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

Council Meeting Agenda
February 9, 2026

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Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM
15-Minute Public Comment Period*

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

COUNCIL MEETING

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3. **Roll Call**
4. **Invocation**
5. **Pledge of Allegiance**

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14. 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

15. 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.

020226

**020326 Item added due to accidental omission from original posting.

020326 Items rescheduled to later agendas.

020526 Item removed and rescheduled for 02-23-26

CITY OF MILFORD
CITY COUNCIL MEETING MINUTES
January 12, 2026

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, January 12, 2026.

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

Public Comment

Scott Welch, 251 S. Rehoboth Blvd, Milford, DE 19963, spoke in support of the Carlisle Fire Company Conditional Use application.

Call to Order - Mayor F. Todd Culotta

The meeting was called to order by Mayor F. Todd Culotta at 6:03 pm.

Roll Call

Councilmember Katrina Wilson was not in attendance. Roll Call showed that there were eight members present with Councilmember Jason James in attendance virtually.

Invocation & 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, Danny Perez, and Jason James

The motion carried. 7-0

Approval of Previous Minutes

Councilmember Zychal made the motion to approve October 27, 2025 minutes.
Councilmember Kalesis seconded.

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

The motion carried. 7-0

2025 10 27 Council Minutes

Recognition

Proclamation 2026-01 Martin Luther King Jr. Day Tribute

Mayor Culotta read Proclamation 2026-01 honoring Dr. Martin Luther King Jr. and proclaimed the Martin Luther King Jr. Holiday as a Day of Service in our City and called 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, Jr. Day and throughout the year.

Proclamation 2026 01 Tribute to MLK_010726

City Manager Coleman shared a commendation for Ashley Waller, Planning Department Permit Technician, submitted by Richie Lawrence from Zoom Car Wash who expressed his gratitude for Ms. Waller's assistance during the licensing process for a new car wash facility in Milford. Mr. Lawrence highlighted that Ms. Waller was consistently kind and helpful throughout their numerous interactions since the fall. She provided exceptional service by answering both city and state-level questions.

City Manager Coleman thanked Ms. Waller for her continued professionalism and the work and the service that she has provided to Milford's residents and businesses.

City Manager Coleman also shared a commendation for Stacy Wilkins, Customer Service Cash Operations Clerk from Milford resident, Mark Howard, who reached out to the city to share his experience regarding a technical issue he encountered while attempting to pay invoices through the Customer Service department. Upon speaking with Ms. Wilkins, the matter was quickly and effectively resolved. Mr. Howard specifically noted that Ms. Wilkins was a "big help" and described her as a "great asset to the city."
City Manager Coleman thanked Mr. Howard for his feedback and thanked Ms. Wilkins for her continued service and dedication to the residents of Milford.

Public Hearings/Comments/Final Determination ℗

Solicitor Morris read the rules of public hearing.

Ordinance 2025-20 Carlisle Fire Company/Conditional Use

Director Rob Pierce reviewed the data sheet and staff analysis included in the packet.

Duane Fox, Carlisle Fire Company, 615 NW Front Street, Milford De 19963, provided an overview of the development of a new fire department substation intended to improve response times in the southeast part of town and provide quicker access to Route 1. He explained that the process began over a year ago and due to a discrepancy between County (Commercial) and city (R1) zoning, a conditional use was required. The department purchased the property approximately six months ago and is currently in a five-year trial period with the State Fire Commission.

Mr. Fox further explained that A "Question and Answer" session was held with approximately 20 residents from the Fork Landing area. Neighbors, including the owner of Mohawk Electrical Systems and the previous property owner (George Luff & Associates), have expressed support. Residents on Cedar Beach Road have also been consulted and are comfortable with the use.

There were also concerns about a siren from residents at Fork Landing and the Planning Commission. Mr. Fox said that there are currently no plans to install a fire siren at the location, but if it became a necessity down the road, they couldn't say that in five or ten years they wouldn't have one placed there.

Scott Welch, 251 S. Rehoboth Blvd, Milford, DE 19963, spoke in support of the Carlisle Fire Company Conditional Use application because the City of Milford and the number of calls is growing.

Mayor Culotta stated that this has been needed for quite a long time and Carlisle Fire Company has needed to have a presence in the southeast part of town. It's the fastest growing area, and accessibility is everything. He expressed that he is excited that they have taken initiative to secure a property, a building, and will have the ability to get to fires much quicker.

Councilmember Marabello made the motion to approve Ordinance 2025-20 for the Carlisle Fire Company for the Conditional Use of the property noted. Councilmember Zychal seconded.

Councilmember Marabello voted yes for the reason stated by Mayor Culotta and this shows that we have vision for the future as the city is growing. We're being proactive, which is a good sign for our city, and it's not going to change the neighborhood adversely. It has a lot of support, and he is just grateful for the work the fire department does now and will continue to do in the future.

Councilmember Kalesis voted yes for the reason that it meets all requirements and will be a great addition to the city.

Councilmember Zychal voted yes for the reason that it helps reduce response time, and anything that helps our first responders do their jobs more efficiently is a good thing for Milford.

Councilmember Connor voted yes for the reasons previously stated.

Councilmember Stewart voted yes for the reasons previously stated.

