractors Licenses Issued: 93  
 Business Licenses Issued: 98

Building Permits Issued:

Permits Issued by Type	Count
Roof	20
Fence	12
New Single-family Detached	10
Commercial Interior	9
Commercial Exterior	8
Sign	5
Shed	4
Siding	3
Water	3
Deck	2
Demolition	2
Renew Permit	2
Residential Exterior	2
Utility Pole Attachment	2
Gazebo	1
Residential Interior	1
Right-of-Way Permanent Use	1
Right-of-Way Temporary Use	1
Stairs	1
Temporary C of O	1
<b>Total</b>	<b>90</b>

Inspections Performed:

Inspections Performed by Type	Count
Footing	38
Concrete Forms/Poured Walls	17
Foundation Wall	24
Slab	11
Waterproofing	8
Foundation As-built	4
Framing	16
Above Ceiling	0
Dry-in	6
Insulation	16
Planning/Zoning Final	11
Final	57
Residential Rental	6
Code Enforcement Inspection	309
<b>Total</b>	<b>523</b>



# Code Enforcement

Planning Department  
Remedied Violations  
2025 Calendar Year



# Code Enforcement

- ▶ 617 Seabury Ave
- ▶ Property Maintenance
- ▶ Flaking Paint
- ▶ Roof replaced
- ▶ Painting in progress
- ▶ Remedied



# Code Enforcement

- ▶ 605 N Dupont Blvd
- ▶ Fire Safety Violation
- ▶ Remedied





# Code Enforcement

- ▶ 400 N Church St
- ▶ Zoning Violation
- ▶ Demo Permit Pulled
- ▶ Remedied / Demo complete





# Code Enforcement

- ▶ 11 Causey Ave
- ▶ Property Maintenance
- ▶ Work in progress-starting painting windows
- ▶ Remedied



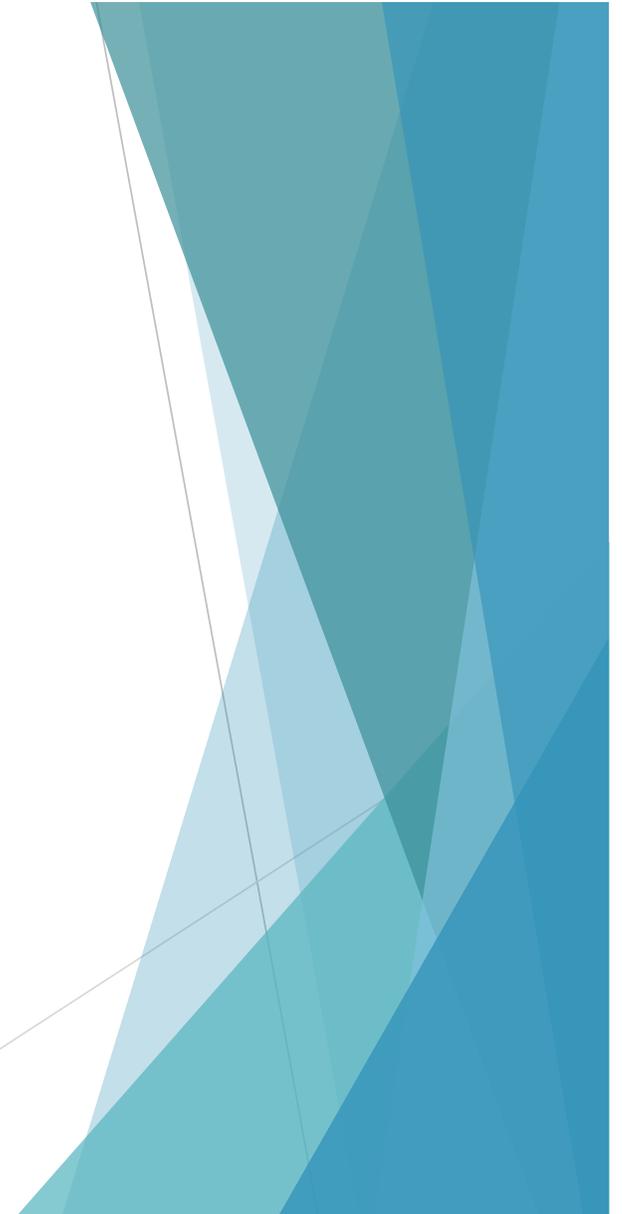


- ▶ 5795 OLD SHAWNEE RD
- ▶ WORKING WITHOUT A PERMIT
- ▶ Remedied



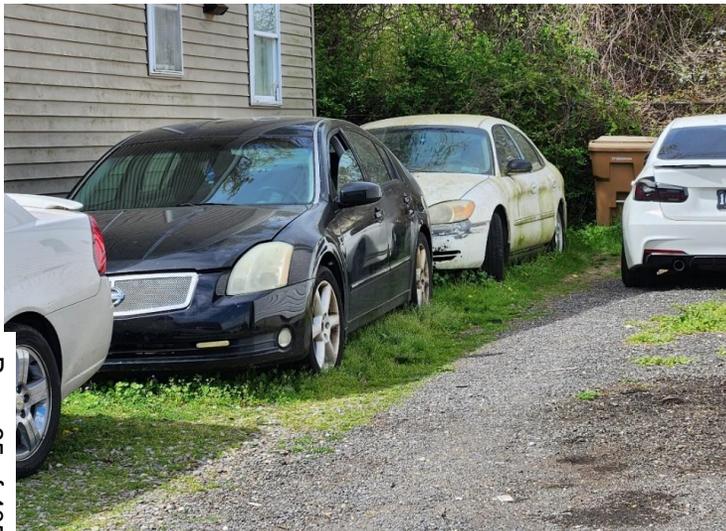


- ▶ 804 NEW RD
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 446 NORTH ST.
- ▶ ABANDONED VEHICLES
- ▶ REMEDIED





- ▶ 125 TRUITT AVE
- ▶ INDOOR APPLIANCE OUTDOORS
- ▶ REMEDIATED





- ▶ 975 N DUPONT BLVD SUITE A
- ▶ WORKING WITHOUT A PERMIT, BUSINESS FIT OUT
- ▶ REMEDIED - PERMIT ISSUED





- ▶ 1028 N WALNUT ST
- ▶ DANGEROUS TREES
- ▶ REMEDIED





- ▶ 604 MCCOLLEY ST
- ▶ ABANDONED/INOPERABLE VEHICLE
- ▶ REMEDIED





- ▶ 48597 ELEANOR LN
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 449 N CHURCH ST
- ▶ INOPERATIVE/UNLICENSED MOTOR VEHICLE
- ▶ REMEDIED





- ▶ 409 TRUITT AVE
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 301 NW SECOND ST
- ▶ RUBBISH
- ▶ REMEDIED



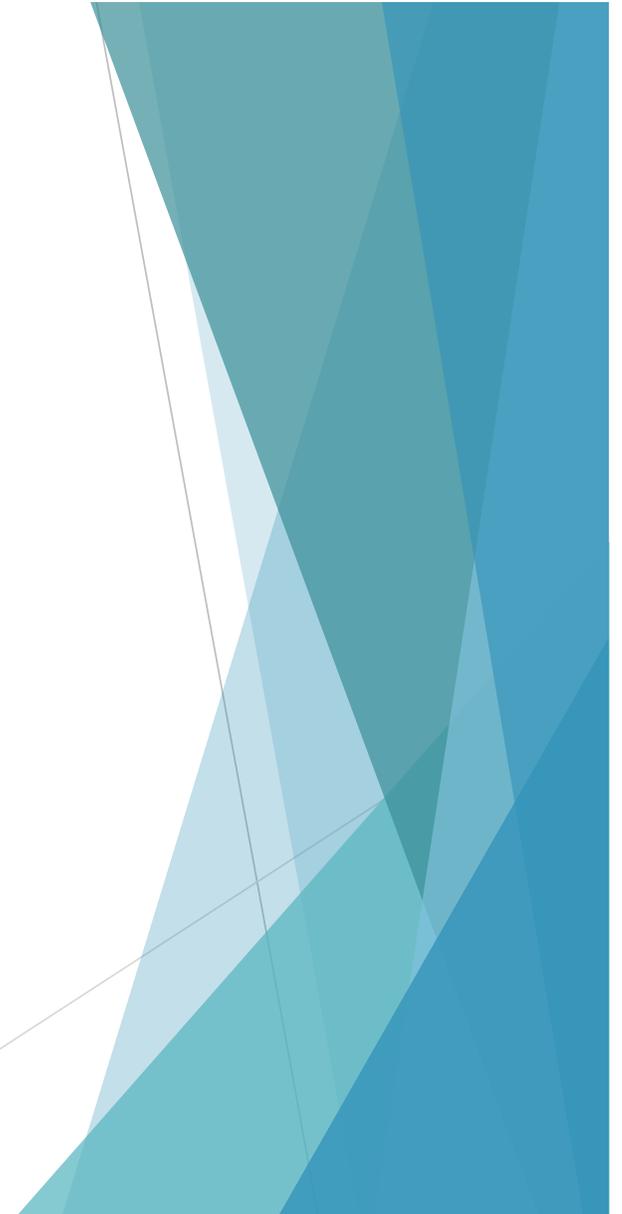


- ▶ 209 S. WALNUT AVE
- ▶ ABANDONED VEHICLE
- ▶ REMEDIED





- ▶ 403 S. WASHINGTON ST
- ▶ UNLICENSED VEHICLE
- ▶ REMEDIED





- ▶ 219 S WASHINGTON ST
- ▶ INOPERATIVE/UNLICENSED MOTOR VEHICLE
- ▶ REMEDIED





- ▶ 104 KINGS HWY.
- ▶ POOL UNSAFE STRUCTURE
- ▶ REMEDIED





- ▶ 610 S WALNUT ST
- ▶ ACCESSORY STRUCTURE (FENCE) DISREPAIR
- ▶ REMEDIED



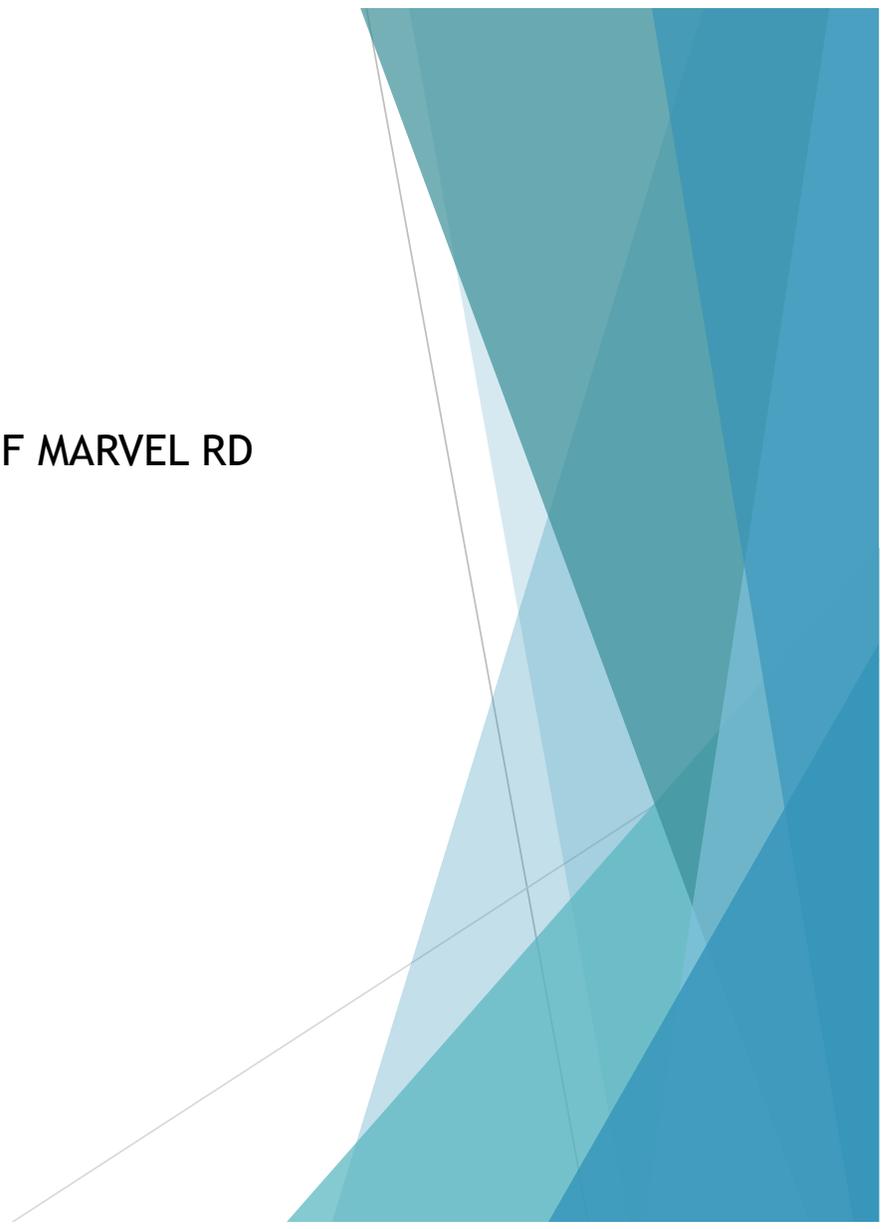


- ▶ 502 CHURCH ST.
- ▶ PROPERTY MAINTENANCE, SIDING & WINDOWS
- ▶ REMEDIED





- ▶ 406 MARVEL RD
- ▶ VEGETATION BLOCKING SIGHT FOR STOP SIGN ON CORNER OF MARVEL RD AND CAULK RD
- ▶ REMEDIED





- ▶ 417 NORTH ST
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 429 S WASHINGTON ST
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 111 S WASHINGTON ST.
- ▶ PROPERTY MAINTENANCE. WINDOWS BOARDED UP
- ▶ REMEDIED





- ▶ 506 West Street
- ▶ Accessory structure missing siding several locations
- ▶ Accessory structure Broken window
- ▶ REMEDIED





- ▶ 504 West Street
- ▶ Missing window.
- ▶ Vehicle parked on grass
- ▶ REMEDIED





- ▶ 710 TRUITT AVE EXT
- ▶ INOPERATIVE MOTOR VEHICLES
- ▶ REMEDIED





- ▶ 601 LAKELAWN DR
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 255 MULLET RUN ST
- ▶ ILLEGAL SIGN
- ▶ REMEDIED





# Code Enforcement

- ▶ 304 Truitt Avenue
- ▶ Rain gutter separating from structure
- ▶ **SOLD Demo Permit issued**





- ▶ 30 MCCOY ST
- ▶ INOPERATIVE MOTOR VEHICLE
- ▶ REMEDIED





- ▶ 105 WILBUR ST
- ▶ DANGEROUS TREE
- ▶ REMEDIED





- ▶ 412 NORTH ST
- ▶ DANGEROUS TREE
- ▶ REMEDIED



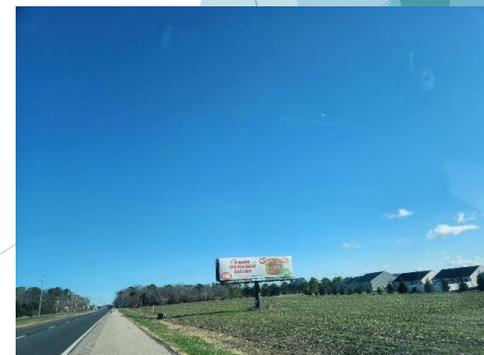
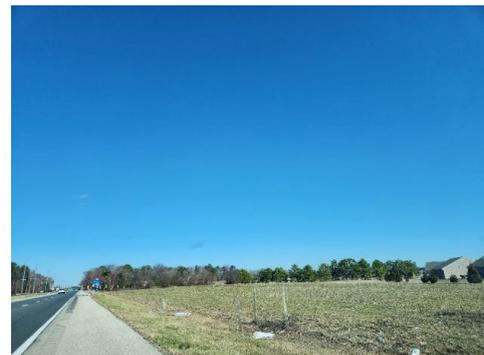
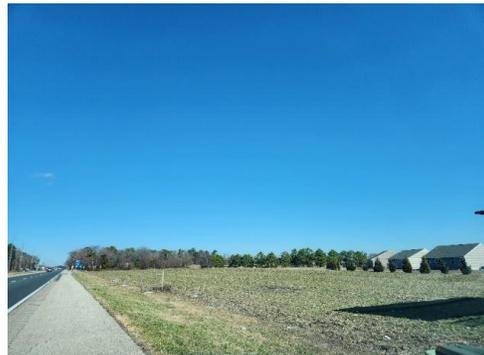


- ▶ 14 NW Second St
- ▶ Front porch has accumulation of rubbish and garbage, Front fascia in disrepair, Ceiling of porch in disrepair
- ▶ REMEDIED





- ▶ 1175 S DUPONT BLVD(130-6.00-99.01)
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 17605 FIELDSTONE AVE
- ▶ INOPERATIVE AUTO
- ▶ REMEDIED





- ▶ 417 S WASHINGTON ST
- ▶ SHED BEING CONSTRUCTED WITHOUT A PERMIT
- ▶ REMEDIED
- ▶ PERMIT ISSUED





- ▶ 208 S. Walnut St.
- ▶ Porch roof fascia rotting
- ▶ Multiple areas of missing siding
- ▶ REMEDIED





- ▶ 323A S WASHINGTON ST
- ▶ PARKING ON THE GRASS
- ▶ REMEDIED





- ▶ 106 NORTH ST
- ▶ UNLICENSED VEHICLE
- ▶ REMEDIED





- ▶ 218 S WASHINGTON ST
- ▶ MISSING GLASS
- ▶ REMEDIED



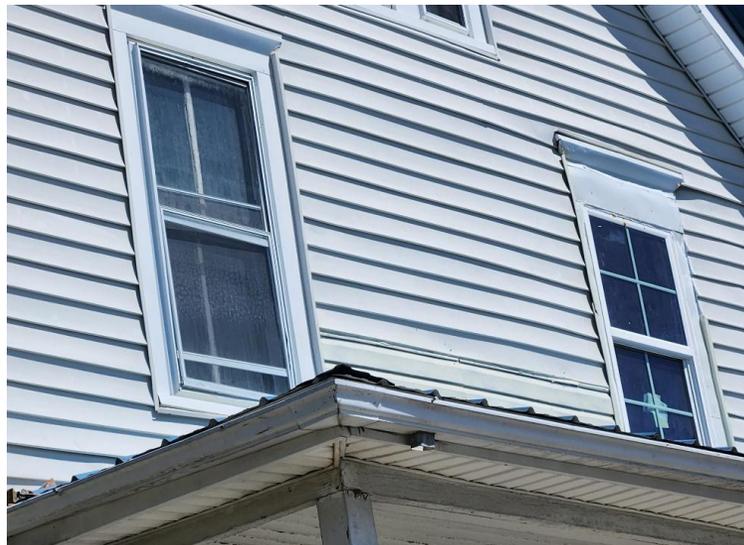


- ▶ 200 CHERRY ST.
- ▶ DUCKS
- ▶ REMEDIED





- ▶ 111 NW Third Street.
- ▶ Missing siding
- ▶ Gutter pulling away from house
- ▶ Remedied





- ▶ 989 N DUPONT BLVD
- ▶ TRAVEL LANE IN DISREPAIR
- ▶ REMEDIED





- ▶ 8 LUCIA CIR
- ▶ PARKING ON THE GRASS
- ▶ REMEDIED





- ▶ 409 S WALNUT ST
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 519 WEST ST
- ▶ RUBBISH – REFRIGERATOR
- ▶ REMEDIED





- ▶ 18587 ELEANOR LN
- ▶ INOPERATIVE VEHICLE
- ▶ REMEDIED





- ▶ 702 NORTH ST EXT
- ▶ EXTERIOR PROPERTY SWIMMING POOL
- ▶ REMEDIED





- ▶ 205 LAKELAWN DR
- ▶ PARKING ON THE GRASS
- ▶ REMEDIED





- ▶ 425 N Church St.
- ▶ Working without a Permit
- ▶ Roof Leak repaired
- ▶ REMEDIED