Councilmember Perez voted yes for safety reasons because the fire department is coming across NE Front Street after the state reduced that roadways, which is narrower and the fire department needs that additional response time.

Councilmember James voted yes for the reason that it has been a desire of Council for a very long time and is happy to see it come to fruition.

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

The motion carried. 7-0

Carlisle Fire Company - Packet

Staff Reports

Police Report

Chief Ashe reviewed the December Police Report that was submitted in the packet.

Councilmember Connor made the motion to approve the December Police Report. Councilmember Zychal seconded.

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

The motion carried. 7-0

Police Report - December 2025

City Clerk

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

Councilmember Zychal made the motion to approve the December City Clerk's report. Councilmember Kalesis seconded.

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

The motion carried. 7-0

City Clerk Report - December 2026

City Manager

City Manager Coleman reviewed the December City Manager's report that was submitted in the packet. Departmental reports, Public Works, Electric, Planning & Zoning, Parks & Recreation, Human Resources, Economic Development & Community Engagement, Information Technology, and Finance were also reviewed in the City Manager's Report.

Councilmember Marabello made the motion to approve the December City Manager and Departmental Reports. Councilmember Connor seconded.

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

The motion carried. 7-0

City Manager Report December 2025

Public Works

Public Works Report - December 2025

Electric

Electric Department Report - December 2025

Planning & Zoning

Planning Report - December 2025

Property Maintenance - 2025 Remedied - 010126

Parks & Recreation

Parks & Recreation Report - December 2025

Human Resources

Human Resources Report - December 2025

Economic Development & Community Engagement

ED & Community Engagement Report - January 2026

Information Technology

IT Department Report - January 2026

Finance

Finance Staff Report 2025-12 (Annual Stats)

Monthly Finance Report

Senior Account Lou Vitola reviewed the Finance Report that was included in the packet.

Councilmember Connor made the motion to approve the Finance Report. Councilmember Zychal seconded.

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

The motion carried. 7-0

Finance Report - November 2025

Communications & Correspondence

City Clerk White announced that the Delaware League of Local Governments monthly dinner meeting would be on Thursday, January 22, 2026 and Mayor Culotta would be one of the presenters, and he would be speaking on Hometown Highlights. She also announced that Councilmember James will be appointed 1st Vice President of the Delaware League of Local Government this year.

Councilmember Marabello reported that he received notice from residents in regard to group homes in Milford and the effects on property values. He suggested having a workshop to discuss the topic.

Councilmember James stated that he is in agreement with Councilmember Marabello but thinks it doesn't need to be a separate workshop but can be a part of a regular council meeting. He suggested having Planning Director Rob Pierce explain to council how the state statute on the topic affects the City of Milford, what council is required to allow and what can not be denied.

Delaware League of Local Government Meeting - Jan 22, 2026

Unfinished Business

There was no new Unfinished Business

New Business

Carlisle Fire Company Update

Newly elected Fire Chief Brennon Fountain introduced Carlisle's newly elected President, Harry Makhtany, Past Chief Duane Fox, Deputy Chief Kevin Donovan, Past Chief Scott Bullock and Assistant Chief Justin Konesey. He reviewed the Fire and EMS Report for 2025 that was included in the packet.

Councilmember Kalesis thanked the Carlisle Fire Department for their quick response and arrival time at her place of business when called to assist.

Fire and EMS Report - January 2026.pdf

Carlisle Fire Company/Enhancement Funds Request/Renovations

EMS Capt. Donovan, Carlisle Fire Company Deputy Chief gave an update on increasing operational demands and requested $33,000 from the Enhancement Fund for renovations. He reported that the EMS call volume has surged significantly, growing from 4,000 calls in 2022 to exceeding 6,000 calls annually. He noted that as of the 12th of the current month, the

department had already responded to over 200 EMS calls. The department recently added a fourth ambulance to its fleet and has increased its personnel, making the current facilities (occupied for nearly 20 years) no longer sufficient.

The proposed improvements were the creation of additional sleeping quarters to accommodate a new crew and moving administrative offices to the ground level. Currently, the public must climb stairs to access the office; the move will ensure the facility is ADA-compliant and more accessible for elderly or handicapped residents visiting to pay bills or discuss issues.

Councilmember Zychal made the motion to approve $33,000 for the ADA compliant improvements from the Fire Enhancement Fund. Councilmember Kalesis seconded.

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

The motion carried. 7-0

It was noted that the motion was too specific and the request for the $33,000 was not only for the ADA compliant improvements as stated.

Councilmember Zychal stated that she wanted to make a correction to her motion.

Councilmember Zychal made a new motion to approve the request for $33,000 for the improvements requested by the Fire department from the Fire Enhancement Fund. Councilmember Kalesis seconded.

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

The motion carried. 7-0

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

Director Pierce explained that this was a request to appropriate funds and to authorize an agreement with Verizon for underground relocation. During construction of the Corporate Center project, it was determined that there are 3 Verizon underground utility lines that are in conflict with planned stormwater infrastructure along Milford-Harrington Highway. Similar to prior conflicts, the stormwater pipes cannot be redesigned due to existing discharge elevations on the south side of Route 14. Verizon has provided an enclosed estimate in the amount of $79,485 to relocate the underground utility lines. City will be responsible for actual cost of relocation or Verizon may refund the city if there's overpayment. The city will be responsible for actual incurred costs, but this is the estimate at this time. The cost of the Verizon utility relocation was not anticipated in the project budget and requires appropriation of funds from Council. The additional cost is expected to have negligible impact on the breakdown cost per acre.