- ▶ 700 NORTH ST EXT
- ▶ PARKING ON THE GRASS
- ▶ REMEDIED





- ▶ 500 S WASHINGTON ST
- ▶ RUBBISH
- ▶ REMEDIED



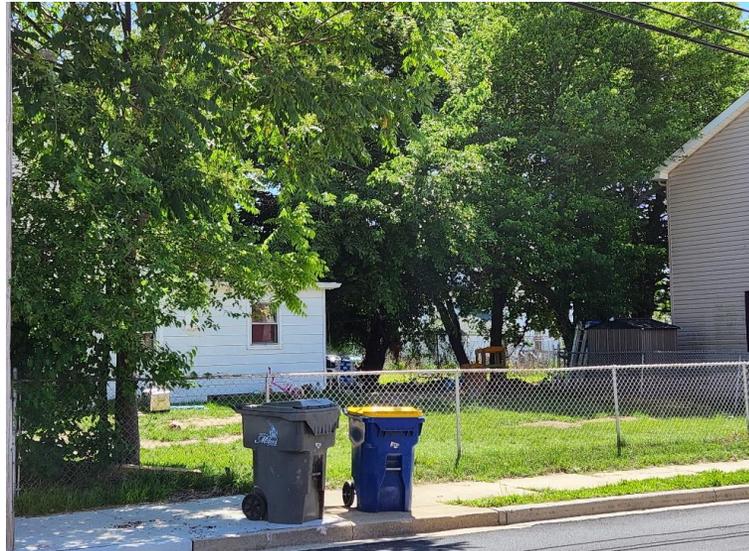


- ▶ 207 S WALNUT ST
- ▶ PROPERTY MAINTENANCE
- ▶ REMEDIED





- ▶ 118 NW THIRD ST.
- ▶ VEHICLE PARKED ON THE GRASS
- ▶ REMEDIED





- ▶ 107 PINE ST
- ▶ INDOOR FURNITURE IN OUTDOOR AREAs
- ▶ REMEDIED





- ▶ 903 N DUPONT BLVD
- ▶ SIGN ON PUBLIC RIGHT OF WAY
- ▶ REMEDIED





- ▶ 424 S WASHINGTON ST
- ▶ PROPERTY MAINTENANCE STEPS
- ▶ REMEDIED





- ▶ 130 N LANDING DR
- ▶ UNREGISTERED VEHICLE
- ▶ REMEDIED





- ▶ 556 S Dupont HWY
- ▶ PROHIBITED SIGNS
- ▶ REMEDIED





- ▶ 12 CAUSEY AVE
- ▶ DANGEROUS TREES
- ▶ REMEDIED





- ▶ 1025 S. WALNUT ST
- ▶ UNLICENSED VEHICLE
- ▶ REMEDIED





- ▶ 6535 SHAWNEE RD
- ▶ RUBBISH/SANITATION
- ▶ REMEDIED





- ▶ 307 NW FRONT ST
- ▶ EXTERIOR PROPERTY MAINTENANCE
- ▶ REMEDIED





- ▶ 109 SCHOOL PLACE
- ▶ RUBBISH OR GARBAGE
- ▶ OVERGROWTH
- ▶ REMEDIED





- ▶ 17613 Fieldstone Ave
- ▶ Unregistered Vehicle
- ▶ Remedied





- ▶ 407 LAKEVIEW AVE
- ▶ DRIVEWAY IS DISREPAIR/HAZARDOUS CONDITION
- ▶ REMEDIED





- ▶ 607 N DUPONT BLVD
- ▶ RECREATIONAL VEHICLE PROHIBITED USE
- ▶ REMEDIED





- ▶ 18554 FLYING GEESE DR
- ▶ SHED BEING PLACED WITHOUT A PERMIT
- ▶ REMEDIED PERMIT ISSUED





- ▶ 710 TRUITT AVE EXT
- ▶ PARKING ON THE GRASS
- ▶ REMEDIED





- ▶ 900 S DUPONT BLVD
- ▶ SIGN AFFIXED TO UTILITY POLE
- ▶ REMEDIED



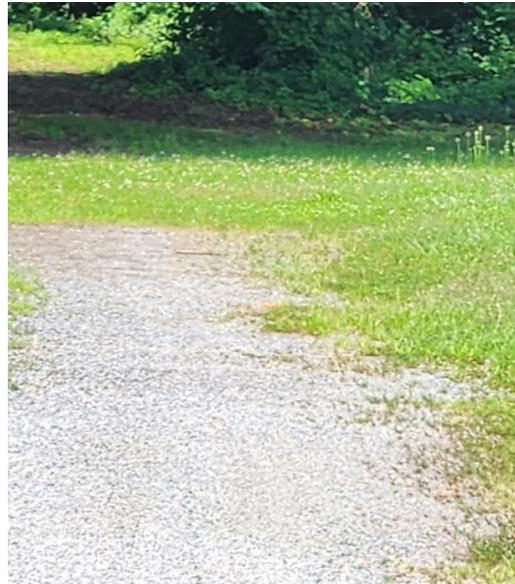


- ▶ 514 CHURCH ST
- ▶ INDOOR FURNITURE OUTSIDE
- ▶ REMEDIED





- ▶ 704 TRUITT AVE EXT
- ▶ UNREGISTERED VEHICLE
- ▶ REMEDIED





- ▶ 110 NW FOURTH ST
- ▶ Upper window missing sill.
- ▶ Siding missing multiple locations.
- ▶ REMEDIED



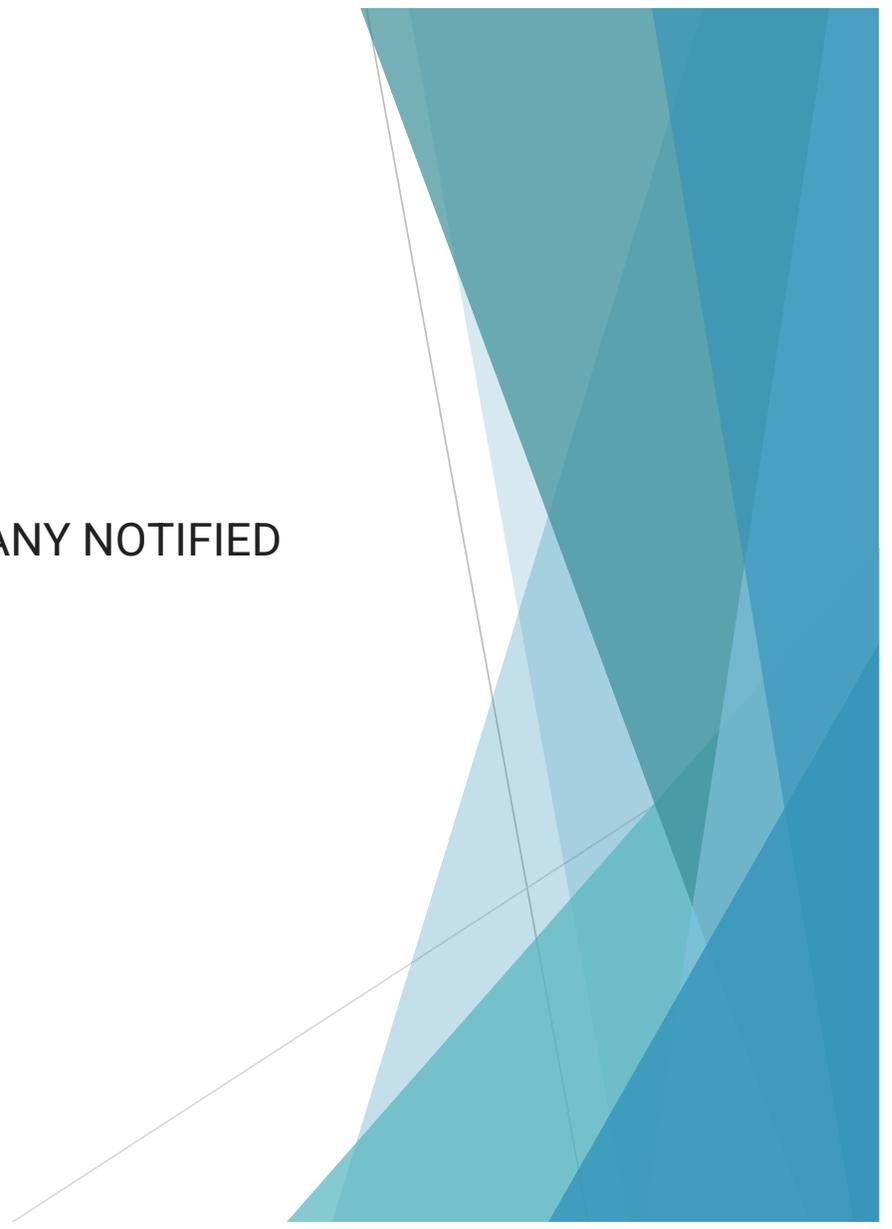


- ▶ 410 LAKEVIEW AVE
- ▶ PEDESTRIAN AREA CLEARANCE
- ▶ REMEDIED



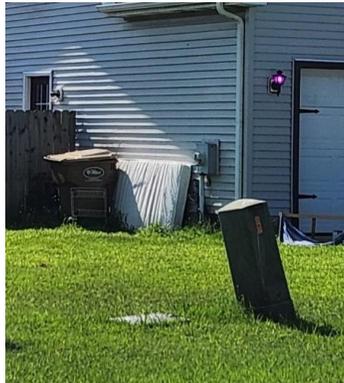


- ▶ 15 ROGERS DR
- ▶ BUILDING MAINTENANCE
- ▶ TARP COVERING HOLE FROM TREE, INSURANCE COMPANY NOTIFIED
- ▶ REMEDIED





- ▶ 18541 ELEANOR DR
- ▶ RUBBISH
- ▶ REMEDIED





- ▶ 720 New St.
- ▶ Inoperative vehicle
- ▶ Remedied





- ▶ 409 S WASHINGTON ST
- ▶ DANGEROUS TREE
- ▶ REMEDIED



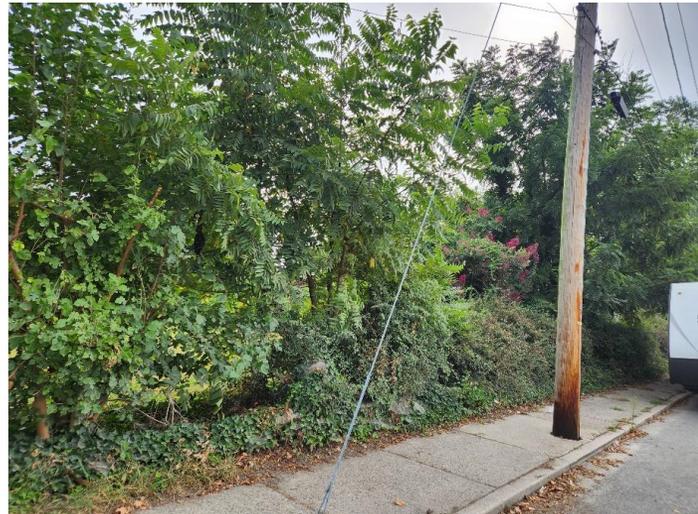


- ▶ 117 School Pl
- ▶ Parking on Grass
- ▶ Remedied





- ▶ 510 S. Walnut St
- ▶ Vehicle Area Clearance
- ▶ Remedied



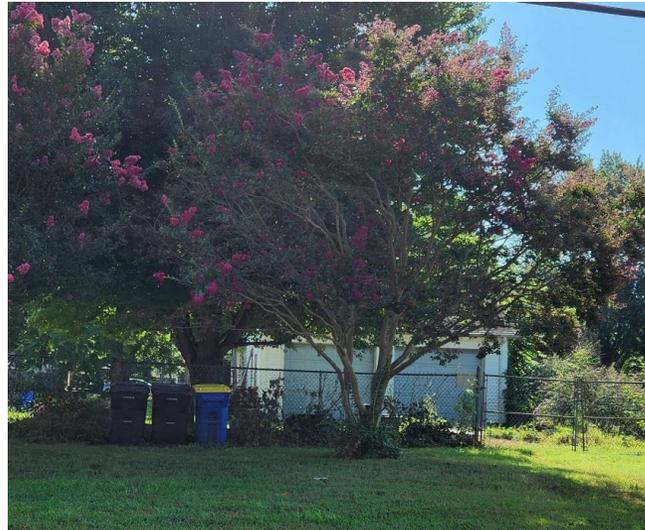


- ▶ 203 TRUITT AVE
- ▶ RUBBISH
- ▶ Remedied





- ▶ 601 S. Walnut St
- ▶ Zoning
- ▶ Remedied





- ▶ 607 N DUPONT BLVD
- ▶ RECREATIONAL VEHICLE PROHIBITED USE
- ▶ REMEDIED





- ▶ 675 N Dupont Blvd Suite B
- ▶ Prohibited Signs
- ▶ REMEDIED





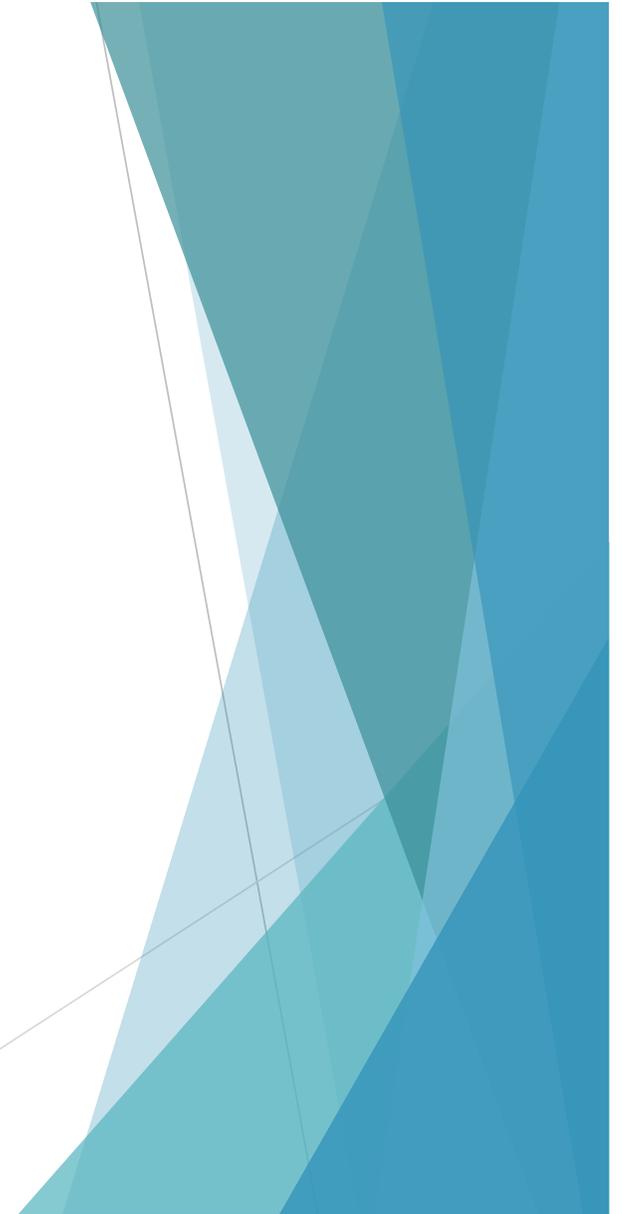
- ▶ 309 North St
- ▶ Retaining wall Fourth Street side failing
- ▶ REMEDIED







- ▶ 400 NW Front St
- ▶ Dilapidated Structure
- ▶ Remedied





- ▶ 5 Nelson St.
- ▶ Parking on unauthorized surface
- ▶ Remedied





- ▶ 18 S DUPONT BLVD
- ▶ VEHICLE CLEARANCE
- ▶ REMEDIED





- ▶ 320 MULLET RUN UNIT 6 & 7
- ▶ WORKING WITHOUT A PERMIT
- ▶ PERMIT ISSUED





- ▶ 18541 Flying Geese
- ▶ No permit for shed
- ▶ Permit issued





- ▶ 141 Mullet Run St
- ▶ Vehicle Access Route
- ▶ Remedied





- ▶ 700 N SHORE DR
- ▶ VEHICLE CLEARANCE
- ▶ REMEDIED





- ▶ 769 E Masten Cir
- ▶ Sanitation
- ▶ Remedied



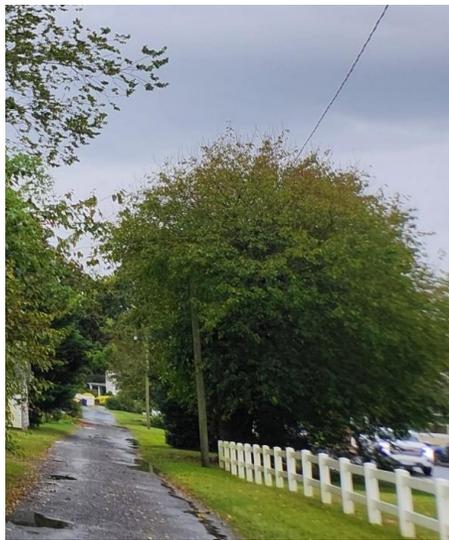


- ▶ 100 Ginger LN
- ▶ Prohibited Parking
- ▶ Remedied





- ▶ 3 Sussex Ave
- ▶ Vehicle Access Route
- ▶ Remedied





- ▶ 416 S Walnut Ave
- ▶ Vehicle Access Route
- ▶ Remedied





- ▶ 605 N. Dupont BLVD
- ▶ Parking on unapproved surfaces
- ▶ Remedied





- ▶ 655 N. Dupont BLVD
- ▶ Parking on unapproved surfaces
- ▶ Remedied





- ▶ 24 Wilbur St
- ▶ Parking on grass
- ▶ Remedied





- ▶ 5 S MAPLE AVE
- ▶ Exterior Property Sanitation
- ▶ Remedied





- ▶ 517B Truitt Ave
- ▶ Unregistered Vehicle
- ▶ Remedied





- ▶ 947 N Dupont BLVD
- ▶ Prohibited Sign
- ▶ Remedied





- ▶ 606 North St Ext
- ▶ Pedestrian Access Route
- ▶ Remedied





- ▶ 10 ROGERS DRIVE
- ▶ UNREGISTERED VEHICLE
- ▶ Remedied





- ▶ 606 Lakelawn Dr
- ▶ Parking on Grass
- ▶ Remedied





- ▶ 201 North St.
- ▶ Interior furniture outdoors
- ▶ Remedied





- ▶ 313 S WALNUT ST
- ▶ ROOF IN DISREPAIR
- ▶ Patched
- ▶ Remedied





- ▶ 11 Nelson St.
- ▶ Weeds
- ▶ Remedied



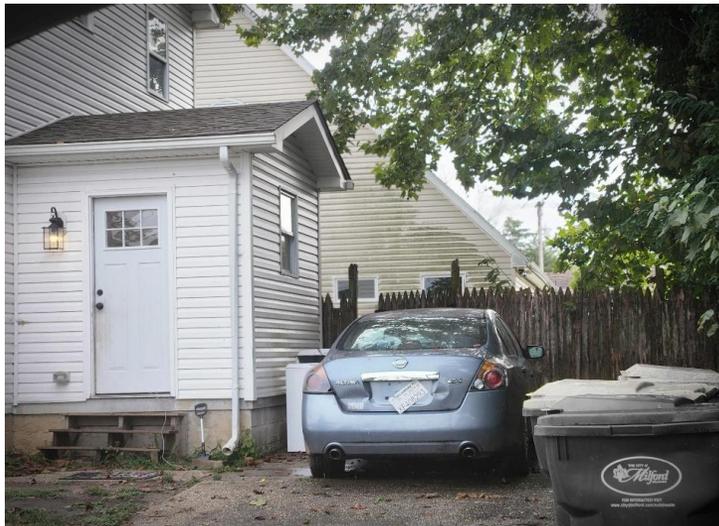


- ▶ 320 MULLET RUN ST
- ▶ EROSION PREVENTION MEASURES
- ▶ REMEDIED





- ▶ 403 West St
- ▶ Unregistered Vehicle
- ▶ Remedied





- ▶ 601 S Dupont BLVD
- ▶ Disabled vehicles
- ▶ Remedied





- ▶ 305 N Church St
- ▶ Parking on the Grass
- ▶ Remedied





- ▶ 7 Nelson St.
- ▶ Weeds
- ▶ Remedied





- ▶ 7 NELSON ST
- ▶ UNSAFE STRUCTURE
- ▶ Remedied Inspected by Building Official



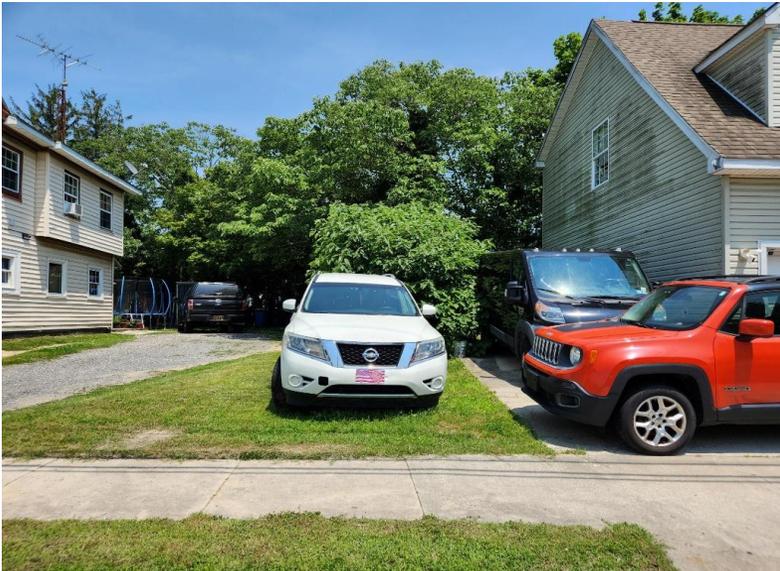


- ▶ 306 Hall Place
- ▶ Inoperative Vehicle
- ▶ Remedied





- ▶ 305 N Church St
- ▶ PARKING ON THE GRASS
- ▶ Remedied





- ▶ 937 N Dupont BLVD
- ▶ Pothole, drive isle near Rita Water Ice
- ▶ Remedied



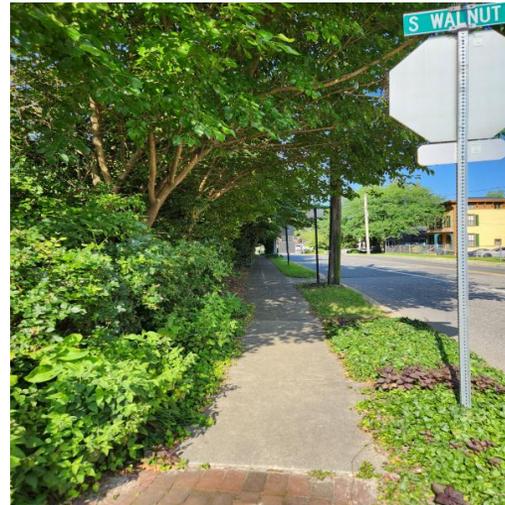


- ▶ 17 NW SECOND ST
- ▶ CHICKENS
- ▶ REMEDIED





- ▶ 2 Causey Ave
- ▶ Pedestrian Area Clearance
- ▶ Remedied





- ▶ 717 Seabury Ave
- ▶ Parking on Grass
- ▶ Remedied





- ▶ 208 LAKEVIEW AVE
- ▶ PEDESTRIAN AREA CLEARANCE
- ▶ REMEDIED





- ▶ 600 DIXIE AVE
- ▶ SEVERAL UNREGISTERED VEHICLES
- ▶ REMEDIED





- ▶ 6502 Shawnee Rd
- ▶ Trailer parked on front yard
- ▶ Car parked on Grass
- ▶ Remedied





- ▶ 7546 Maritime Ct.
- ▶ Shed No permit
- ▶ Remedied - Permit Issued





- ▶ 100 CAUSEY AVE
- ▶ DANGEROUS TREES
- ▶ Remedied





- ▶ 19 Nelson St
- ▶ Inoperative/Unregistered Vehicle
- ▶ Resolved





- ▶ 321 S Walnut St.
- ▶ Overgrowth
- ▶ Remedied





- ▶ 6502 Shawnee Rd
- ▶ Car parked on Grass
- ▶ Remedied





- ▶ 609 S Walnut St
- ▶ Unregistered vehicle
- ▶ Remedied



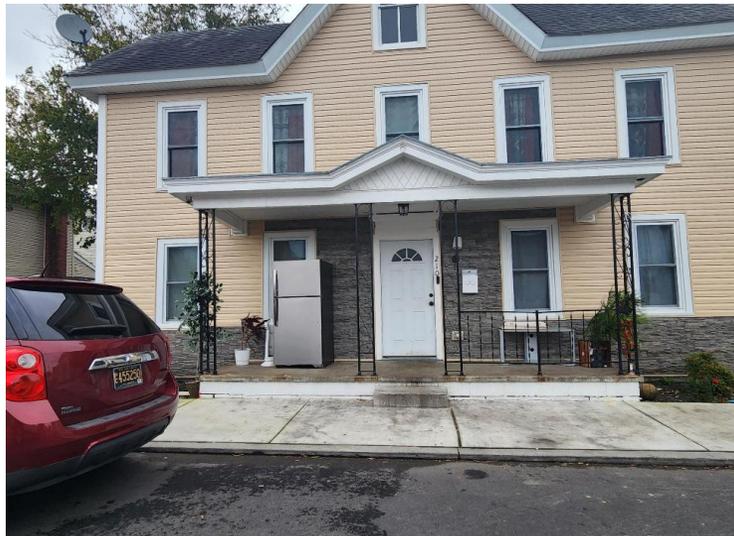


- ▶ 519 West St
- ▶ Indoor furniture in outdoor area
- ▶ Remedied





- ▶ 210 NW 2<sup>nd</sup> St
- ▶ Indoor appliance outdoors
- ▶ Remedied





- ▶ 975 N Dupont BLVD Unit A
- ▶ Operating without a Certificate of Operations
- ▶ Resolved





- ▶ 202 S WALNUT ST
- ▶ EXTERIOR PROPERTY MAINTENANCE SOFFIT/SHUTTERS
- ▶ REMEDIED





- ▶ 695 N DUPONT BLVD
- ▶ RUBBISH
- ▶ Remedied





- ▶ 904 LAKEVIEW AVE
- ▶ CARS ON UNPAVED SURFACES
- ▶ Remedied





- ▶ 600 DIXIE AVE
- ▶ LOT COVERAGE
- ▶ Remedied





- ▶ 600 Dixie Ln
- ▶ No Permit for Shed
- ▶ Remedied/Removed





- ▶ 18321 Patchwork Dr.
- ▶ Unregistered vehicle
- ▶ Remedied





- ▶ 404 S WASHINGTON ST
- ▶ PROPERTY MAINTENANCE
- ▶ Resolved





- ▶ 403 West St
- ▶ Pedestrian Access Route
- ▶ Remedied





- ▶ 404 S Walnut St
- ▶ Prohibited Uses
- ▶ After investigation, no evidence of home business.





- ▶ 428 S WASHINGTON ST
- ▶ PROPERTY MAINTENANCE ACCESSORY STRUCTURE
- ▶ Remedied





# Code Enforcement

803 SE Fourth St  
Abandoned vehicle  
Remedied





# Code Enforcement

604 Cedarwood Ave  
Rubbish  
Remedied





# Code Enforcement

600 Marshall St  
Abandoned vehicle  
Remedied





# Code Enforcement

915 SE Second St  
Tree / Legacy  
Remedied





# Code Enforcement

807 N Walnut St  
Rubbish  
Remedied





# Code Enforcement

507 McColley St  
Rubbish / Tires  
Remedied





# Code Enforcement

210 Bridgeham Ave  
Abandoned vehicles  
Remedied





# Code Enforcement

507 McColley St  
Rubbish  
Remedied





# Code Enforcement

306 SE Front St  
Rubbish  
Remedied





# Code Enforcement

404 N Washington St  
Rubbish  
Remedied





# Code Enforcement

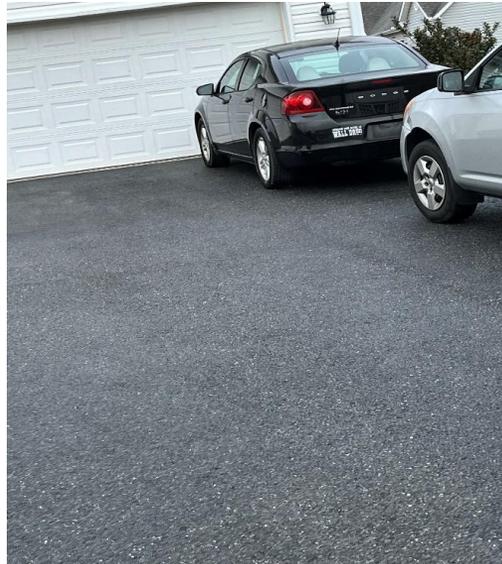
701 S Washington St  
Property Maintenance  
Tied up in probate court  
Issued court summons  
Dismissed in court  
In process of demo  
Remedied





# Code Enforcement

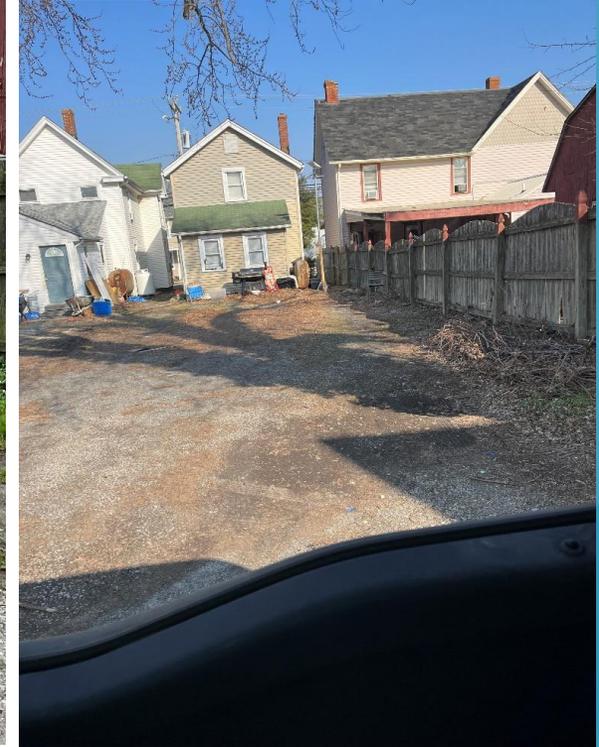
22 E Green Ln  
Abandoned vehicle  
Remedied





# Code Enforcement

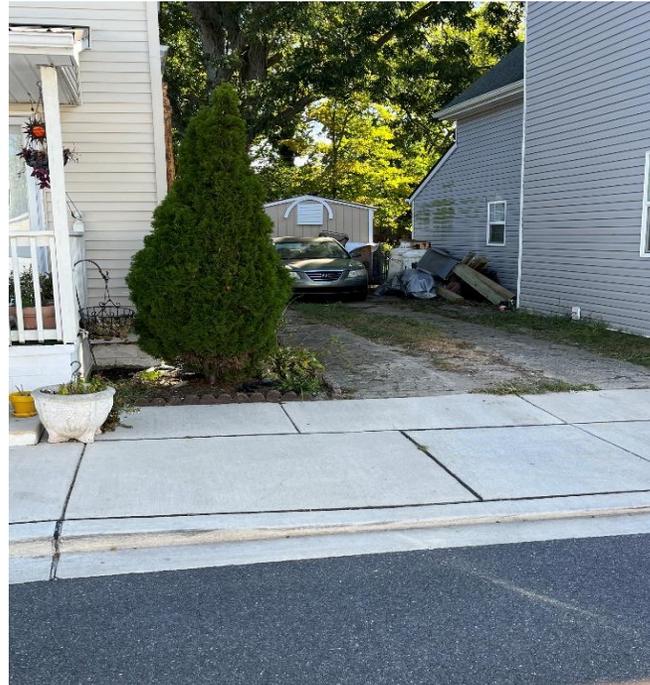
612 SE Front St  
Rubbish  
Remedied





# Code Enforcement

25 McColley St  
Rubbish  
Remedied





# Code Enforcement

43 Fisher Ave  
Rubbish  
Remedied





# Code Enforcement

105 Charles St  
Abandoned vehicle  
Remedied





# Code Enforcement

214 N Washington St  
Rubbish / couch  
Remedied





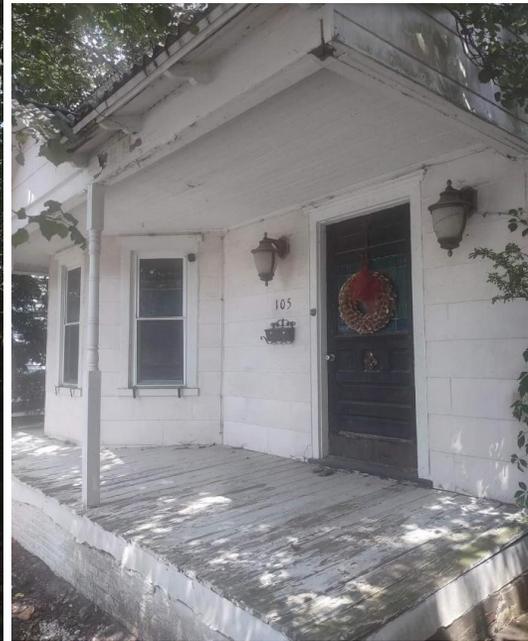
# Code Enforcement

210 N Washington St  
Zoning / parking on grass  
Commercial Trailor  
Remedied



# Code Enforcement

105 Fisher Ave  
Exterior/ Shed  
Porch  
Remedied





# Code Enforcement

521 McColley St  
Rubbish  
Sent a court summons  
Remedied





# Code Enforcement

608 SE Front  
Abandoned vehicle  
Remedied





# Code Enforcement

608 SE Front  
Rubbish  
Remedied





# Code Enforcement

7 Meadow Lark Dr  
Rubbish  
Remedied





# Code Enforcement

37 Fisher  
Rubbish  
Remedied





# Code Enforcement

806 SE Third St  
Rubbish  
Remedied





# Code Enforcement

632 Marshall St  
Rubbish  
Remedied





# Code Enforcement

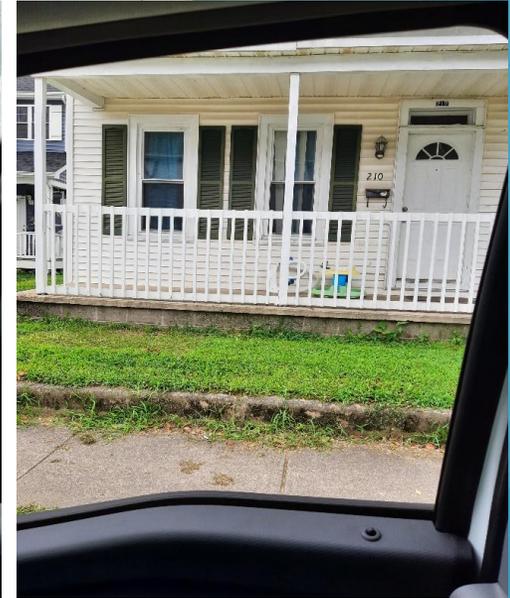
203 NE Tenth St  
Building no permit  
Remedied have permit





# Code Enforcement

210 SE Second St  
Rubbish  
Remedied





# Code Enforcement

730 McColley St  
Abandoned vehicle  
Remedied





# Code Enforcement

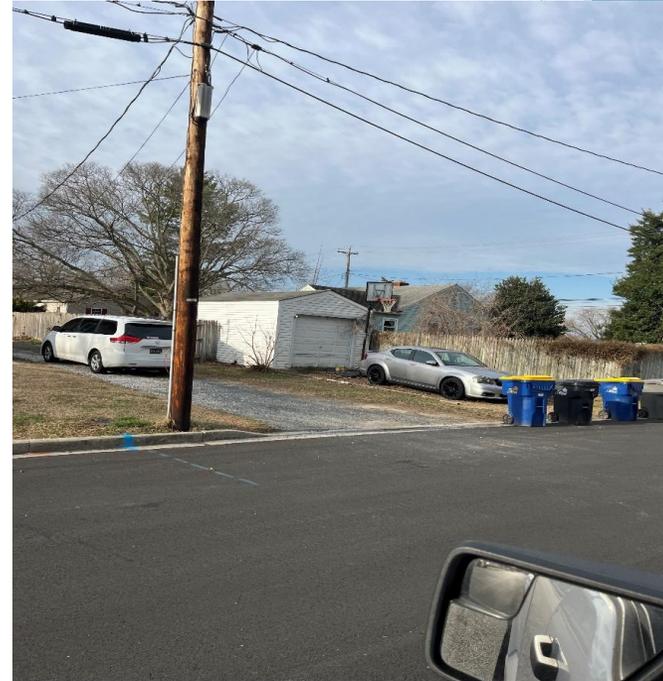
503 NE Fifth St  
Property Maintenance  
Window  
Remedied