He further explained that the utility relocation within the right-of-way should be eligible for TIF funding reimbursement through DelDOT's program.

Councilmember Connor made the motion to authorize payment in the amount not to exceed $79,485 to Verizon for the relocation of underground communication lines utilizing funding from the Realty Transfer Tax Reserves. Councilmember Madula Kalesis seconded.

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

The motion carried. 7-0

Verizon Reloc - City Council Memo - 011226

Authorization/Riverwalk Lighting

City Manager Coleman explained that The City of Milford has submitted applications for eligible projects through the State of Delaware Community Reinvestment Fund, CRF, or Bond bill. Last spring, the city applied for up to 50% or $160,000 of the $332,000 estimated cost for the Riverwalk Rail LED lighting project. However, the city was not approved at that time as a result of some other projects not connected with 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.

He further explained that Representative Postles and Senator Wilson are looking to recommend this project. Staff recommend the project primarily due to the safety benefits, but also due to the emergent opportunity of grant funding. Further, this project has been represented in capital improvement plan as a complement to the same project complete on the other side of the Riverwalk.

It is staff's recommendation to City Council to approve the project, accept the CRF award of up to $160,000, and commit general funding reserves to match the balance of the project cost estimate at $160,000.

Councilmember Zychal made the motion 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 cost estimated $160,000. Councilmember James seconded.

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

The motion carried. 7-0

Recommendation for Riverwalk Lightening Project_

Discussion/County Assessments

Cash Operations & Revenue Supervisor Suzannah Frederick, Customer Service provided an explanation of county assessments. She explained that following state requirements, Kent County went live with new assessments in 2024, and Sussex County adopted theirs for 2025. As a city split between both counties, Milford waited for both sets of data to be finalized before adopting the county assessments. By adopting county assessments rather than conducting an independent city-wide reassessment (previously required every 10 years), the city is avoiding an estimated $400,000 expenditure. Staff are currently performing "cleanup" on the data to ensure city records for ownership and zoning match county records. This information is being integrated into the city's new Tyler Munis tax software. The city expects to provide specific cost impacts for homeowners by December 2026. These new assessed values will then be used for future budget planning.

City Manager Coleman stated that this is a tremendous amount of work that needs to be done, and along with the other projects that finance, specifically Customer Service, are dealing with, they're doing a great job providing the service, but also planning for the city and thanked Suzannah Frederick and her team for all of their hard work.

Council memo 01-12-2026 - County Assessments 2

EXECUTIVE SESSION

Motion to Recess into Executive Session

Mayor Culotta asked for a motion to move into Executive Session at 7:27 pm.

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

Councilmember Connor made the motion to move into Executive Session. Councilmember Kalesis seconded.

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

The motion carried. 7-0

Return to Open Session

Mayor Culotta asked for a motion to return to Open Session at 8:03 pm.

Councilmember Marabello made the motion to return to Regular Session. Councilmember Kalesis seconded.

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

The motion carried. 7-0

Potential Motion/Real Estate

Potential Motion/Personnel

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

Adjournment

Mayor Culotta asked for a motion to adjourn at 8:04 pm.

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

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

The motion carried. 7-0

PROCLAMATION 2026-02

Black History Month in the City of Milford

WHEREAS, Black History Month was first commemorated in February 1976 by the Association for the Study of African American Life and History (ASALH); and

WHEREAS, the Association continues to support the study of African American History in homes, schools, churches, organizations, businesses, and government; and while it believes that Black history, like American history, should be studied 365 days a year, it continues to view February as the critical month for pursuing this mission; and

WHEREAS, the history of African Americans unfolds across the canvass of America, beginning before the arrival of the Mayflower and continuing to the present. From port cities where Africans disembarked from slave ships to the battle fields where their descendants fought for freedom, from the colleges and universities where they pursued education to places where they created communities during centuries of migration, the imprint of Americans of African descent is deeply embedded in the narrative of the American past. These sites prompt us to remember and over time became hallowed grounds; and

WHEREAS, the Association has made the 2026 theme "A Century of Black History Commemorations" which marks the 100th anniversary of the first Negro History Week, established by Dr. Carter G. Woodson in 1926, and explores the impact of commemorating Black life, culture, and history; and

WHEREAS, this City is the proud home of the Milford Eleven, a special group of individuals who gained national attention seventy years ago as the first African American students to attend a previously all-white Milford School following the Supreme Court's Brown vs. Board of Education decision that ended "separate but equal" in 1954. While only in the Milford School District for 28 days, their impact was far reaching as they proudly paved the way for continued Civil Rights action; and

WHEREAS, a little more than a decade later, seven courageous students made the momentous and symbolic decision to integrate Milford High School, and in 1965, became the first African Americans to earn diplomas from the Milford School District. This achievement earned them the celebrated title of the Milford Seven who will live on forever through a specially designated marker at the new $2.47 million Milford Middle School/former Milford High School, which opened for the 2025-2026 School Year.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim February 2025 as BLACK HISTORY MONTH and urge all citizens of Milford to participate in the appropriate programs and activities of our schools, churches, museum, library, and other organizations that recognize and honor the significant contributions that not only the elite Milford Eleven and Milford Seven, but all Americans of African heritage, have made to the City of Milford, the State of Delaware, to the Nation and throughout the World.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 9th day of February 2026.