# Code Enforcement

301 Charles St  
Rubbish / pallets  
Remedied





# Code Enforcement

225 Shore Ln  
Legacy parking on grass  
Remedied





# Code Enforcement

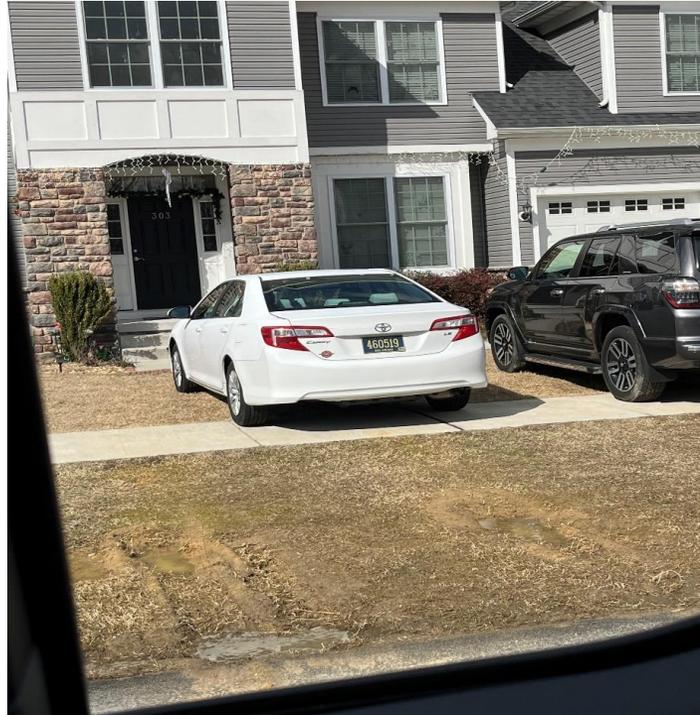
303 Shore Ln  
Rubbish  
Remedied





# Code Enforcement

303 Shore Ln  
Legacy parking on grass  
Remedied





# Code Enforcement

27 Fisher Ave  
Rubbish  
Remedied





# Code Enforcement

206 East St  
Rubbish



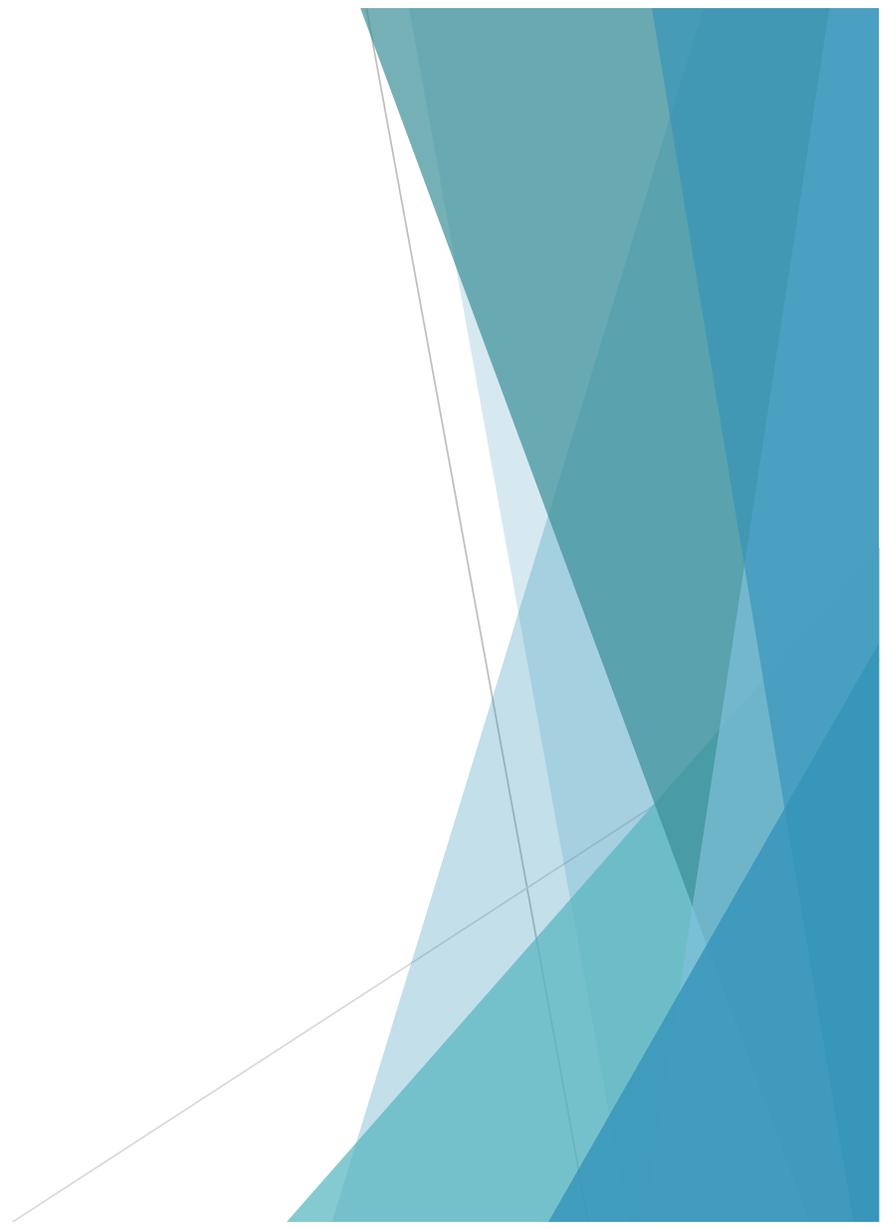


# Code Enforcement

15 N Walnut St

No building permit

Remedied Air bnb approved





# Code Enforcement

410 East St  
No Permit  
Permit issued





# Code Enforcement

100 NE Fourth St  
Abandoned vehicle





# Code Enforcement

1012 Lemuel St  
Exterior siding  
Issued court summons  
Court gave extension  
Until April 1, 2025  
Remedied





# Code Enforcement

113 Marshall  
Abandoned vehicle  
Remedied





# Code Enforcement

202 SE Front St  
Rubbish  
Remedied





# Code Enforcement

3 Big Pond  
Zoning / parking on grass  
Remedied





# Code Enforcement

511 McColley St  
Abandoned vehicle  
Remedied





# Code Enforcement

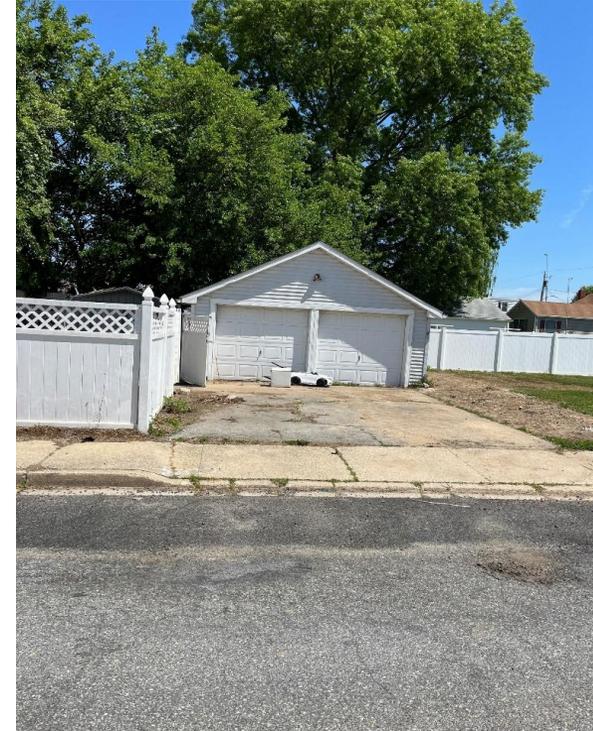
202 SE Front St  
Exterior chipped paint  
Issued court summons  
Remedied





# Code Enforcement

317 Marshall  
Abandoned vehicle  
Remedied





# Code Enforcement

504 Gilcrest St  
Rubbish  
Sent to court  
Court gave extension  
Until April 1, 2025  
Judge gave ext. to May  
Remedied





# Code Enforcement

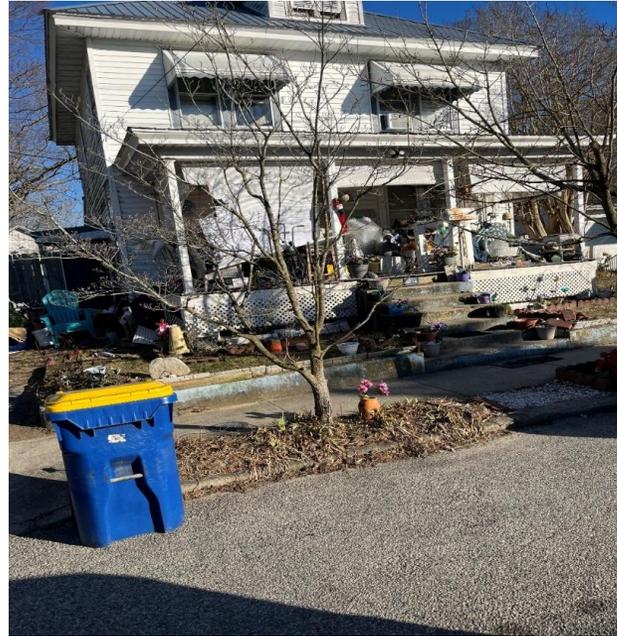
106 McColley St  
Abandoned Vehicle  
Remedied





# Code Enforcement

43 Fisher Ave  
Rubbish  
Remedied





# Code Enforcement

405 Carlisle Ln  
Abandoned Vehicle  
Remedied





# Code Enforcement

324 SE Second St  
Abandoned vehicle  
Remedied





# Code Enforcement

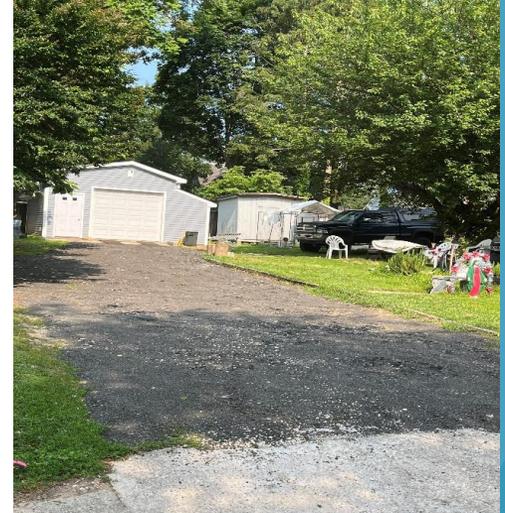
324 SE Second St  
Zoning / parking on grass  
Remedied





# Code Enforcement

- ▶ 408 East Street
- ▶ Accessory Structure
- ▶ Applied for permit
- ▶ Issued court summons
- ▶ Waiting for variance
- ▶ Got variance approval
- ▶ Permit issued
- ▶ Remedied





# Code Enforcement

38 Fisher Ave  
Rubbish  
Remedied





# Code Enforcement

100 SE Front St  
Abandoned Sign  
Issued court summons  
Permit issued  
Remedied





# Code Enforcement

401 NE Tenth St  
Rubbish  
Remedied





# Code Enforcement

401 NE Tenth St  
Abandoned vehicle  
Remedied





# Code Enforcement

Bay Rd  
Zoning violation  
Remedied





# Code Enforcement

601 SE Fourth St  
Exterior steps  
Remedied





# Code Enforcement

29 Fisher  
Exterior Areas Shed  
Remedied





# Code Enforcement

410 Marshall St  
Rubbish  
Remedied





# Code Enforcement

207 NE Fourth St  
Rubbish  
Rub-000555-2025  
Remedied





# Code Enforcement

207 N Washington St  
Abandoned vehicle  
Remedied





# Code Enforcement

1 General Torbert  
Zoning / Camper  
Remedied





# Code Enforcement

113 Lovers Ln  
Exterior Structure  
Demo  
Remedied





# Code Enforcement

111 Lovers Ln  
Exterior Structure  
Demo  
Remedied





# Code Enforcement

200 NE Fourth St  
Legacy no pool permit  
Permit issued





# Code Enforcement

211 East St

Rubbish

Rub-000556-2025

Remedied





# Code Enforcement

404 Bridgeham  
Abandoned vehicle  
Remedied





# Code Enforcement

300 Pierce St

Zoning / Abandoned vehicle

Remedied





# Code Enforcement

916 SE Front St  
Abandoned vehicle  
Remedied





# Code Enforcement

16 Star Light  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

404 Bridgeham  
Zoning violation  
Parking on grass  
Remedied





# Code Enforcement

216 N Rehoboth Blvd  
Rubbish  
Remedied





# Code Enforcement

213 Columbia St  
Rubbish / refrigerator  
Remedied





# Code Enforcement

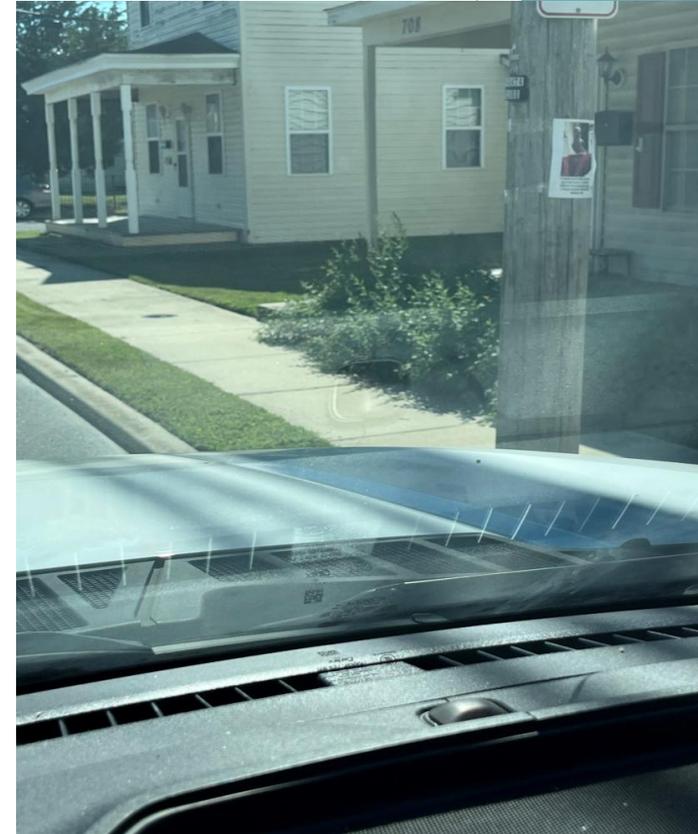
38 Fisher Ave  
Overgrown weeds  
VEG-000597-2025  
Remedied





# Code Enforcement

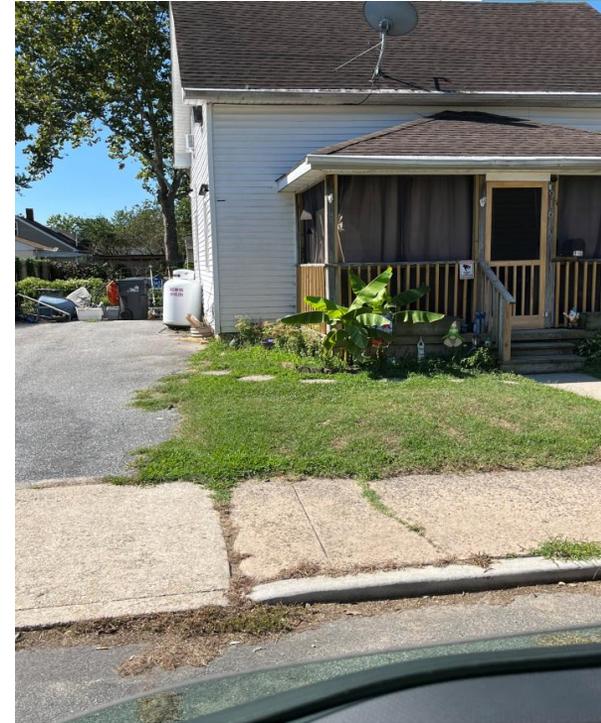
708 SE Front  
Bush over sidewalk  
Remedied





# Code Enforcement

916 SE Second St  
Exterior  
Remedied





# Code Enforcement

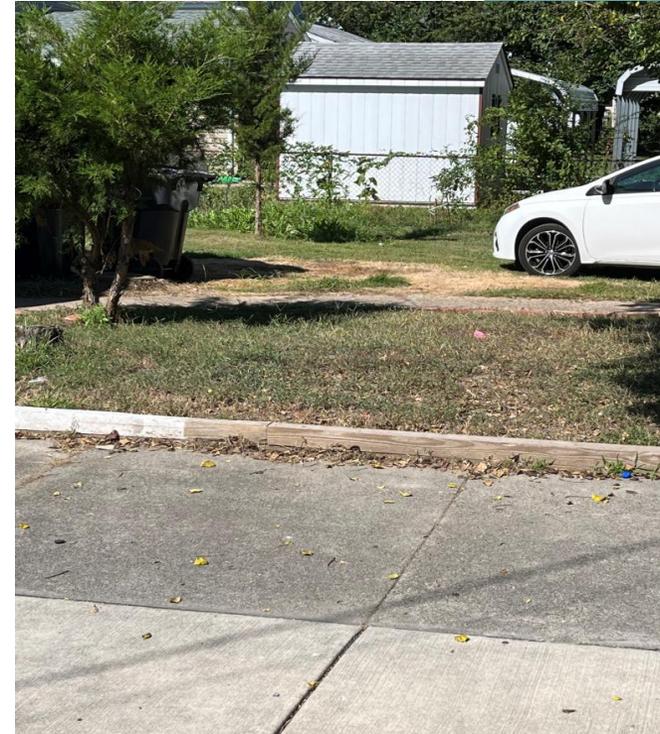
301 SE Second St  
Rubbish  
Rub-000575-2025  
Remedied





# Code Enforcement

619 SE Front St  
Rubbish / Furniture  
Rub-000585-2025  
Remedied





# Code Enforcement

402 Marshall St  
Rubbish  
Dryer on porch  
Remedied





# Code Enforcement

24 Meadow Lark Dr  
Bushes overgrown  
VEG-000606-2025  
Remedied





# Code Enforcement

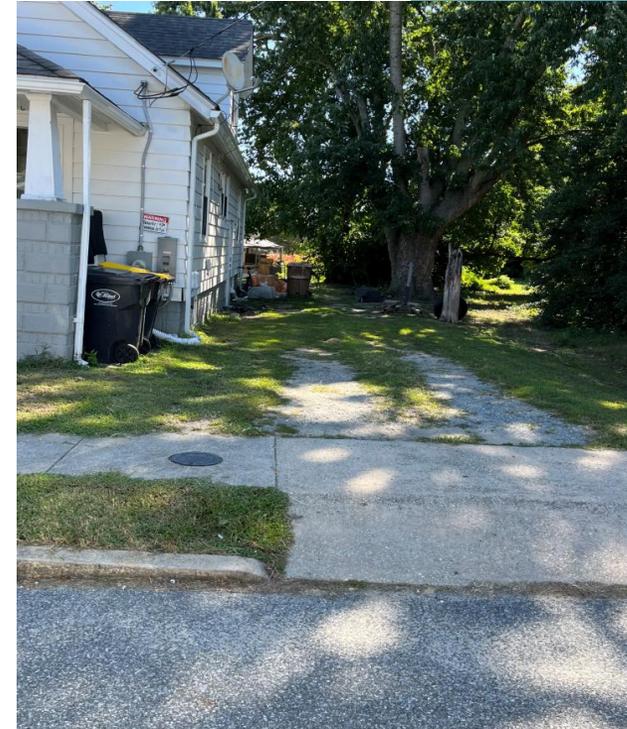
11 Iroquois  
Rubbish  
Freezer  
Remedied





# Code Enforcement

105 Charles St  
Rubbish / Fridge  
Rub-000585-2025  
Remedied





# Code Enforcement

138 Anchor Ln  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

16 Star light In  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

1 Misty Vale Ct  
Abandoned vehicle  
Remedied





# Code Enforcement

2dy Dr

Zoning / parking on grass

Remedied





# Code Enforcement

9 NE Sixth St  
Rubbish  
Remedied





# Code Enforcement

5 Iroquois Ave  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

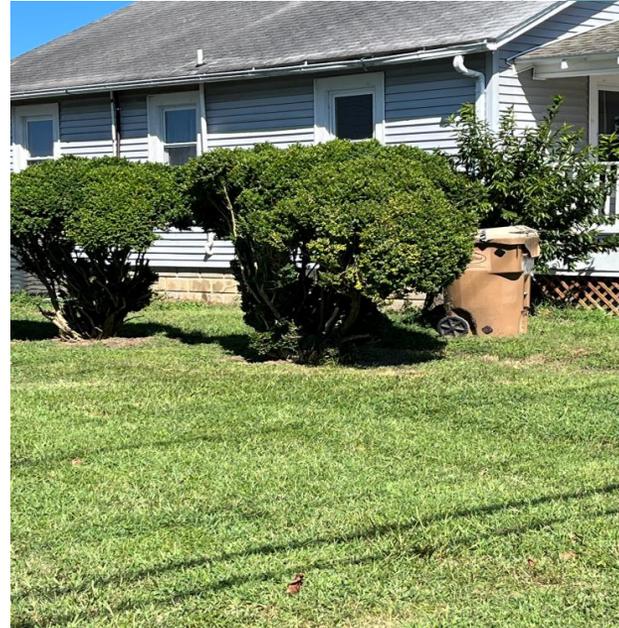
45 General Torbert Dr  
Rubbish  
Remedied





# Code Enforcement

306 Marshall St  
Rubbish  
Remedied





# Code Enforcement

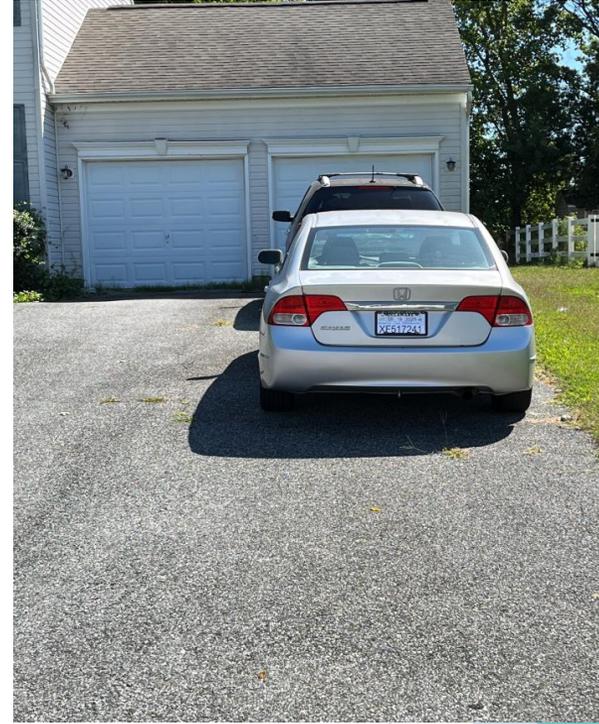
210 Fisher Ave  
Rubbish  
Remedied





# Code Enforcement

24 Meadow Lark Dr  
Abandoned vehicle  
VEH-000604-2025  
Remedied





# Code Enforcement

409 SE Front St  
Abandoned vehicle  
Remedied





# Code Enforcement

507 Mccolley

Rubbish / Tires

Rub-000554-2025

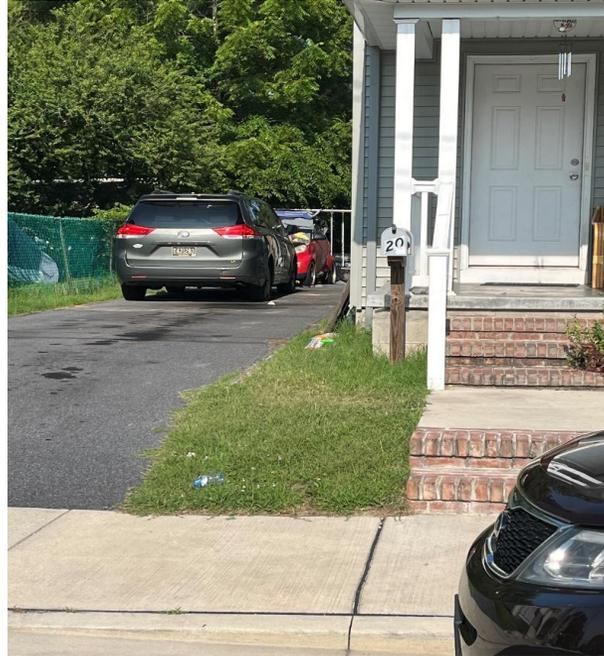
Remedied





# Code Enforcement

20 Marshall St  
Abandoned vehicle  
Remedied





# Code Enforcement

507 N Washington St  
Zoning / parking on grass  
Remedied





# Code Enforcement

McCoy St  
Vegetation / Trees  
Remedied





# Code Enforcement

413 NE Front St  
Exterior structure  
Remedied





# Code Enforcement

504 Mccolley St  
Bushes blocking windows  
CODE-000580  
Remedied





# Code Enforcement

507 N Washington St  
Zoning / Parking on grass  
Remedied





# Code Enforcement

17 Marshall St  
Abandoned vehicle  
Remedied





# Code Enforcement

109 Mccolley St  
No pool permit  
Remedied





# Code Enforcement

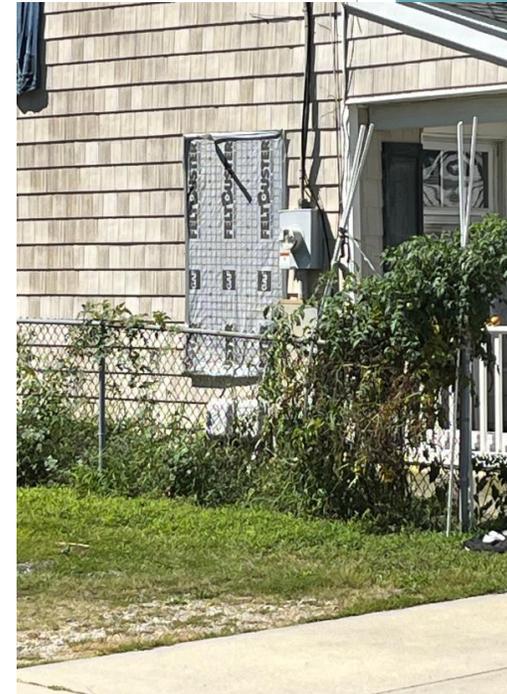
803 SE Second St  
Zoning / parking on grass  
Remedied