Signed_____
Mayor F. Todd Culotta

Attest_____
City Clerk Katrina L. White

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

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe

DATE: February 4, 2026

RE: Activity Report for January 2026

In the month of January, Milford PD responded to 1,102 calls for service.

As of December 31, 2025, Milford PD responded to 15,679 calls for service.

Chief and Police Command Staff:

Throughout January, 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. Throughout the month, the mayor and City Council are provided updates on major incidents and activities within MPD to ensure they remain informed of all activities.

Chief Ashe attended a building tour and planning meeting for the future Family Justice Center (FJC) that is being placed in Georgetown. This center will be a one-stop location for victims to received services from law enforcement, Department of Justice and nonprofit organizations. Chief Ashe serves as co-chair of the FJC Law Enforcement Committee.

MPD Activities for the Month

Community Engagement:

- S/Cpl. Bloodsworth attended the Multilingual Olympics held at Lulu Ross Elementary. This is a multilingual academic competition between students at the elementary and middle school levels across the district. Several community resource agencies were set up to offer services and connections to the local bilingual community. This was a great opportunity to engage with the younger students and their families and to celebrate their academic achievements.

- S/Cpl. Golding continued his efforts with the "Milford Men" group, which is a male youth, support group held at Milford High School. The group has motivational speakers or topic discussions each month encourage the youth to make good life decisions that are future-based.

- On National Law Enforcement Appreciation Day, we had some special visitors from Milford Place stop by the police department. They hand delivered “Thank you” cards that they had made for us!

Community Room:

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

Training and Professional Development:

- Chief Ashe attended the Delaware Law Enforcement Thank you Ride’s Wellness Conference.
- One officer attended the NTOA Agency Response to Critical Incidents training held online.
- One officer attended The Art of the Interview training held at Wilmington University, Dover Campus.
- One officer and one dispatcher attended the American Heart Association Instructor BLS Course held at the Milford Police Department.

Recognition:

- Cpl. Garrett Smith was named the 2025 "Officer of the Year." Cpl. Smith serves the department in various capacities to include the Patrol Division, Special Operations Group and the Accident Reconstruction Unit.

- Ms. Stacie Stubbs was named the 2025 “Civilian of the Year.” Ms. Stubbs serves the department as a police telecommunications specialist.

Behavioral Health Unit:

Milford Police Department – January 2026 BHU Statistics
Jenna Haines, LCSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW
Alyssa Lucas, MSW, LBSW
Watara Heath, LMSW, MA
Rachel Gray

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
January 1-January 4, 2026	**42**	N/A	N/A	**2**	**Referrals to Services:** 10-81	**1**	**0**	**6**
January 5-January 11, 2026	**74**	N/A	N/A	**9**	**Referrals to Services:** Check the Welfare Public Assistance 10-81	**1**	**0**	**5**
January 12-January 18, 2026	**58**	N/A	N/A	**5**	**Referrals to Services:** Check the Welfare Public Assistance Victim Services	**0**	**1**	**6**
January 19-January 25, 2026	**56**	N/A	N/A	**7**	**Referrals to Services:** Homeless Services 10-81 Check the Welfare Public Assistance	**1**	**1**	**3**
January 26-January 31, 2026	**60**	N/A	N/A	**6**	**Referrals to Services:** Check the Welfare 10-81 Public Assistance	**2**	**1**	**5**
Totals:	**290**			**29**		**5**	**3**	**25**
Year to Date Totals:	**290**			**29**		**5**	**3**	**25**
Overall Totals:	**14944.7**			**2295**		**216**	**303**	**1939**

Social Media/Public Information Update:

Our Facebook page had 293 new followers for a total following of 19,834. Currently our followers are 36% male and 64% female. Posts during the month were viewed 749,368 times by 171,254 viewers. Our top viewed post for January were posts related to the Winter Storm that occurred on 01/25/2026. They were viewed 234,443 times by 143,997 viewers.

Our Instagram account had 45 new followers for a total following of 2,599. Currently our followers are 41% male and 59% female. Posts during the month were viewed 34,688 times and reached 3,439 people. Our top post for January were posts related to the Winter Storm that occurred on 01/25/2026, which was viewed 10,204 and reached 4,906 people.

Our Twitter/X followers are 1,437.

We did not have any Nextdoor posts during the month of January. Nextdoor reaches 4,090 members according to statistics provided by the website.

MPD News Releases:

January 8, 2026: Officers Investigating Attempted Burglary of Local Bank

https://www.milfordpolicede.org/news/Officers-Investigating-Attempted-Burglary-of-Local-Bank-.htm

January 8, 2026: **UPDATE** Officers Investigating Attempted Burglary of Local Bank

https://www.milfordpolicede.org/news/UPDATE-Officers-Investigating-Attempted-Burglary-of-Local-Bank.htm

January 12, 2026: **UPDATE 2** Officers Investigating Attempted Burglary of Local Bank

https://www.milfordpolicede.org/news/UPDATE-2-Officers-Investigating-Attempted-Burglary-of-Local-Bank.htm

January 16, 2026: Dover Man Arrested for Burglary String

https://www.milfordpolicede.org/news/Dover-Man-Arrested-for-Burglary-String.htm

January 19, 2026: Milford Police Investigating Early Morning Fatal Pedestrian Crash

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

January 23, 2026: **UPDATE: Victim Identified** Milford Police Investigating Early Morning Fatal Pedestrian Crash

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

Milford Police Department
2025 End of Year Report

Citywide

As of 31 December 2025

	LAST 7 DAYS			LAST 28 DAYS			YEAR TO DATE			2 YR
	2025	2024	% Chg	2025	2024	% Chg	2025	2024	% Chg	% Chg
MURDER	0	0	*	0	0	*	1	2	-50%	*
RAPE	0	0	*	0	0	*	1	6	-83%	-89%
ROBBERY	0	0	*	0	1	-100%	5	7	-29%	-62%
AGG ASSAULT	0	2	-100%	1	3	-67%	30	38	-21%	-29%
BURGLARY	0	1	-100%	1	3	-67%	9	44	-80%	-82%
FELONY THEFT	0	0	*	3	4	-25%	44	45	-2%	-14%
AUTO THEFT	1	2	-50%	1	6	-83%	21	28	-25%	62%
TOTAL	1	5	-80%	6	17	-65%	111	170	-35%	-38%
SHOOTING INCIDENTS	0	0	*	0	0	*	2	5	-60%	0%
SHOOTING VICTIMS	0	0	*	0	0	*	2	9	-78%	0%
JUV. SHOOTING INCIDENTS	0	0	*	0	0	*	0	0	*	*
JUV. SHOOTING VICTIMS	0	0	*	0	0	*	0	1	-100%	*
MISDEMEANOR THEFT	3	10	-70%	27	39	-31%	324	387	-16%	-15%

*The above CompStat figures are posted on Monday, two weeks after closing date.

*CompStat figures are preliminary and are subject to change through the course of further analysis and review. Crime Statistics reflect Delaware Criminal Codes and differ from the crime categories of the FBI Uniform Crime Reporting Program.

*All figures shown in **Juvenile Shooting Incidents** and **Juvenile Shooting Victims** are included in the **Shooting Incidents** and **Shooting Victims**.

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

THE CITY of Milford DELAWARE

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

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

During the month of January we began to prepare for the 2026 Annual Election by creating election notices, working with the Department of Elections, and working with Engineering/GIS on the voter registration list.

- On January 7, 2026, I attended an International Institute of Municipal Clerks (IIMC) virtual training class.
- On January 8, 2026, DCC Velazquez participated in the AI Co-Pilot group testing and discussion hosted by the IT Department.
- On January 22, 2026, I participated in the AI Co-Pilot group testing and discussion hosted by the IT Department and attended the Special Department Head Pre-Storm planning meeting.
- Also, on January 22, 2026, DCC Velazquez and I attended the Delaware League of Local Government meeting to support the 2026 Clerk of the Year nominee.
- I also attended the follow-up Special Department Head Pre-Storm planning meeting on January 23, 2026.
- I attended an additional IIMC virtual training class on January 28, 2026.
- 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 (13)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:

Council Meetings – January 12 Council Meeting

Board of Adjustment – January 8

Planning Commission – January 20

Milford Community Cemetery - January 16

- Prepared Bid Announcements (1)
- Transcribed and Proofread Minutes (5)
- Executive Sessions Year to Date (1)
- Notary Public Services Provided (0) (Public)
- Proclamations Created Year to Date (2)
- Resolutions Created Year to Date (0)
- Special Event Submissions to Date (0)

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

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

THE CITY of Milford DELAWARE

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www.cityofmilford.com

January 2026 Report to Council

Emergency Management/Preparedness:

- Safety Committee Meeting—met with representatives from MPD and Carlisle Fire Company
- Sussex County Towns and Emergency Partners (3X each)
- Special DH Pre-Storm Preparation Meetings (3)

Meetings:

- Monthly meetings with direct reports
- DEMEC Executive Committee Meeting
- DEMEC Regular Board Meeting
- DEMEC L&R Roundtable – State Legislative Update
- Delmarva/Excelon
- 3lon – DEMEC
- DEMEC – Delmarva/Excelon – DEMEC Administrative Committee Meeting
- DNREC Webinar
- SCAT Steering Committee Breakfast Meeting
- Meeting with the Mayor and Vice Mayor
- City Council Meeting
- Department Head Meeting
- Met with Joshua Sanderlin, Marijuana Commissioner
- SR14 Traffic Study Meeting
- Meeting with Finance to discuss the FY2027 Budget Process

Events:

- Thank you/Farewell Lunch for IT Intern
- Attended the Martin Luther King, Jr. Memorial at the Senior Center
- APWA Dinner – Emergency Response

Operational:

- Milford Status Meeting
- Meeting with Milford Community Parade
- Meeting with potential commercial interest

- Attend the Parks and Recreation Youth Basketball Opening
- Discuss with Lou Information for MHS Presentation
- Milford Status Meeting
- DOL & City of Milford Meeting re: Business Need/Workforce Discussion
- UD CRDS Site Visit – re: Redefine Plan Behind the Old Police Station
- Meeting with Legal Counsel
- Collective Bargaining – Dispatchers
- City of Milford Audit Update
- Needs Assessment Site Visit – Milford Corporate Center
- HR staffing discussions
- Customer Service Phone Line coverage
- Sat in on interviews
- Met with Chief Ashe about the Red-Light Program Review
- Met with a business owner
- Discussion about a DEMEC Milford Member Visit
- Met with representatives from Bayhealth
- Milford Status Meeting