# Code Enforcement

706 SE Front St  
Exterior Structure window  
Remedied





# Code Enforcement

109 Mccolley St  
No permit for pool  
Remedied





# Code Enforcement

364 Shore Ln  
Parking on grass  
Remedied





# Code Enforcement

502 Gilcrest  
Rubbish  
Remedied





# Code Enforcement

324 SE Second St  
Abandoned vehicle  
Remedied





# Code Enforcement

900 SE Fifth  
Prohibited Used  
Remedied





# Code Enforcement

800 SE Fourth St  
Prohibited Used  
Office trailer  
Remedied





# Code Enforcement

129 Star Light  
No permit  
Remedied





# Code Enforcement

78 Anchor Ln  
Unlawful structure  
No pool permit  
Issued court summons  
Remedied





# Code Enforcement

400 Bridgeham Ave  
Prohibited  
Camper  
Remedied





# Code Enforcement

364 Shore Ln

Roof

Exts-000579-2025

Remedied





# Code Enforcement

364 Shore Ln  
No permit shed  
CBLD-000577-2025  
Remedied





# Code Enforcement

29 Fisher Ave  
Abandoned Vehicle  
Remedied





# Code Enforcement

48 Anchor In  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

317 Marshall St  
Rubbish  
Remedied





# Code Enforcement

- ▶ 38 Charles St.
- ▶ VEG- Tree limbs over street
- ▶ Remedied





# Code Enforcement

108 Marshall St

Zoning 230-41

Prohibited use/ Camper

Remedied





# Code Enforcement

124 Anchor Ln  
Unlawful structure  
No pool permit  
Remedied





# Code Enforcement

- ▶ 102 Star light ln
- ▶ Zoning lot coverage
- ▶ Remedied





# Code Enforcement

8 Windy dr  
Abandoned vehicle  
Remedied





# Code Enforcement

406 Pierce St  
Rubbish  
Remedied





# Code Enforcement

207 NE Fourth  
Abandoned vehicle  
Remedied





# Code Enforcement

308 Claude St  
Abandoned vehicle  
Remedied





# Code Enforcement

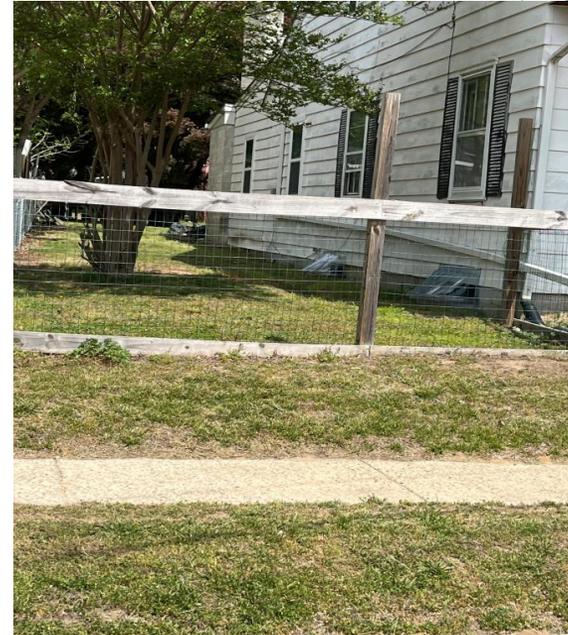
105 Marshall  
Abandoned vehicle  
Remedied





# Code Enforcement

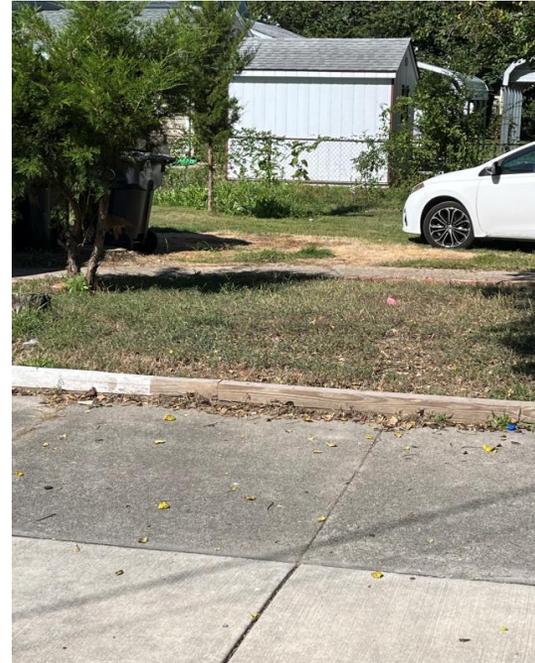
107 NE Fourth  
Rubbish  
Remedied





# Code Enforcement

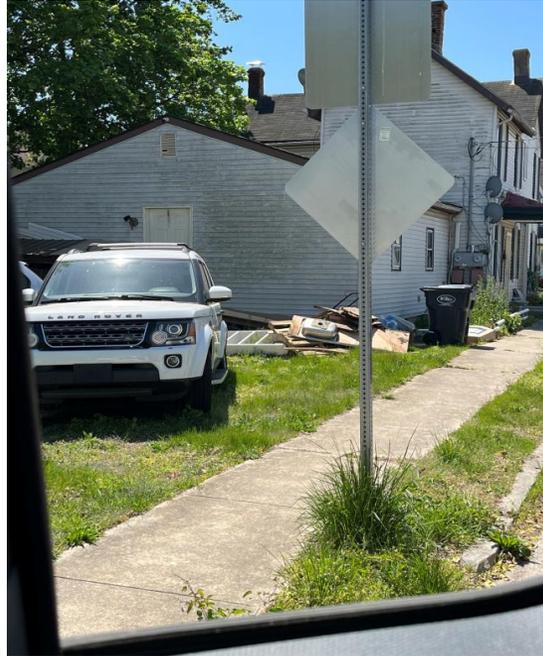
619 SE Front St  
Abandoned vehicle  
Remedied





# Code Enforcement

701 SE Front  
Rubbish  
Remedied





# Code Enforcement

701 SE Front  
Abandoned vehicle  
Remedied





# Code Enforcement

522 Marshall St  
Exterior shed  
Remedied





# Code Enforcement

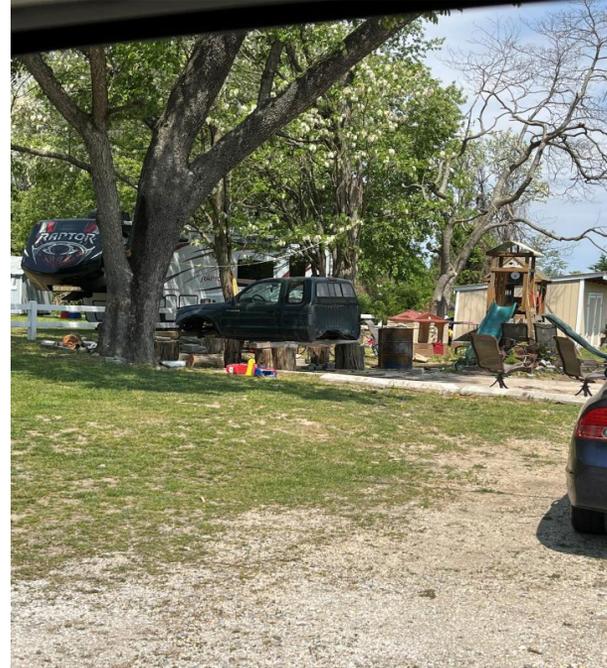
78 Anchor Ln  
Parking on grass  
Court summons issued  
Remedied





# Code Enforcement

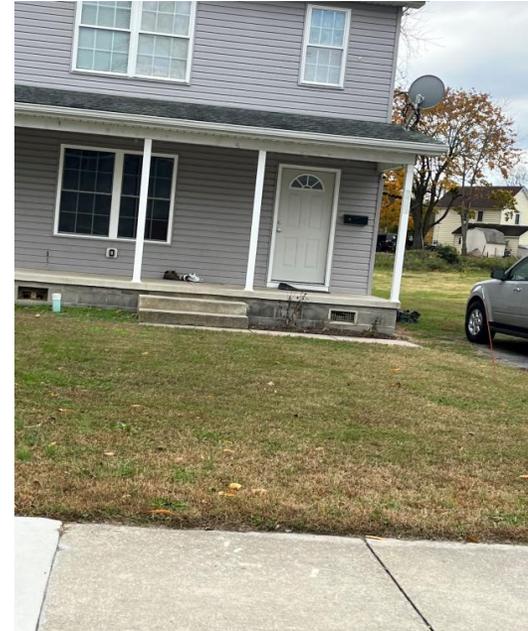
510 Mccolley  
Abandoned vehicle  
Remedied





# Code Enforcement

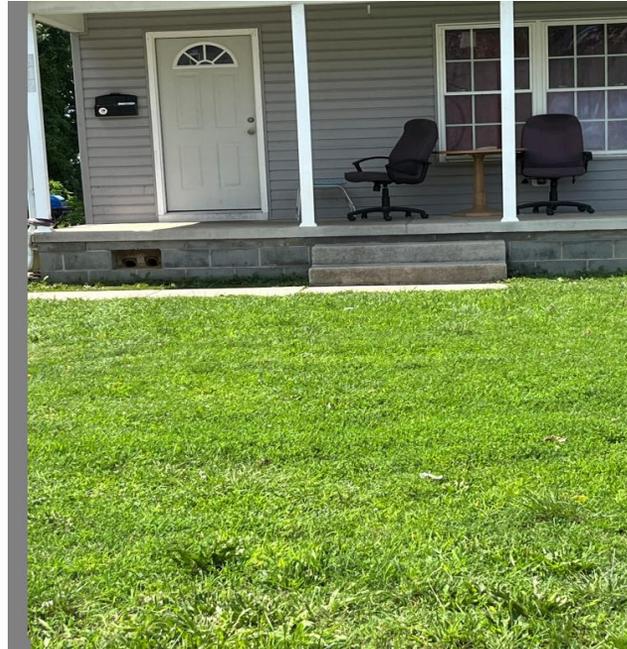
310 Carlisle Ln  
Rubbish  
Remedied





# Code Enforcement

312 Carlisle Ln  
Rubbish  
Remedied





# Code Enforcement

110 SE Front St  
Rubbish  
Remedied





# Code Enforcement

- ▶ 618 N Washington St
- ▶ No pool permit
- ▶ Remedied





# Code Enforcement

- ▶ 204 East St
- ▶ VEG- Tree limbs over street
- ▶ Remedied





# Code Enforcement

208 Fisher  
Animals chickens  
Remedied





# Code Enforcement

111 Montgomery  
Rubbish  
Remedied





# Code Enforcement

111 Montgomery  
Abandoned vehicle  
Remedied





# Code Enforcement

106 Montgomery  
Rubbish  
Remedied





# Code Enforcement

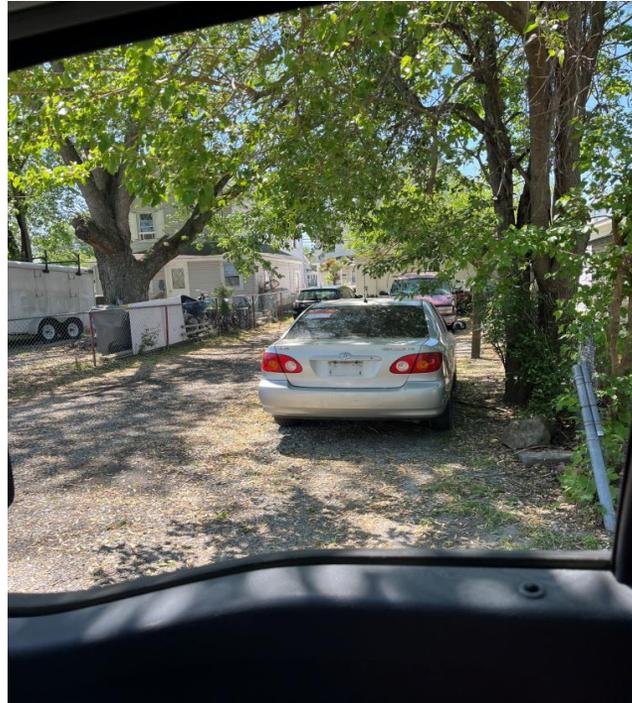
203 N Washington St  
Vehicle  
Remedied





# Code Enforcement

707 SE Front  
Abandoned vehicle  
Remedied





# Code Enforcement

618 Beechwood Ave  
No pool permit  
Remedied





# Code Enforcement

62 Anchor Ln  
No permit  
Remedied permit  
issued





# Code Enforcement

1053 B N Walnut

Prohibited Signs

Remedied removed flashing lights





# Code Enforcement

100 SE Front St  
Prohibited Signs  
Remedied removed  
Flashing lights





# Code Enforcement

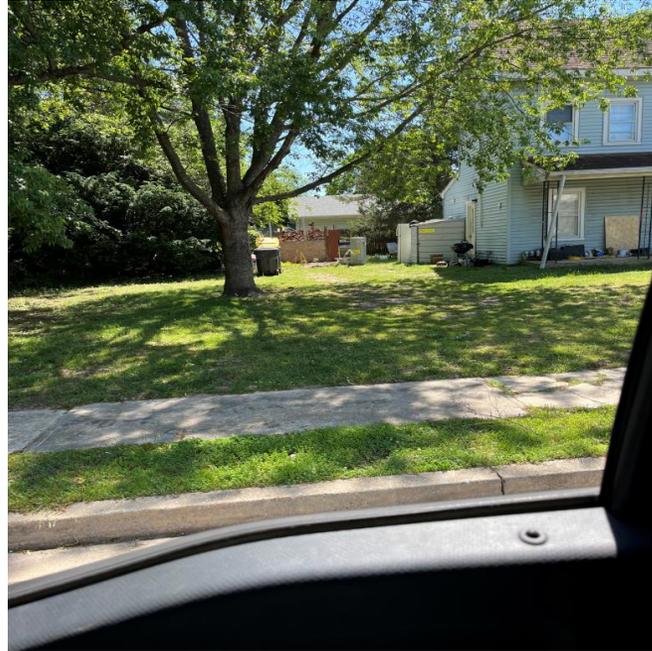
35 Fisher Ave  
Abandoned vehicle  
Remedied





# Code Enforcement

803 SE Second St  
Rubbish  
Remedied





## Code Enforcement

33 Meadow Lark Dr  
Abandoned vehicle  
Gave a 30 extension  
Remedied





# Code Enforcement

105 Fisher Ave  
Pedestrian clearance  
Remedied





# Code Enforcement

105 Fisher Ave  
Accessory structure  
Remedied





# Code Enforcement

105 Fisher Ave  
Accessory structure  
Fence  
Remedied





# Code Enforcement

205 NE Front St

Zoning violation

No building permit

Remedied business closed





# Code Enforcement

- ▶ 271 Shore Ln
- ▶ No permit shed
- ▶ Permit issued
- ▶ Remedied





# Code Enforcement

- ▶ 102 Matthew Cir
- ▶ Untagged vehicle
- ▶ Gave extension
- ▶ Remedied





# Code Enforcement

- ▶ 318 McColley
- ▶ No permitted use
- ▶ Permit issued
- ▶ closed





# Code Enforcement

11 E Bullrush  
EXT-siding  
Permit issued  
closed





# Code Enforcement

- ▶ 304 Claude St
- ▶ No permit for deck
- ▶ Applied for permit
- ▶ Permit issued





# Code Enforcement

215 N Washington  
Exterior no permit  
Permit issued





# Code Enforcement

917 SE Second  
Abandoned vehicle  
Remedied





# Code Enforcement

609 SE Second  
Windows  
Issued a court summons  
Remedied





# Code Enforcement

- ▶ 204 Charles St
- ▶ Rubbish Fridge
- ▶ Remedied





# Code Enforcement

- ▶ 204 Charles St
- ▶ Abandoned vehicle
- ▶ Remedied



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: 01/06/2026  
RE: December 2025 – Parks and Recreation Staff Report

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## **Parks**

### **Operations & Maintenance**

Weekly heavy trash collection was completed at all Parks & Recreation facilities and cemeteries.

The Christmas lights on Walnut and Front Streets were repaired after being damaged by vehicular traffic.

Installed wood chips at Library Farmers Market, added stone near storm drains, and placed snow fencing for Holiday Stroll safety.

Conducted additional trash runs and deployed extra bins for Holiday Stroll; assigned staff for event support and cleanup.

Raked leaves at multiple sites for Public Works removal.

Applied final seasonal weed control at designated city locations.

Added replacement mowers and a walk-behind snow blower per the CIP plan.

Aerated and fertilized Tony Silicato Soccer Fields (closed until March).

Closed all SeeClickFix requests.

Cleared leaves from City Hall stairways.

Performed snow removal at city-maintained sites, including parks, cemeteries, footbridges, and public facilities.

Winterized Can-Do bathrooms.

Serviced equipment and documented vehicle mileage for year-end closeout.

## **Staff & Special Events**

Hosted 1st Annual Parks & Recreation Christmas Cook-Off; recognized staff contributions for 2025.

Seasonal staff concluded employment on December 19; assisted with holiday event setup.

All Parks and Recreation staff attended the Holiday party at Carlisle Fire Company.

Completed annual performance reviews.

## **Other**

The Director met with the City Manager for a monthly update.

Director and staff attended the open house at City Hall and the T-Mobile check ceremony.

The director continued progress on capital projects.

## **Recreation**

### **Winter Programs**

Registrations remained steady throughout December.

Pickleball League – Fourth season fully booked; one team waitlisted. League begins January 12th.

Drop-In Pickleball – Morning session added; commences January 7th.

Youth Basketball – Maxed out for ages 8–11; 35+ on waitlist.

Indoor Soccer – 65% full; games start January 11th.

Taekwondo – Fully enrolled begins January 6th.

Wrestling – Record enrollment (40 participants); ends January 8th.

Creative Sparks Art – The younger group is full; the older group is at 50% capacity.

HUMAN RESOURCES  
10 SE Second Street  
Milford, DE 19963



PHONE 302.424.5142  
FAX 302.424.5932  
www.cityofmilford.com

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TO: Mayor and City Council  
FROM: Jamesha C. Williams, MBA, MSL, IPMA-CP- Human Resources Director  
DATE: January 7, 2026  
RE: December 2025 –Human Resources Department Staff Report

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- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Onboarding conducted for the positions of police officer (3 employees) and police dispatcher (1 employee).
- Interviews scheduled for the position of Public Works Equipment Operator-Streets.
- Job offer extended for the position of Public Works Equipment Operator-Streets.
- Special thanks to all City staff that participated in the 2025 Adopt-A-Family program to make the holiday wishes come true for a local family.