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Willis Shafer, Public Works Director

DATE: February 3, 2026

RE: January 2026 – Public Works Department Staff Report

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

- The public works director has been working on resolving an issue with the First State Storage property.
- The public works director has been working on the FY27 CIP project sheets.
- Engineering, performed 8 sewer backfill inspections, 9 water service backfill inspections, reviewed 19 utility permits, 18 ROW permits and conducted 274 Miss Utility locates
- Facilities, completed the 12 City wide work order requests.
- Fleet, performed 57 workorders and serviced 16 police vehicles
- Streets, prepped snow equipment and treated City roads with 70 tons of salt in the month of January.
- Streets, replaced 5 water meter pits,
- Streets, repaired water leak on W Clark Street.
- Refuse, delivered 21 new containers, replaced 29 containers, and repaired 0 containers.
- Refuse, collected 24 bulk requests
- Water and Sewer, continued sampling and station maintenance.

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

THE CITY of Milford DELAWARE

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

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: January 2026 Electric Dept Staff Report
Date: February 4, 2025

Director's Office

- Attended DEMEC Monthly Board Mtg
- Attended Monthly AMI Support Call
- Participated in Milford Corporate Center Progress Mtg
- Participated in Monthly Department Head Staff Mtg
- Updated Strategic Plan
    - Provided status updates and progress
- Coordinated Damage Prevention Training with Chesapeake
    - How to interpret gas markouts
    - What to do when striking a Natural Gas Line
- Responded to Hosting Capacity Analysis RFI, confirming data uploads and pending GIS inputs
- Storm Preparation
    - Developed internal template to streamline outage reporting
    - Worked w/ IT to setup a shared inbox
    - Coordinated with Customer Service and PD regarding outage call coverage
    - Coordinated social media messaging on generator safety and storm readiness
    - Updated Electric Radio Call List
- Chaired mtg regarding existing City Traffic Signals and review of recent Traffic Study
- Participated in Post Storm Response Mtg
- Participated in Preapplication mtg with BayHealth

Electric Lines

- Removed Holiday Lighting
- Attended Chesapeake Utility Damage Prevention Training
- Participated in Snow Removal
- Prepped for Winter Storm
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services, Operations and Engineering

- Implemented CVR controls during recent cold-weather high-demand periods; identified issues in control programs and applied corrections to enhance reliability.
- Responded to numerous emergency water shut-off calls due to leaks from freezing pipes; locating and accessing water meters under frozen snow was particularly challenging.
- Collected required data for the solar study (Hosting Capacity Analysis RFI).
- Worked with Steve to gather additional data for solar electric meters (meter numbers, connected circuits, etc.).
- Checked capacitors on all regulator controllers to ensure integrity:
    - 120C failed due to water damage; lid seal replaced.
    - 150B was water-filled due to a bad connector; replaced.
- Updated the 25 kV distribution map to reflect more feeder lines, ensuring linemen have physical copies of main fuses and circuit locations.

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

EV Charger Statistics	Previous Month	**Current Month**
Unique Drivers	55	**57**
# of Sessions	286	**239**
Energy Delivered (MWh)	7.44	**6.87**

Total Avoided Greenhouse Gas Emissions: 100,013kg

Electric Department -January 2026	January 2025	**January 2026**	FY25 YTD *(07/01/24-01/31/25)*	**FY26 YTD *(07/01/25-01/31/26)***
Electric Department				
Trouble Service Call	49	**33**	233	**211**
Work Orders Completed	69	**67**	456	**416**
Outages	15	**9**	58	**59**
LED Street Lights Replaced	15	**5**	32	**42**
New Service Install	9	**6**	88	**77**
Poles Replaced	1	**3**	20	**7**
After Hours Calls	21	**15**	113	**97**
Vegetation Control (Days)	0	**0**	12	**7**
Technical Services Division				
New Electric Service Installed/Meter Set	21	**21**	281	**134**
New Water Service Installed/Meter Set	12	**19**	157	**99**
Electric Meter Replacement	27	**2**	56	**58**
Water Meter Replacement	29	**46**	413	**388**
Work Orders Completed	319	**276**	2,824	**2,200**
After Hours Calls	6	**6**	43	**43**

9 documented outages, 5 squirrels, 1 MVA, 1 unknown, and 2 equipment failures

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: February 2, 2026

RE: January 2026 – Planning Department Staff Report

- Through the first month of the 2026 calendar year, the City has issued 53 new residential dwelling construction permits. This is comprised of 48 multi-family housing units and 5 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 $4.8 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 February meeting.
  - Lands of Amy Perfetti – Conditional Use – Major Home Occupation
- The Board of Adjustment will not meet during the month of February.
- The City received a preliminary site plan application for Bayhealth Sussex Campus Medical Office Building and is currently reviewing the plans.
- The City received a preliminary site plan application for Salevan 10th Street Development, LLC and is currently reviewing the plans.
- The City received a preliminary site plan resubmission for the Parson Thorne Mansion and provided plan review comments to the applicant.
- The City received a final site plan submission for Faulton, LLC and is currently reviewing the plans.
- The City reviewed a final site plan resubmission for the Dollar General and provided plan review comments to the applicant.
- The City reviewed a final site plan resubmission for KD Properties, LLC and provided plan review comments to the applicant.
- The City reviewed a final site plan resubmission for PUGS2, LLC – Phase I and Phase II and issued final site plan approval.
- The City received a preliminary site plan resubmission for Ashley Furniture and is currently reviewing the plans.

- The City reviewed a preliminary conditional use site plan application for MLTJ, LLC and provided plan review comments to the applicant.
- The City reviewed a final major subdivision application for 609 Walnut LLC and provided plan review comments to the applicant.
- The City submitted two comprehensive plan future land use map amendment requests to the Office of State Planning Coordination for PLUS review. The PLUS meeting is scheduled for February 4, 2026.
    - 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 bi-monthly Homebuilders Association / Milford meeting.
- Staff attended the monthly progress meeting for the Milford Corporate Center project.
- Staff met with DelDOT and Becker Morgan Group to discuss the Church Hill Road and Canterbury Road intersection upgrades that are required as part of the Milford Corporate Center project.
- Staff attended the 2026 Street Rehab Workshop hosted by the Public Works Department and KCI Technologies.
- Staff met with UD IPA to discuss the upcoming 2028 Comprehensive Plan update schedule.
- Staff met with the City Manager, the Economic Development & Community Engagement Administrator and Kent Economic Partnership (KEP) to discuss the ongoing Industrial Needs Assessment being prepared by the KEP, specifically discussed the Milford Corporate Center project.
- Staff met with various City Departments regarding the pending snow storm.
- Staff attended the USDA Rural Communities Development Initiative (RCDI) Cohort meeting organized by the UD IPA in Lewes. The City will be receiving technical assistance over the next 24 months on various topics.
- Staff attended a pre-application meeting along with the Electric Department and Public Works Department for the Bayhealth Sussex Campus Medical Office Building site plan application.
- Code Enforcement is preparing to begin rental inspections in Ward 3. Several of the larger complexes have inspections scheduled for the month of February. The remaining rental units will be scheduled for inspections beginning in April.
- Staff continue to process business, contractor, rental and vendor license renewal applications and will begin sending late notices for unregistered licenses in February.
- 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 is scheduled for review by the Cabinet Committee on State Planning Issues (CCSPI) on February 9, 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	21
Cases Closed	15
Open Cases at Start of Period	133
Open Cases at End of Period	141

Violation Activity:

New Violations Cited	Count
Animals	0
Building	5
Exterior Property Areas	1
Exterior Structure	2
Floodplain	0
Habitual Offender	1
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	1
Right-of-Way	0
Rubbish	5
Sidewalk	0
Unregistered/Inoperable Vehicle	3
Vegetation	1
Zoning	2
Total	21

Rental Licenses Issued: 323
Contractors Licenses Issued: 208
Business Licenses Issued: 159

Building Permits Issued:

Permits Issued by Type	Count
Roof	8
Fence	7
New Single-family Detached	5
Commercial Tenant Fit-out	5
Demolition	4
Shed	4
Residential Interior Renovation	3
Deck	2
New Multi-family	2
Water	2
Commercial Addition	1
Electric	1
Commercial Exterior Renovation	1
Commercial Interior Food Establishment	1
New Tenant Fit-out Food Establishment	1
Residential Exterior Renovation	1
Siding	1
Temporary Certificate of Occupancy	1
Total	50

Inspections Performed:

Inspections Performed by Type	Count
Footing	10
Concrete Forms/Poured Walls	5
Foundation Wall	4
Slab	17
Waterproofing	4
Foundation As-built	21
Framing	20
Above Ceiling	2
Dry-in	10
Insulation	9
Planning/Zoning Final	0
Final	73
Residential Rental	5
Code Enforcement Inspection	22
Total	202

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: 02/04/2026

RE: January 2026 – Parks and Recreation Staff Report

Parks

Operations & Maintenance

- Heavy trash collection was completed weekly by Parks Technicians at all maintained facilities and cemeteries.
- Christmas decorations were removed by park staff over a three-day period, beginning with City Hall, followed by garlands and banners.
- Christmas lights were removed from various locations and properly stored for next season.
- Staff removed holiday banners and artificial holiday greenery from baskets along Walnut Street and Northwest Front Street.
- A malfunctioning water hydrant at the Dog Park would not shut off completely and was repaired; the internal set was adjusted to restore proper operation.
- Park Coordinators removed four (4) posts and associated signage at the former Police Station in preparation for future occupancy.

Winter Storm Preparation & Response

- Prepared for a major winter storm by purchasing additional bags of salt and ensuring all snow-removal equipment was operational.
- On Saturday, January 25, 2026, staff reported in to pre-salt and stage equipment for incoming snow.
- From Sunday to Monday, approximately 8 inches of snow fell in Milford.
- Snow plowing operations were conducted from 4:00 AM to 4:00 PM by park staff.
- Snow removal was completed at all city-maintained locations under the Parks Department jurisdiction.
- Following the storm, staff continued to clean up areas to allow public access.