RIVER TOWN • ART TOWN • HOME TOWN

To: Mayor and City Council  
From: Lauren Swain, Economic Development & Community Engagement Administrator  
Subject: January 2026 Meeting - Monthly Report Coverage for December 2025  
Date: January 7, 2026

#### Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Notified of being awarded Mainstreet T-Mobile Hometown Grant for the Downtown Bathroom Project
- Attended quarterly DE Economic Partners meeting
- Met with Mike Glennon to discuss Milford being included in Delaware Spotlight Report in Site Selection Magazine and SiteSelection.com in the January 2026 edition

#### Community Engagement

- Released communication for City of Milford Solid Waste Department for their updated 2026 Holiday Collection.
- Coordinated/held celebration event for the Mainstreet T-Mobile Hometown Grant award. Took photos of event and published them via social media for community engagement.
- Assisted DMI with marketing efforts for the annual Holiday Stroll event
- Connected/introduced FiberIQ staff with our local State Representatives and Senator at their request.
- Attended meeting with Milford Housing and City Manager, Milford Housing staff introduced current projects and upcoming projects that they are working on in Milford
- Attended Sussex Habitat for Humanity's Home Dedication for three homes on McColley Street in Milford. Engaged with community partners, Milford's newest residents, and took photos for community engagement purposes.
- Attended meeting with City Manager, IT Director, and T-Mobile for Government team. We discussed ways that we can partner on public safety initiatives going forward.
- Released inclement weather reminders via website/social media prior to mid-December snowstorm

#### Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended 1<sup>st</sup> council meeting to present staff report
- Attended Capital Projects meeting
- Attended monthly CCGM marketing meeting
- Attended Kent County Tourism Board meeting
- Attended monthly one-on-one meeting with City Manager

#### Social Media/Website

- December 2025 Insights:  
-City of Milford Facebook: 54 new follows (total: 6,695,); 111.5K views; 813 content interactions

-City of Milford Instagram: 17 new follows (total: 1,746); 4.5K views; 74 content interactions

#### Press Release & Coverage

- Completed newsletter to go out in all utility bills in January 2026, along with sent out email version.
- Mainstreet T-Mobile Grant Award – Downtown Bathroom Project
  - CoastTV News interview, 12/11/25
  - Daily State News interview, 12/15/25
- Milford Future Safety Measures
  - Daily State News interview, 12/29/25
- Economic Development Efforts 2026
  - Daily State News interview 12/30/25



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Date: January 2026  
To: Mayor and City Council  
From: Bill Pettigrew – IT Director  
Re: January 2026 Information Technology Department Staff Report

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**Centralized Surveillance System** – We are still adding cameras at public works alongside the facility department, we moved all of the cameras at city hall to the new cloud-based system.



**Riverwalk Public Wi-Fi Update** – Everything is in place for install of the directional antennas, it is in the hands of the outside electrician currently, he expects to be completed in a few weeks.



## Tyler Munis ERP Implementation Update

**Payroll** – We had a few minor delays, some awaiting responses from our bank we technically went live as we are using Tyler to run payroll, however ACH and checks are coming from the legacy system, this is called a reverse parallel. Once 100% we can just stop using the legacy system, shooting for February 1.

**Utility Billing** – Still waiting on Tyler for a new implementor. We will vet the new person as we did the last before they changed roles. We are still shooting for a Quarter 2 or 3 start date.



**The City of Milford's AI** – Three weeks ago we launched Microsoft's Co-Pilot for our M365 GCC High Tenant (FEDRAMP Compliant). The initial rollout was 12 users, and after a successful group meeting this week to discuss how it is being used, we placed an order for 12 additional licenses to expand. Below are some of the comments we have heard.

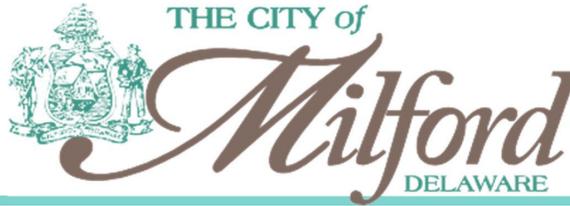
*"I honestly think it is a game-changer", "I give it two thumbs up., "I think it should be on any employee's computer who is tasked with creating a report or memo."*



**T-Priority - T-Mobile and SpaceX** - We are currently evaluating some T-Mobile devices which can communicate with satellites should cell towers be down in an emergency.



**Milford & Emerging Technology** – When comparing what Milford is doing with emerging technology we are on par or succeed most cities of our size.



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: January 12, 2026  
Re: December 2025 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the YTD period ended November 30, 2025 was presented to Council on December 8
- Training and Improvement Efforts
  - Training hours have now been standardized and tracked for two full calendar years across departments
    - Training hours in 2025 were roughly halved compared to 2024 due primarily to heavy training and implementation hours during 2024 for both the tax billing conversion and the HR/Payroll conversion
    - Excluding ERP Training and Implementation, training hours increased by 200 hours versus 2024, driven primarily by customer service training initiatives

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT
Accounting & Professional Certification	7.0	7.0	-
Customer Service	3.0	-	3.0
Management & Staff Development	-	-	-
ERP, Software and Technology	31.0	31.0	-
<b>MONTHLY TOTAL (HOURS)</b>	<b>41.0</b>	<b>38.0</b>	<b>3.0</b>

NOTES
GASB / CPE
Rave Training
HR/Payroll Implementation
<b>34 TOTAL HOURS LAST MONTH</b>

- Police Facility Project Financing
  - Staff is working with Bond Counsel and USDA to close “Tranche B” of the permanent project financing
- 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
  - Fieldwork & Testing scheduled this month were rescheduled for Jan 6-8 due to audit staff illness
- The Operating Cash Statistics Table below supplements the graph on page 2 by presenting a broader picture of incoming receipts as well as outgoing payments by type

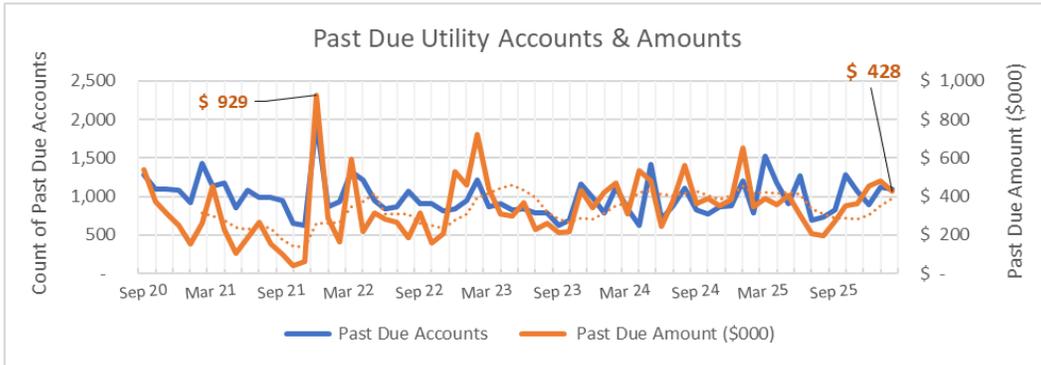
Operating Cash Statistics (\$mm)	CY2023	CY2024	CY2025	CY Chg	Dec 2024	Dec 2025	Mthly Chg
Avg Ledger Balance	\$ 7.5	\$ 6.9	\$ 6.6	\$ (0.3)	\$ 8.5	\$ 6.5	\$ (1.9)
Electronic Deposits	28.2	42.0	48.7	16%	2.5	3.0	18%
Traditional Deposits	29.4	29.6	28.9	-2%	1.7	1.7	-2%
% Electronic	48.9%	58.6%	62.7%	4.1%	59.3%	63.8%	4.5%
Electronic Payments	(35.8)	(43.5)	(66.4)	53%	(3.7)	(5.7)	54%
Traditional Payments	(18.3)	(20.0)	(13.8)	-31%	(0.9)	(0.7)	-16%
% Electronic	66.2%	68.5%	82.8%	14.3%	80.7%	88.5%	7.8%

- Billing & Customer Service Department
  - Current year collections are about \$121k behind where we were this time last year
  - Outstanding receivables from the current and prior year tax billings increased by 1.1% and 0.7% of the FY25 and FY26 property tax billing totals, respectively

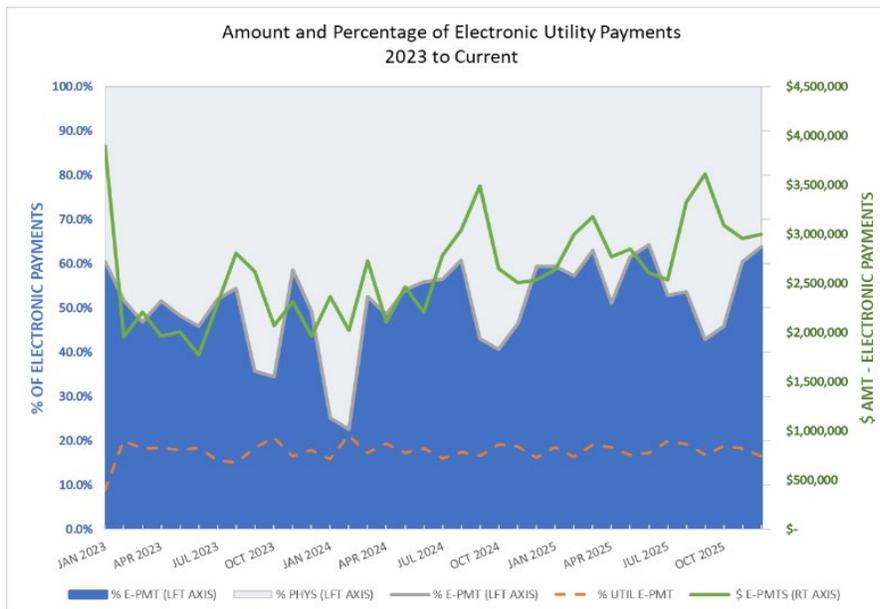
Property Tax Levy	Past Due (\$000) as of:										As % of Levy	Property Tax Levy	As of:	As % of Levy	
	11/1/25	12/1/25	1/1/26	2/1/26	3/1/26	4/1/26	5/1/26	6/1/26	7/1/26	8/1/26	1/1/26		1/1/25	1/1/25	
2025 (FY26)	\$515	\$435	\$352									5.6%	2024 (FY25)	\$279	4.5%
2024 & Prior	\$300	\$300	\$289									4.6%	2023 & Prior	\$241	3.9%
<b>Total</b>	<b>\$815</b>	<b>\$735</b>	<b>\$641</b>									<b>10.3%</b>	<b>Total</b>	<b>\$520</b>	<b>8.3%</b>

- 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
- An update to the county assessment adoption process is included in the packet for the January 12, 2026 meeting of City Council

- Billing & Customer Service Department, Continued
  - Past due utility counts and amounts both improved in December, though results are unfavorable to last Dec
  - Past due amounts and accounts exceed those of December 2024 and the long-term average
    - The count of past due accounts (blue) is 11% above average and 38% higher than last December
    - The dollar amount past due (orange) is 27% above average and 24% higher than last December
    - The count and dollar amount are 2% and 11% lower than last month, respectively



- The graph below exhibits the dollar amount and percentage of electronic payments from 1/1/23-12/31/25
  - The blue area represents e-payments as a function of all payments & corresponds to the blue axis
  - The green line represents the dollar amount of e-payments & corresponds to the green axis at right
  - The orange line shows the % of utility e-pmts vs all payments & corresponds to the blue axis at left
  - Electronic receipts were higher in December for utilities and non-utility versus the average and last December, but mixed vs last month
  - The percentage of all e-payments (63.8%) increased for the second consecutive month to exceed the long-term average, last December, and last month by 25%, 8%, and 6%, respectively
  - The proportion of e-payments specific to utilities (16.5%) is down from last month and nearly 7% off the average, but 2% higher than last December





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

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

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

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*Legacy* Revenue Report with MTD & YTD vs Annual Budget

*Legacy* Expenditure Report with MTD & YTD vs Annual Budget

*Legacy* Interservice Department Cost Allocation

City of Milford, Delaware  
 Net Cash and Funding Availability Summary (in thousands)<sup>1</sup>  
 For the Period Ended November 30, 2025

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal<sup>4</sup>

2	Description	Opening Balance (Oct 31, 2025)	Closing Balance (Nov 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
3	General Fund	\$ 5,232 ↓	\$ 4,421	\$ 33	\$ (75)	\$ (1,759)	\$ 2,619
4	Electric Fund	3,950 →	4,072	20	(740)	(1,187)	2,165
5	Water Fund	4,603 →	4,878	25	(1,650)	(330)	2,923
6	Sewer Fund	2,765 ↑	3,081	16	(2,059)	(236)	801
7	Solid Waste Fund	701 →	676	3	(121)	(201)	356
8	<b>Operating Cash Totals<sup>4</sup></b>	<b>\$ 17,251</b> ●	<b>\$ 17,127</b>	<b>\$ 96</b>	<b>\$ (4,646)</b>	<b>\$ (3,713)</b>	<b>\$ 8,865</b>

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

10	Description	Opening Balance (Oct 31, 2025)	Closing Balance (Nov 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
11	General Improvement	\$ 1,029 →	\$ 1,033	\$ -	\$ (1,033)	\$ -	\$ -
12	Municipal Street Aid (MSA)	626 →	628	142	(769)	-	-
13	Realty Transfer Tax (RTT)	2,257 →	2,379	5,538	(5,376)	(1,564)	978
14	Economic Development	559 ↓	238	-	-	-	238
15	Lodging Tax Fund	916 →	926	99	(1,025)	-	-
16	ARPA Grant Fund	260 →	260	-	(260)	-	-
17	<b>Special Purpose Cash Totals<sup>4</sup></b>	<b>\$ 5,647</b> ●	<b>\$ 5,464</b>	<b>\$ 5,779</b>	<b>\$ (8,464)</b>	<b>\$ (1,564)</b>	<b>\$ 1,215</b>

18 **Reserve Fund Cash Balances<sup>1</sup>**

19	Description	Opening Balance (Oct 31, 2025)	Closing Balance (Nov 30, 2025)	Projected Cashflows <sup>3</sup>	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
20	General Fund Capital Reserves	\$ 981 →	\$ 896	\$ 7,857	\$ (8,070)	\$ (314)	\$ 370
21	Water Fund Capital Reserves	1,731 →	1,700	1,650	(1,165)	(2,097)	87
22	Sewer Fund Capital Reserves	3,339 →	3,344	2,059	(2,152)	(2,432)	820
23	Solid Waste Fund Capital Reserves	39 →	36	121	(85)	(71)	1
24	Electric Fund Capital Reserves <sup>2</sup>	13,131 →	13,145	3,240	(6,380)	(8,124)	1,882
25	<b>Reserve Cash Totals<sup>4</sup></b>	<b>\$ 19,221</b> ●	<b>\$ 19,121</b>	<b>\$ 14,928</b>	<b>\$ (17,852)</b>	<b>\$ (13,037)</b>	<b>\$ 3,160</b>

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

27	Description	Opening Balance (Oct 31, 2025)	Closing Balance (Nov 30, 2025)	Projected Cashflows <sup>3</sup>	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
28	Police & General Gov't Facilities	\$ 932 →	\$ 954	\$ 153	\$ (1,107)	\$ -	\$ -
29	Carlisle Fire Co Permit Fund	412 →	420	51	(471)	-	-
30	Parks & Recreation Facilities	160 →	160	-	(160)	-	-
31	Water Impact Fee Reserves	2,112 →	2,200	617	(2,817)	-	-
32	Sewer Impact Fee Reserves	3,375 →	3,422	326	(3,748)	-	-
33	Electric Impact Fee Reserves	1,663 →	1,678	105	(1,783)	-	-
34	<b>Impact Fees &amp; Police/GF Totals<sup>3,4</sup></b>	<b>\$ 8,653</b> ●	<b>\$ 8,832</b>	<b>\$ 1,252</b>	<b>\$ (10,085)</b>	<b>\$ -</b>	<b>\$ -</b>

35	<b>Grand Totals<sup>4</sup></b>	<b>\$ 50,772</b> ▲	<b>\$ 50,545</b>	<b>\$ 22,056</b>	<b>\$ (41,047)</b>	<b>\$ (18,314)</b>	<b>\$ 13,240</b>
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36 <sup>1</sup>New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

37 <sup>2</sup>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.

38 <sup>3</sup>Projected Cashflows across Capital Reserves (lines 20-24) include anticipated proceeds from planned debt financing and awarded grants. Projected Cashflows in the Impact Fees & Police/GF breakout (lines 28-34) are based on YTD collections.

39 <sup>4</sup>Closing Balance Indicator sets Red, Yellow and Green signify month-to-month cash variance as follows:



City of Milford, Delaware  
Cash and Investment Balance<sup>1</sup> Rollforward  
For the Period Ended November 30, 2025

▼ Marks Ref Closing Bal<sup>4</sup>

1 **Operating Cash Balances**

2	Description	Opening Balance (Oct 31, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2025)
3	General Fund	\$ 5,231,999	\$ 983,623	\$ 4,945	\$ (1,799,538) ↓	\$ 4,421,029
4	Electric Fund	3,949,567	3,205,050	2,990	(3,085,265) ⇒	4,072,342
5	Water Fund	4,603,239	442,314	3,730	(171,633) ⇒	4,877,649
6	Sewer Fund	2,764,868	722,969	2,400	(409,523) ↑	3,080,714
7	Solid Waste Fund	701,405	155,732	490	(182,111) ⇒	675,517
8	<b>Operating Cash Totals<sup>4</sup></b>	<b>\$ 17,251,079</b>	<b>\$ 5,509,688</b>	<b>\$ 14,555</b>	<b>\$ (5,648,071) ●</b>	<b>\$ 17,127,251</b>

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

10	Description	Opening Balance (Oct 31, 2025)	Receipts	Interest Earned	Disbursements <sup>2</sup>	Closing Balance (Nov 30, 2025)
11	General Improvement	\$ 1,029,069	\$ -	\$ 4,230	\$ - ⇒	\$ 1,033,299
12	Municipal Street Aid (MSA)	625,547	-	2,050	- ⇒	627,597
13	Realty Transfer Tax (RTT)	2,257,468	115,483	6,060	- ⇒	2,379,011
14	Economic Development	558,863	-	-	(321,328) ↓	237,535
15	Lodging Tax Fund	915,913	10,535	-	- ⇒	926,448
16	ARPA Grant Fund	260,499	-	-	- ⇒	260,499
17	<b>Special Purpose Cash Totals<sup>3,4</sup></b>	<b>\$ 5,647,359</b>	<b>\$ 126,018</b>	<b>\$ 12,340</b>	<b>\$ (321,328) ●</b>	<b>\$ 5,464,389</b>

18 **Reserve Fund Cash Balances**

19	Description	Opening Balance (Oct 31, 2025)	Receipts	Interest Earned	Disbursements <sup>2</sup>	Closing Balance (Nov 30, 2025)
20	General Fund Capital Reserves	\$ 981,203	\$ -	\$ 8,189	\$ (93,366) ⇒	\$ 896,026
21	Water Fund Capital Reserves	1,731,184	-	13,570	(44,804) ⇒	1,699,950
22	Sewer Fund Capital Reserves	3,338,990	-	15,700	(10,486) ⇒	3,344,204
23	Solid Waste Fund Capital Reserves	38,532	-	300	(2,880) ⇒	35,952
24	Electric Fund Capital Reserves	13,130,785	-	47,990	(33,723) ⇒	13,145,053
25	<b>Reserve Fund Cash Totals<sup>3,4</sup></b>	<b>\$ 19,220,693</b>	<b>\$ -</b>	<b>\$ 85,749</b>	<b>\$ (185,258) ●</b>	<b>\$ 19,121,184</b>

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

27	Description	Opening Balance (Oct 31, 2025)	Receipts	Interest Earned	Disbursements <sup>2</sup>	Closing Balance (Nov 30, 2025)
28	Police & General Gov't Facilities	\$ 931,877	\$ 21,854	\$ -	\$ - ⇒	\$ 953,731
29	Carlisle Fire Co Permit Fund	412,451	7,285	-	- ⇒	419,736
30	Parks & Recreation Facilities	159,575	-	-	- ⇒	159,575
31	Water Impact Fee Reserves	2,111,725	88,188	-	- ⇒	2,199,913
32	Sewer Impact Fee Reserves	3,375,068	46,595	-	- ⇒	3,421,663
33	Electric Impact Fee Reserves	1,662,590	15,000	-	- ⇒	1,677,590
34	<b>Impact Fees &amp; Police/GF Totals<sup>3,4</sup></b>	<b>\$ 8,653,287</b>	<b>\$ 178,921</b>	<b>\$ -</b>	<b>\$ - ●</b>	<b>\$ 8,832,209</b>

35	<b>Grand Totals<sup>4</sup></b>	<b>\$ 50,772,418</b>	<b>\$ 5,814,628</b>	<b>\$ 112,644</b>	<b>\$ (6,154,657) ▲</b>	<b>\$ 50,545,032</b>
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36 <sup>1</sup>Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

37 <sup>2</sup>\$0.5 million disbursed from reserves (lines 20-24) and special purpose funds (line 17) is attributable to \$0.3 million application of general fund reserves and \$0.2 million in capital funding spread across several active, budgeted projects.

38 <sup>3</sup>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).

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

40  **-10% ≤ Variance ≤ 10%**

 **-5% ≤ Variance ≤ 5%**

 **-2.5% ≤ Variance ≤ 2.5%**

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

General Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/25)	\$	896,026
Expected Contributions & Interest		5,107,421
Restricted Funds:		
Vehicle & Equipment Replacement		(374,312)
Street Repair		(2,594,649)
Parking Enhancements		(496,707)
Parkland, Trails & Recreation		(1,512,072)
PD Projects		(2,723,783)
IT / Other Projects		(368,457)
Support Policy with RTT <sup>1</sup>		2,750,000
Reserve (MCR) Policy <sup>6</sup>		-
Equipment Replacement Reserve <sup>2</sup>		(313,700)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>369,767</b>
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Electric Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/25)	\$	13,145,053
Expected Contributions & Interest		3,240,386
Restricted Funds:		
Electric Vehicles & Equipment		(473,524)
Substation & System Upgrades		(709,924)
Traffic Signal Upgrades		(297,676)
Citywide Projects; MCC		(838,862)
Investment Policy/Rate Stability <sup>7</sup>		(4,060,000)
Reserve (MCR) Policy <sup>3,6</sup>		(7,900,845)
Equipment Replacement Reserve <sup>3</sup>		(222,800)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>1,881,809</b>
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Water Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/25)	\$	1,699,950
Expected Contributions & Interest <sup>8</sup>		1,649,643
Restricted Funds:		
Vehicle & Equipment Replacement		(29,943)
Reserve-Funded Projects		
Water System Improvements		(307,815)
Water Plant Upgrades		(438,835)
NW Water Infrastructure		(296,209)
4th St Project 9/9/24		(91,996)
Reserve (MCR) Policy <sup>3,6</sup>		(2,040,740)
Equipment Replacement Reserve <sup>3</sup>		(56,600)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>87,455</b>
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Solid Waste Reserves		Amount
Cash/Investment Balance (11/30/25)	\$	35,952
Expected Contributions & Interest		121,472
Restricted Funds:		
Solid Waste Vehicles & Equipment <sup>4</sup>		(61,134)
Solid Waste Alloc of Citywide Projects		(24,113)
Reserve (MCR) Policy <sup>4</sup>		-
Equipment Replacement Reserve <sup>4</sup>		(70,750)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>1,427</b>
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Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/25)	\$	3,344,204
Expected Contributions & Interest <sup>8</sup>		2,059,404
Restricted Funds:		
Sewer Vehicles & Equipment		(16,943)
Reserve-Funded Projects		
Sewer System Improvements		(2,135,106)
Reserve (MCR) Policy <sup>3,6</sup>		(2,327,273)
Equipment Replacement Reserve <sup>3</sup>		(104,400)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>819,886</b>
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MSA & RTT Reserves		Amount
RTT Balance (11/30/25)		2,379,011
MSA Balance (11/30/25)		627,597
MSA & RTT Est Receipts thru FY26:		5,679,995
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 <sup>1</sup>		(2,750,000)
RTT: Reserve Policy <sup>5</sup>		(1,564,000)

<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>713,845</b>
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<sup>1</sup>Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future, **\$750K increase recommended**

<sup>2</sup>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.**

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

<sup>4</sup>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.

<sup>5</sup>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**

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

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

<sup>8</sup>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 November 30, 2025 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY26 Total <i>(as % of Rev)</i>	FY25 Total <i>(as % of Rev)</i>
1 Operating Revenue	\$ 15,288	\$ 1,745	\$ 2,902	\$ 832	\$ 20,766	100.0%	100.0%
2 Cost of Revenue <sup>1</sup>	(10,477)	(176)	(1,561)	(151)	(12,365)	-59.5%	-74.7%
3 <b>Gross Margin</b>	<b>4,811</b>	<b>1,569</b>	<b>1,341</b>	<b>680</b>	<b>8,402</b>	<b>40.5%</b>	<b>25.3%</b>
4 Operating Expenses							
5 Operations & Maintenance	(1,552)	(804)	(675)	(392)	(3,423)	-16.5%	-15.7%
6 Personnel	(705)	(157)	(152)	(181)	(1,194)	-5.7%	-6.6%
7 <b>Total Operating Expenses</b>	<b>(2,257)</b>	<b>(961)</b>	<b>(827)</b>	<b>(573)</b>	<b>(4,617)</b>	<b>-22.2%</b>	<b>-22.3%</b>
8 <b>Operating Income</b>	<b>\$ 2,554</b>	<b>\$ 608</b>	<b>\$ 514</b>	<b>\$ 108</b>	<b>\$ 3,785</b>	<b>18.2%</b>	<b>3.0%</b>
9 Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10 <b>Surplus (Deficit) for debt service &amp; capital</b>	<b>2,554</b>	<b>608</b>	<b>514</b>	<b>108</b>	<b>3,785</b>	<b>18.2%</b>	<b>3.0%</b>
11 Debt Service - Principal & Interest	(80)	(46)	(26)	-	(153)	-0.7%	-0.6%
12 Capital Spending / Contributions from (to) Reserves	(269)	(266)	(12)	60	(487)	-2.3%	-2.8%
13 <b>Surplus (deficit) available for transfers</b>	<b>2,206</b>	<b>296</b>	<b>476</b>	<b>168</b>	<b>3,145</b>	<b>15.1%</b>	<b>-0.4%</b>
14 Transfers Out	(1,806)	(204)	(183)	-	(2,193)	-10.6%	-10.2%
15 <b>Net Surplus (Deficit) - FYTD through Nov 2025</b>	<b>\$ 399</b>	<b>\$ 92</b>	<b>\$ 293</b>	<b>\$ 168</b>	<b>\$ 953</b>	<b>4.6%</b>	<b>-10.6%</b>
16 <b>Net Surplus (Deficit) - FYTD through Nov 2024</b>	<b>\$ (2,178)</b>	<b>\$ 345</b>	<b>\$ 219</b>	<b>\$ (367)</b>	<b>\$ (1,982)</b>	<b>-10.6%</b>	
17 <b>Current vs Prior - Favorable (Unfavorable)<sup>2</sup></b>	<b>↑ \$ 2,578</b>	<b>↓ \$ (253)</b>	<b>↑ \$ 75</b>	<b>↑ \$ 535</b>	<b>↑ \$ 2,934</b>	<b>↑ 15.2%</b>	
18 <b>Net Surplus (Deficit) - Current FYTD Budget</b>	<b>\$ 463</b>	<b>\$ 267</b>	<b>\$ 57</b>	<b>\$ 8</b>	<b>\$ 796</b>	<b>3.9%</b>	
19 <b>Current vs Budget - Favorable (Unfavorable)<sup>2</sup></b>	<b>↓ \$ (64)</b>	<b>↓ \$ (175)</b>	<b>↑ \$ 236</b>	<b>↑ \$ 160</b>	<b>↑ \$ 157</b>	<b>↑ 0.6%</b>	

<sup>1</sup>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.

<sup>2</sup>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<sup>1</sup>  
 For the YTD Period Ended November 30, 2025 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY26 Total (as % of Rev)	FY25 Total <sup>2</sup> (as % of Rev)
<b>Sources of Funding:</b>							
Real Estate (Property) Taxes	\$ 6,953	\$ -	\$ -	\$ -	\$ 6,953	63.1%	60.8%
Permits, Licensing & Franchise Fees	120	-	-	209	329	3.0%	4.5%
Fines, Fees & Misc Revenue	77	98	40	-	215	2.0%	3.5%
<b>General Revenue Subtotal</b>	<b>7,150</b>	<b>98</b>	<b>40</b>	<b>209</b>	<b>7,497</b>	<b>68.0%</b>	<b>68.7%</b>
Utility Transfers & Cost Allocation	2,935	-	-	-	2,935	26.6%	26.5%
Grant Revenue	-	-	-	-	-	0.0%	0.2%
Application of Reserve Balances	593	-	-	-	593	5.4%	4.6%
<b>General Fund Operating Support</b>	<b>3,528</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>3,528</b>	<b>32.0%</b>	<b>31.3%</b>
<b>Total Sources of Funding</b>	<b>\$ 10,677</b>	<b>\$ 98</b>	<b>\$ 40</b>	<b>\$ 209</b>	<b>\$ 11,025</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Uses of Funding:</b>							
Operations & Maintenance	266	449	253	299	1,267	11.5%	12.7%
Personnel	353	2,746	354	969	4,422	40.1%	39.6%
<b>Total Operating Expenses</b>	<b>619</b>	<b>3,195</b>	<b>607</b>	<b>1,268</b>	<b>5,689</b>	<b>51.6%</b>	<b>52.3%</b>
<b>Surplus (Deficit) for Debt Svc &amp; Capital</b>	<b>\$ 10,058</b>	<b>\$ (3,097)</b>	<b>\$ (567)</b>	<b>\$ (1,059)</b>	<b>\$ 5,336</b>	<b>48.4%</b>	<b>47.7%</b>
Debt Service - Principal & Interest	-	99	-	-	99	0.9%	1.4%
Capital Spending / Transfers from (to) Reserves	37	166	132	262	598	5.4%	3.2%
<b>Net Surplus (Deficit) - FYTD through Nov 2025</b>	<b>\$ 10,021</b>	<b>\$ (3,362)</b>	<b>\$ (698)</b>	<b>\$ (1,321)</b>	<b>\$ 4,639</b>	<b>42.1%</b>	<b>43.1%</b>
<b>Net Surplus (Deficit) - FYTD through Nov 2024</b>	<b>\$ 9,131</b>	<b>\$ (2,940)</b>	<b>\$ (637)</b>	<b>\$ (1,087)</b>	<b>\$ 4,467</b>	<b>43.1%</b>	
<b>Current vs Prior - Favorable (Unfavorable)<sup>2</sup></b>	<b>↑ \$ 890</b>	<b>↓ \$ (422)</b>	<b>↓ \$ (61)</b>	<b>↓ \$ (234)</b>	<b>↑ \$ 173</b>	<b>↓ -1.0%</b>	
<b>Net Surplus (Deficit) - Current FYTD Budget</b>	<b>\$ 11,030</b>	<b>\$ (3,526)</b>	<b>\$ (952)</b>	<b>\$ (1,644)</b>	<b>\$ 4,908</b>	<b>39.6%</b>	
<b>Current vs Budget - Favorable (Unfavorable)<sup>3</sup></b>	<b>↓ \$ (1,009)</b>	<b>→ \$ 164</b>	<b>↑ \$ 254</b>	<b>↑ \$ 323</b>	<b>↓ \$ (269)</b>	<b>↑ 2.4%</b>	

<sup>1</sup>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.

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

<sup>3</sup>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 November 30, 2025

*41.7% of Year Elapsed*

Account / Function	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
<b>General Fund:</b>				
Real Estate Tax	\$ 6,853,155	\$ 2,112	\$ 6,952,691	101.5%
Utility Transfers	5,262,700	438,558	2,192,792	41.7%
Departmental Transfers	1,873,873	156,156	742,409	39.6%
Application of Reserves	4,463,943	95,663	592,632	13.3%
Leases and Franchise Fees	429,004	59,493	119,980	28.0%
Planning & Development:				
Business & Rental Licenses	226,000	10,919	21,989	9.7%
Building Permits	323,530	25,134	125,742	38.9%
Development Fees	155,390	23,990	51,664	33.2%
Code Enforcement	33,940	3,960	9,825	28.9%
Public Safety	603,917	19,356	98,400	16.3%
Parks & Recreation Fees	99,000	2,520	40,026	40.4%
Interest Income	184,810	13,134	76,038	41.1%
Misc. Revenues	42,454	256	955	2.2%
<b>Total General Fund Revenue</b>	<b>\$ 20,551,716</b>	<b>\$ 851,249</b>	<b>\$ 11,025,141</b>	<b>53.6%</b>
<b>Enterprise Funds:</b>				
Water Fund Revenues	4,204,619	328,348	1,744,734	41.5%
Sewer Fund Revenues	3,818,476	299,841	1,541,872	40.4%
Kent County Sewer	2,995,177	259,562	1,360,139	45.4%
Solid Waste Fund Revenues	1,863,130	163,515	831,825	44.6%
Electric Fund Revenues	35,636,634	2,580,902	15,287,872	42.9%
<b>Total Enterprise Fund Revenue</b>	<b>\$ 48,518,036</b>	<b>\$ 3,632,168</b>	<b>\$ 20,766,443</b>	<b>42.8%</b>
Application of Enterprise Reserves <sup>2</sup>	6,353,640	806,529	2,022,769	31.8%
<b>Total General &amp; Enterprise Fund Revenue</b>	<b>\$ 75,423,392</b>	<b>\$ 5,289,946</b>	<b>\$ 33,814,353</b>	<b>44.8%</b>

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

*41.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>General Fund</b>					
<b>City Administration</b>					
Personnel	\$ 706,390	\$ 51,677	\$ 233,811	33.1%	\$ 472,579
Operation & Maintenance (O&M)	231,950	32,315	109,874	47.4%	122,076
Capital	-	-	-		-
<b>Subtotal: City Administration</b>	<b>938,340</b>	<b>83,992</b>	<b>343,684</b>	<b>36.6%</b>	<b>594,656</b>
<b>City Clerks</b>					
Personnel	266,340	20,885	103,458	38.8%	162,882
O&M	102,475	3,596	25,862	25.2%	76,613
Capital	-	-	-		-
<b>Subtotal: City Clerks</b>	<b>368,815</b>	<b>24,482</b>	<b>129,321</b>	<b>35.1%</b>	<b>239,494</b>
<b>Planning &amp; Zoning</b>					
Personnel	794,180	60,847	298,643	37.6%	495,537
O&M	188,735	12,077	71,624	37.9%	117,111
Capital	-	-	-		-
<b>Subtotal: Planning &amp; Zoning</b>	<b>982,915</b>	<b>72,924</b>	<b>370,267</b>	<b>37.7%</b>	<b>612,648</b>
<b>Council</b>					
Personnel	54,990	2,788	16,078	29.2%	38,912
Legal	33,500	1,320	11,355	33.9%	22,146
City Hall Building Expense	42,780	-	14,260	33.3%	28,520
Insurance	23,330	-	14,246	61.1%	9,084
Council Expense	30,000	2,730	10,361	34.5%	19,639
Codification	18,000	-	5,849	32.5%	12,152
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	40,000	40,000	100.0%	-
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	25,000	-	10,991	44.0%	14,009
Community Festivals	40,000	-	-	0.0%	40,000
Election Expense	14,130	-	-	0.0%	14,130
Other O&M	120,130	-	-	0.0%	120,130
Contract Services	18,000	-	23,000	127.8%	(5,000)
<b>Subtotal: Council</b>	<b>742,860</b>	<b>46,838</b>	<b>146,138</b>	<b>19.7%</b>	<b>596,722</b>

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

*41.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Finance</b>					
Personnel	766,980	58,747	289,173	37.7%	477,807
O&M	139,353	17,723	64,711	46.4%	74,642
Capital	-	-	-		-
<b>Subtotal: Finance</b>	<b>906,333</b>	<b>76,469</b>	<b>353,884</b>	<b>39.0%</b>	<b>552,449</b>
<b>Information Technology</b>					
Personnel	638,210	47,760	235,722	36.9%	402,488
O&M	435,944	-	-	0.0%	435,944
Capital	24,879	2,880	14,094	56.7%	10,785
<b>Subtotal: Information Technology</b>	<b>1,099,033</b>	<b>50,640</b>	<b>249,816</b>	<b>22.7%</b>	<b>849,217</b>
<b>Police Department</b>					
Personnel	7,461,705	558,513	2,746,083	36.8%	4,715,622
O&M	1,205,245	51,630	449,239	37.3%	756,006
Capital	244,701	8,271	166,459	68.0%	78,242
Debt Service	488,882	-	98,917	20.2%	389,966
<b>Subtotal: Police Department</b>	<b>9,400,533</b>	<b>618,413</b>	<b>3,460,697</b>	<b>36.8%</b>	<b>5,939,836</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	444,000	27,106	145,656	32.8%	298,344
O&M	622,710	14,315	162,286	26.1%	460,424
Capital	2,576,177	66,598	262,463	10.2%	2,313,714
<b>Subtotal: Streets &amp; Grounds Division</b>	<b>3,642,887</b>	<b>108,019</b>	<b>570,405</b>	<b>15.7%</b>	<b>3,072,482</b>
<b>Parks &amp; Recreation</b>					
Personnel	922,800	67,216	353,793	38.3%	569,007
O&M	788,700	42,098	253,279	32.1%	535,421
Capital	758,500	-	131,702	17.4%	626,798
<b>Subtotal: Parks &amp; Recreation</b>	<b>2,470,000</b>	<b>109,314</b>	<b>738,775</b>	<b>29.9%</b>	<b>1,731,225</b>
<b>Total General Fund Expenditures</b>	<b>\$ 20,551,716</b>	<b>\$ 1,191,091</b>	<b>\$ 6,362,988</b>	<b>31.0%</b>	<b>\$ 14,188,728</b>

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

*41.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Enterprise Funds:</b>					
<b>Water Division</b>					
Personnel	\$ 513,720	\$ 29,549	\$ 156,773	30.5%	\$ 356,947
O&M	2,035,040	47,280	803,829	39.5%	1,231,211
Transfer to General Fund	490,000	40,833	204,167	41.7%	285,833
Capital	3,909,719	44,804	266,000	6.8%	3,643,719
Debt Service	365,275	-	46,499	12.7%	318,776
<b>Subtotal: Water Division</b>	<b>7,313,754</b>	<b>162,466</b>	<b>1,477,268</b>	<b>20.2%</b>	<b>5,836,486</b>
<b>Sewer Division</b>					
Personnel	503,670	28,388	151,563	30.1%	352,107
O&M	2,269,415	6,418	675,236	29.8%	1,594,178
Transfer to General Fund	438,000	36,500	182,500	41.7%	255,500
Capital	2,343,542	10,486	181,868	7.8%	2,161,674
Debt Service	416,477	-	26,372	6.3%	390,105
<b>Subtotal: Sewer Division (excl. Kent County)</b>	<b>5,971,104</b>	<b>81,791</b>	<b>1,217,539</b>	<b>20.4%</b>	<b>4,753,565</b>
Kent County Sewer	3,011,721	259,529	1,351,528	44.9%	1,660,193
<b>Subtotal: Sewer Division (Comprehensive)</b>	<b>8,982,825</b>	<b>341,320</b>	<b>2,569,067</b>	<b>28.6%</b>	<b>6,413,758</b>
<b>Solid Waste Division</b>					
Personnel	519,380	43,881	180,689	34.8%	338,691
O&M	1,487,545	16,858	392,050	26.4%	1,095,495
Capital	92,238	2,880	14,735	16.0%	77,503
<b>Subtotal: Solid Waste Division</b>	<b>2,099,163</b>	<b>63,619</b>	<b>587,474</b>	<b>28.0%</b>	<b>1,511,689</b>
<b>Subtotal: Water, Sewer &amp; Solid Waste</b>	<b>18,395,742</b>	<b>567,406</b>	<b>4,633,809</b>	<b>25.2%</b>	<b>13,761,933</b>
<b>Electric Division</b>					
Personnel	2,066,920	154,388	704,595	34.1%	1,362,325
O&M	3,742,700	88,904	1,552,298	41.5%	2,190,401
Transfer to General Fund	4,334,700	361,225	1,806,125	41.7%	2,528,575
Capital	824,197	33,723	343,926	41.7%	480,271
Debt Service	319,815	-	79,815	25.0%	240,000
<b>Subtotal: Electric Division (excl. Power)</b>	<b>11,288,332</b>	<b>638,240</b>	<b>4,486,760</b>	<b>39.7%</b>	<b>6,801,572</b>
Power Purchased	25,187,603	1,902,179	10,476,634	41.6%	14,710,969
<b>Subtotal: Electric Division (Comprehensive)</b>	<b>36,475,935</b>	<b>2,540,419</b>	<b>14,963,393</b>	<b>41.0%</b>	<b>21,512,541</b>
<b>Total Enterprise Fund Expenditures</b>	<b>\$ 54,871,676</b>	<b>\$ 3,107,824</b>	<b>\$ 19,597,202</b>	<b>35.7%</b>	<b>\$ 35,274,474</b>
<b>Grand Total Operating Budget</b>	<b>\$ 75,423,392</b>	<b>\$ 4,298,915</b>	<b>\$ 25,960,190</b>	<b>34.4%</b>	<b>\$ 49,463,202</b>

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

*41.7% of Year Elapsed*

Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Interservice Departments</b>					
<b>Garage</b>					
Personnel	\$ 223,540	\$ 16,205	\$ 79,771	35.7%	\$ 143,769
Operation & Maintenance (O&M)	130,750	10,368	49,059	37.5%	81,691
Capital	16,157	-	16,157	100.0%	-
<b>Subtotal: Garage</b>	<b>370,447</b>	<b>26,574</b>	<b>144,987</b>	<b>39.1%</b>	<b>225,460</b>
<b>Public Works</b>					
Personnel	879,120	45,865	254,494	28.9%	624,626
O&M	428,450	41,867	166,230	38.8%	262,220
Capital	434,574	10,263	15,010	3.5%	419,564
<b>Subtotal: Public Works</b>	<b>1,742,144</b>	<b>97,994</b>	<b>435,734</b>	<b>25.0%</b>	<b>1,306,411</b>
<b>Tech Services</b>					
Personnel	352,300	27,968	136,532	38.8%	215,768
O&M	537,405	16,945	173,007	32.2%	364,398
Capital	-	-	-	-	-
<b>Subtotal: Tech Services</b>	<b>889,705</b>	<b>44,913</b>	<b>309,539</b>	<b>34.8%</b>	<b>580,166</b>
<b>Billing &amp; Collections</b>					
Personnel	899,760	69,012	338,235	37.6%	561,525
O&M	497,330	64,286	219,461	44.1%	277,869
Capital	146,900	-	-	0.0%	146,900
<b>Subtotal: Billing &amp; Collections</b>	<b>1,543,990</b>	<b>133,297</b>	<b>557,696</b>	<b>36.1%</b>	<b>986,294</b>
<b>City Hall Cost Allocation</b>					
Personnel	1,950	149	729	37.4%	1,221
O&M	98,710	8,428	47,012	47.6%	51,698
Capital	14,493	-	-	0.0%	14,493
<b>Subtotal: City Hall Cost Allocation</b>	<b>115,153</b>	<b>8,576</b>	<b>47,741</b>	<b>41.5%</b>	<b>67,412</b>
<b>Interdepartmental Cost Allocation</b>	<b>\$ (4,661,439)</b>	<b>\$ (311,354)</b>	<b>\$ (1,495,697)</b>	<b>32.1%</b>	<b>\$ (3,165,742)</b>
<b>Net Interdepartmental Costs<sup>1</sup></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Delaware League of Local Governments  
Monthly Dinner Meeting  
Thursday, January 22, 2026**

Members, League partners and friends are cordially invited to attend the Delaware League of Local Governments' monthly dinner meeting from 5:30-8:00 p.m. on January 22, 2026, at the **CHESWOLD VOLUNTEER FIRE COMPANY**, 371 Main Street, Cheswold, DE 19936

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

**DINNER: 6:10 PM – 7:15 PM**

**PROGRAM: 7:15 PM**

The evening's agenda includes:

**New League President – Paul Bauer  
Commissioner, Dewey Beach**

**New League Executive Director – Janelle Cornwell**

**F. Todd Culotta  
Mayor, City of Milford  
*Hometown Highlights***

**2026 League Initiatives**

**Special Recognition  
2025 Clerk of the Year  
DeLea Founders Insurance Trust**

Electronic registration and payment must be made in advance via Eventbrite. No walk-in registrations will be permitted. **The registration deadline is Tuesday, January 20, 2026.** The League would like to emphasize the importance of the **January 20 registration cutoff**. It is crucial that all registrations are completed by this date to ensure smooth operations. Additionally, we kindly ask for your support in this matter and accommodating the efforts of the Ladies Auxiliary and other volunteers, who are working diligently to set up for the event and coordinate meals for the event. Their hard work is essential to making this a successful gathering, and we appreciate everyone's cooperation in facilitating their efforts.



# **Carlisle Fire Company Inc.**

**PO Box 292 – 615 NW Front St Milford De 19963**

**Phone (302)422-8001 Fax (302)422-2146 Web: [www.carlisle42.com](http://www.carlisle42.com)**

## **Office of the Fire Chief**

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### **CARLISLE FIRE COMPANY 2025 FIRE DATA**

FIRE Total for Year 2025 – **836** (increase 17.3% from previous year)

FIRE Total for Year 2024 – 713

*(more details to come)*

### **CARLISLE FIRE COMPANY 2025 EMS DATA**

**EMS Total for Year 2025 – 5,636**

EMS Total for Year 2024 – *(awaiting updated totals)*

EMS calls within city limits – **4,075**

EMS calls outside of the city limits – **1,561**

EMS calls in Sussex County – **3,278 (58.10%)**

EMS calls in Kent County – **2,358 (41.80%)**

#### **Noteworthy Factors:**

Initial BLS Transports to medical facility – **3,981 (70.64%)**

Top EMS incident – Interfacility Transfer/Medical Transport – **1,285 (22.80%)**

Busiest Day of the Week – Tuesdays – **871 (15.45%)**

Busiest Times of the Day – 10am-11am – **360 (6.39%)**



TO: Mayor and City Council  
FROM: Rob Pierce, Planning Director  
DATE: January 12, 2026  
RE: Milford Corporate Center – Phase I Onsite & Phase I Offsite  
Verizon Underground Utility Relocation

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### **Project History & Background**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In September 2024, the City solicited public bids for the construction of phase I onsite and offsite improvements for the Milford Corporate Center project (see enclosed map for scope area). The City held a bid opening on October 16, 2024 at City Hall.

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

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

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

On September 8, 2025, City Council authorized payment in the amount of \$95,061 to Chesapeake Utilities for the relocation of a 6-inch natural gas pipe that was in conflict with proposed stormwater infrastructure along Milford-Harrington Highway.

### **Verizon Underground Utility Relocation – Milford-Harrington Highway**

During construction of the project, it was determined that three (3) Verizon underground utility lines conflict with the planned stormwater infrastructure along the north side of Milford-Harrington Highway. Similar to prior conflicts, the stormwater pipes cannot be redesigned due to existing discharge elevations on the south side of Milford-Harrington Highway.

Verizon has provided the enclosed estimate in the amount of \$79,485 to relocate the underground utility lines. The City will be responsible for the actual cost of the relocation, and Verizon may refund the City for any overpayment or invoice the City for any additional costs incurred.

The cost of the Verizon utility relocation was not anticipated in the project budget and requires appropriation of funds from City Council. The additional cost is expected to have a negligible impact on the breakdown cost per acre.

**Staff recommend City Council authorize payment in an amount not to exceed \$79,485 to Verizon for the relocation of underground communication lines utilizing funding from Realty Transfer Tax (RTT) Reserves. All project costs related to the acquisition, development and sale of Milford Corporate Center lots, net of all grant funding received for the specific purpose of offsetting project costs, shall be recovered through lot sales and returned on a pro rata basis to the internal funding sources leveraged to support such project costs.**

Verizon LLC  
Outside Plant Engineering



December 19, 2025

Christopher Coleman  
City Manager  
201 S Walnut St.  
Milford, DE 19963

Re: Milford Corporate Center along Milford-Harrington Hwy

Dear Mr. Coleman:

This is in response to your request for Verizon to perform the following work: Relocate the buried copper cables along 1,600 ft of Milford-Harrington Hwy to accommodate the DelDot drainage required for the Milford Corporate Center.

Verizon has estimated that the cost of this work effort will be \$79,485.00.

Please be advised that Verizon Policy requires that you return this signed agreement, along with full advance payment, before your work will be scheduled.

As circumstances warrant during the performance of the work request, an additional advance payment will be required prior to job completion when a revised estimate and/or accumulated charges indicate the final bill will exceed the above estimate. This would include instances where: **(1)** you, the customer, change the scope of the work, or **(2)** your actions impact our ability to perform the work within the bounds of the original estimate.

Upon job completion, you will be issued either: **(1)** a refund for any overpayment, or **(2)** an invoice if the final actual costs exceed the advance payments received. Any unapplied portion of advance payments will be refunded to you within sixty days of the final bill or cancellation of the job.

**If you agree to these terms, please sign below and return to me this signed letter of agreement. Once received I will forward to you an Advance Payment Form to utilize to submit payment.** Only upon the receipt of the payment will your work order will be released to our Construction Department for scheduling. Should you have any questions or concerns regarding these terms, please contact me at 302-519-5712.

Please be advised that the price quoted herein is valid for sixty days from the date of this letter and is **ONLY** an estimate. As stated earlier, you will be billed the actual cost when the work is completed. If we do not receive this signed agreement and your advance payment within this sixty-day period, we will assume that you do not want the work to be undertaken and the project will be **cancelled**.

Sincerely,

Lee Clausen  
Network Engineer

**I agree to the terms of this agreement:**

Accepted: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

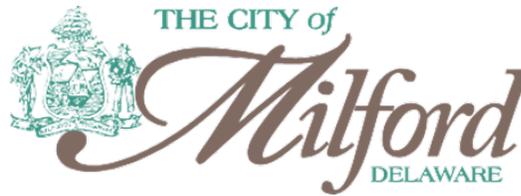
Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Telephone #: \_\_\_\_\_

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



PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

To: City Council

From: Christopher Coleman, City Manger

RE: Riverwalk Rail LED Lighting project--CRF

The City of Milford has submitted applications for eligible projects through the State of Delaware Community Reinvestment Fund (CRF, or "Bond Bill"). Last spring, we applied for up to 50% or \$160,000 for a \$320,000 Riverwalk Rail LED Lighting project; however, were not approved at that time.

As a result of some other projects (not connected to the City of Milford) either not being funded or approved, Representative Postles and Senator Wilson are working to reallocate funding for new projects. Because the City submitted an application already, the Riverwalk Project is now being reconsidered.

Representative Postles was in contact with Council Member James who informed me of this opportunity. After speaking directly with Representative Postles, he and Senator Wilson are recommending our project.

The project funding would be presented to the Bond Bill Committee at their January 22, 2026, meeting, and if supported, it would move forward to the General Assembly and ultimately to the Governor's desk.

The City of Milford is being asked to vote to support up to 50% of the project costs, or \$160,000, primarily through general fund reserves (though \$80,000 in green energy funding may be available to offset the impact to the general fund)Staff recommend the project primarily due to the safety benefits, but also due to the emergent opportunity for grant funding. Further, this project has been represented in the Capital Improvement Plan as a compliment to the same project completed on the other side of the Riverwalk.

It is staff's recommendation for City Council to approve the project, accept the CRF award of \$160,000, and commit general fund reserves to match the balance of the project costs, estimated at \$160,000. City Council approval would advance this project to priority level one for the City's FY2027 Capital Improvement Plan (CIP).



To: Mayor and Council  
From: Suzannah Frederick, Cash Operations & Revenue Supervisor  
Through: Christopher Coleman, City Manager  
Subject: Adoption of County Assessment Values  
Date: January 12, 2026

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## Background

On April 25, 2022, City Council adopted Resolution 2022-05, soliciting Delaware lawmakers to amend Article VII. – Taxation in the Charter of the City of Milford. The Charter revisions were intended to reduce costs for Milford taxpayers by eliminating duplicative assessment services and appeal processes. The State Legislature agreed, passing House Bill No. 402 in May of the same year. Indeed, the measure saved Milford taxpayers an estimated \$347,000 in FY2023 through the avoidance assessment costs.

## Executive Summary

The Customer Service team have been working with Kent and Sussex Counties to reconcile data from each County's updated property assessments. Staff are also gathering technical requirements to incorporate the county data into the City's recently upgraded tax billing system. Once we confirm a path forward with reliable data, we will brief Council on the process, quantify ongoing benefits, and propose a communication plan. In August 2026, the City's existing assessed values will be used for the FY2027 tax billing. By December 2026, we expect to provide a final recommendation with Council action required to incorporate Kent and Sussex assessments into the City's tax billing.

## General Discussion

- **County Reassessments:**
  - Sussex County finalized assessments June 2025.
  - Kent County finalized assessments in 2024
  - Counties are required to reassess property every five years
    - <https://delcode.delaware.gov/title9/c083/sc01/>
- **Legal & Procedural Requirements:**
  - Adoption authority under Delaware Code Title 22, Chapter 11 timeline
    - February 1: Elect to use county assessments (Council approval)
    - March 1: Notify each County's board of assessment
    - March 1: Publish in at least two newspapers prior to March 1
  - Revenue-neutral taxation required (rate decrease offsets assessment increase)
  - <https://delcode.delaware.gov/title22/c011/index.html>
- **Benefits:**
  - Elimination of City reassessment saves approximately \$0.5 million every ten years
  - Elimination of annual partial reassessment saves approximately \$30k each year
  - Avoidance of time and cost of City-adjudicated property assessment appeals
- **Implementation & Operational Details:**
  - Integration with Kent and Sussex County data may require additional programming in Munis (Tyler Technologies).
  - Implementation goal is to streamline importing of data to shared modules, guaranteeing that all City staff are using true data at a point in time

- **Implementation & Operational Details, Continued:**
  - Preliminary parcel variance review has already begun.
    - Both Sussex and Kent County contacts have provided data files and are working with CS Supervisor (Suzannah Frederick) and Senior Billing Clerk (Vicky Love Jones) on any variances found.
  - Once data scrub is complete, a full assessment value will be provided to Finance to calculate the new tax rate (per \$100 of assessed value)
  - The City will maintain exemptions (non-profit, senior credits).
  - This operational and procedure change will be a City-wide collaboration (Customer Service, Finance, IT, Planning/GIS, Clerk's Office, Economic Development/PR)
  - Once adopted, the City will direct owners to County assessment offices for appeals

# City of Milford



## RESOLUTION 2022-05

AUTHORIZING THE SOLICITATION OF LEGISLATIVE ACTION BY THE STATE OF DELAWARE GENERAL ASSEMBLY TO AMEND THE CITY OF MILFORD CHARTER PROVISIONS FOR THE ASSESSMENT OF PROPERTY VALUATION TO PROMOTE INTERGOVERNMENTAL COORDINATION, REDUCE COSTS FOR DELAWARE TAXPAYERS, AND SIMPLIFY THE PROPERTY TAX ASSESSMENT AND APPEAL PROCESSES THROUGH THE ELIMINATION OF OVERLAPPING PROPERTY ASSESSMENTS

*WHEREAS, the City of Milford, Delaware (the "City") is granted the power by its charter, as adopted by the Delaware General Assembly, as amended (the "Charter"), to assess the valuation of all properties within City boundaries, levy and collect property taxes based on said assessment; and*

*WHEREAS, the Charter requires the City to conduct an assessment at least once every ten years; and*

*WHEREAS, the State of Delaware adopted Chapter 148, Volume 72, Law of Delaware and several amendments and supplements thereto; and*

*WHEREAS, the City is situated on the Mispillion River straddling both Kent and Sussex Counties in Delaware; and*

*WHEREAS, any duplication of like activities across overlapping jurisdictions adds unnecessary costs to Delaware taxpayers, in addition to burdens such as the resulting differences in the timing, valuation, appeal and other processes, which collectively fail to serve the best interests of owners of taxable property within City boundaries; and*

*WHEREAS, the City endeavors to serve its citizens as efficiently as possible through cost saving initiatives and intergovernmental coordination wherever possible; and*

*WHEREAS, amendments to the City's Charter are required to permit the coordination of assessment valuation processes across Kent and Sussex Counties and the City;*

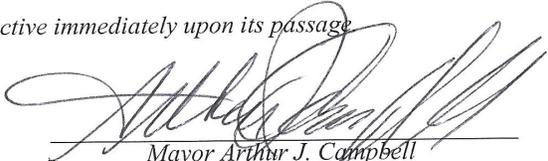
*NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Milford as follows:*

*Section 1. The City finds and determines that the foregoing recitals are true and correct.*

*Section 2. **Charter Changes.** The enclosed amendments to the City Charter are marked to reflect the changes necessary to permit the intergovernmental coordination required to achieve cost avoidance and other efficiencies to promote the best interests of taxpayers in the City.*

Section 3. **Further Action.** The Mayor, the City Manager, the Finance Director, and the City Clerk are authorized and directed to take such other action on behalf of the City, as may be necessary or desirable to affect the adoption of this Resolution and to carry out the intent of this Resolution, including the publication of any notices and advertisements and the execution and delivery of customary agreements and other documentation.

Section 4. **Effective Date.** This Resolution shall become effective immediately upon its passage.

  
\_\_\_\_\_  
Mayor Arthur J. Campbell

  
\_\_\_\_\_  
City Clerk Teresa K. Hudson

**CERTIFICATION**

I, TERESA K. HUDSON, CITY CLERK OF THE CITY OF MILFORD, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE ON THE 25<sup>th</sup> DAY OF APRIL 2022, PURSUANT TO SECTION 4.13 OF THE CITY CHARTER.

  
\_\_\_\_\_  
City Clerk Teresa K. Hudson





SPONSOR: Rep. Postles & Rep. Shupe & Sen. Wilson

HOUSE OF REPRESENTATIVES  
151st GENERAL ASSEMBLY

HOUSE BILL NO. 402

AN ACT TO AMEND THE CHARTER OF THE CITY OF MILFORD.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Two-thirds of all members elected to each house thereof concurring therein):

1 Section 1. Amend Article VII of the Charter of the City of Milford by making deletions as shown by strike  
2 through and insertions as shown by underline as follows:

3 **Article VII. Taxation, Assessors and Assessment of Taxes**

4 **~~7.01~~ 7.01 General Assessment of Real Property.**

5 ~~Every 10 years, there shall be made a general assessment which shall be a true, just and impartial valuation and~~  
6 ~~assessment of all the real property within the limits of the City.~~

7 (a) A general assessment of real property which shall be a true and impartial valuation of all property within the  
8 limits of the City shall occur:

9 1. Every 10 years or concurrently with the real property reassessments conducted by Sussex County for  
10 those properties located within the City and Sussex County and the real property reassessments conducted by Kent  
11 County for those properties located within the City and Kent County.

12 (b) In lieu of conducting its own reassessment of real property, the City shall have the option of adopting the  
13 reassessments conducted by Sussex County and Kent County.

14 (c) Notwithstanding subparagraph 7.01(a) and (b), if in the sole determination of the City Manager it is in the best  
15 interest of the City, a reassessment of real property shall be conducted in accordance with the procedures set forth in Article  
16 VII of the Milford City Charter.

17 **~~7.05~~ 7.05 Public Notice**

18 The City Council shall, prior to a given date set by resolution in each year, cause a copy of the General  
19 Assessment as adjusted by the supplemental assessment as made in said year, to be posted in 2 public places in the City for  
20 a period of 10 days. Attached to said copies shall be a notice of the ~~day~~ date, hour and place that the City Council will sit as  
21 a Board of Revision and Appeal; and the notice of the posting of the copies of the assessment and the places where the  
22 same are posted and of the day, hour and place when the City Council will sit as a Board of Revision and Appeal shall be

23 published on the City website and in at least 1 issue of a newspaper circulated in the City at least 10 days before the  
24 meeting. Provided, however, if the notice states the General or Supplemental Assessment is made in accordance with an  
25 assessed value obtained from either Kent County or Sussex County, the appeal must be taken to the County where the  
26 property is located in accordance with 9 Del.C. Chapter 83.

27 **~~7.06~~— 7.06 Corrections and Revisions of Assessments.**

28 At the time and place designated in the notice aforesaid, the City Council shall sit as a Board of Revision and  
29 Appeal to correct and revise the assessment, and to hear appeals concerning the same, unless such appeal is to be heard by  
30 the proper County. ~~They~~ City Council shall have full power and authority to alter, revise, add to and take from the said  
31 assessment. The decision of a majority of the City Council shall be final and conclusive; and no member of Council shall sit  
32 on his or her own appeal.

33 **~~7.07~~— 7.07 Revised Assessment.**

34 The assessment, as revised and adjusted by the City Council or the property County, shall be the basis for the levy  
35 and collection of the taxes for the City. If any property owner fails or neglects to perfect his or her appeal to the Board of  
36 Revision and Appeal or to the proper County, he or she shall be liable for the tax for such year as shown by the assessment  
37 lists.

**SYNOPSIS**

This Act amends the Charter of the City of Milford by allowing the City to adopt the assessments of real property conducted by Kent and Sussex County. Also, it states that if the value was obtained from either of the two counties, such information will be included in the public notice, and any objections as to the value of a property shall be taken to the county where the property is located.