Other

- The Director met with the City Manager for a monthly update.
- Began work on submitting the Tree City USA application.
- Park Superintendent attended a city safety meeting with fellow employees.
- Addressed and closed approximately four **Seeclickfixapp** requests assigned to Parks & Recreation.
- Director updated strategic plan information, attended co-pilot group discussion and attended Milford Community Cemetery meeting.
- City Manager, City Planner, City Economic Engagement Administrator and Director attended site meeting with University of Delaware landscape design students.
- Collected and documented mileage for all Parks & Recreation vehicles and equipment.
- Director attended in person and virtual meetings preceding and during the snowstorm.
- The director continued progress on capital projects.

Recreation

Winter Programs

Registrations remained steady throughout January.

Pickleball League – Fourth season fully booked; two team waitlisted. Program is in its 3rd week.

Drop-In Pickleball – Morning session added. Averaging 8-15 players per drop-in session. Attendance remains steady despite the weather.

Youth Basketball – The program is in its 3rd week or practices and Saturday games. The league remains popular with people still trying to register even though there is a waitlist.

Indoor Soccer – The program is its third week of Sunday games.

Taekwondo – The program entered its 4 week of class with over 90% attendance despite the weather.

Wrestling – Concluded the program with the highest recorded enrollment; ended January 8th.

Creative Sparks Art – The program starts in two weeks' time. The first session is at maximum capacity with a number on the waitlist.

GUEST

COACH

PELICANS

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

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

DATE: February 5, 2026

RE: January 2026 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Interviews conducted for the position of Public Works Equipment Operator-Streets and Water & Wastewater Supervisor.
- Met with an organization to host a workshop on budgeting, budgeting, eliminating debt, and financial goals for employees.
- CRASE - Civilian Response to Active Shooter Events: City staff partnered together to define training dates for Active Attack which will be led by employees in the police department. The entire workforce will be trained by March 13, 2026.

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

THE CITY of Milford DELAWARE

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

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: February 2026 Meeting - Monthly Report Coverage for January 2026
Date: February 4, 2026

Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Met with commercial realtor to discuss available commercial space downtown Milford and possible tenants/vision for the space.
- Shared information on social media about a new Main Street grant program, encouraging Milford small business owners to apply before the deadline.
- Attended monthly Economic Vitality meeting with local resource partners. We discussed current economic vitality trends for Milford and what our focus for 2026 will be.
- Met with Department of Labor to discuss services they offer to educate Milford business owners and gauge Milford's business community needs.
- Met with the City Manager, Planning Director, Kent Economic Partnership team, and Camoin Associates to discuss the upcoming Kent County Industrial Needs Assessment, followed by a site visit to Milford Corporate Center.
- Released communication regarding the Delaware Division of Small Business EDGE Grant webinar for our small business owners.
- Attended Bayhealth Economic Development luncheon where they discussed future plans for their Sussex/Kent Campuses
- Attended UD IPA USDA Rural Community Development Initiative (RCDI) Cohort kickoff meeting at UD's Lewes campus
- In partnership with Delaware Division of Small Business, released communication for the Spring EDGE grant webinar

Community Engagement

- Released solicitation of candidate info via website and social media. Updated elections page on website with information per City Clerk office direction
- Met with City Manager and Milford Parade chair to discuss incorporating Delaware/USA's 250 birthday into the 2026 Community Parade theme
- Met with CRDS team to finalize plans for the scope/scale for the redefined plan that UD students will develop for the boat ramp/kayak launch/ADA compliance walkway behind the old police station.
- Released winter community safety information via social media/website
- Shared City of Milford job postings via social media to assist our HR department with recruitment efforts.
- Released communication via social media/website for the Airport Road Corridor Study - Public Workshop on 2/19/26

- Conducted a site visit with city staff and the UD CRDS team and students to discuss their winter project, which focuses on developing a revised plan for the area behind the former police station, including a kayak/boat ramp and improved ADA accessibility.
- Released communication in partnership with DEMEC for Power Savings opportunities to due energy demand for cold weather.
- Updated City Council photos on website per City Clerk direction.
- Attended department head meetings for winter storm preparations.
- Released communication for snowstorm preparations and updates via website/social media
- Assisted Milford Housing with press release for on the Misipillion Riverwalk Project
- Released communication via social media in partnership with DFIT Safety Program for winter safety tips
- Partnered with electric department to release winter storm safety practices communication
- Participated in county/department head storm meetings during the duration of the winter storm.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended 1st council meeting to present staff report
- Attended monthly one-on-one meeting with City Manager
- Attended Kent County Tourism monthly board meeting.

Social Media/Website

- January 2026 Insights:
  -City of Milford Facebook: 128 new follows (total: 6,793,); 184.6K views; 1.1K content interactions
  -City of Milford Instagram: 15 new follows (total: 1,748); 3.9K views; 108 content interactions

Press Release & Coverage

- Completed newsletter to go out in all utility bills in February 2026, along with sent out email version.
- Economic Development Efforts 2026
  -WBOC interview 1/6/26
- Martin Luther King Jr Event
  -Daily State News interview 1/7/26
- Deep Branch Park, DNREC grant
  -Daily State News interview, 1/16/26
- Winter Storm Preparations
  -Daily State News interview, 1/22/26
  -Milford Times interview, 1/22/26
- Milford Winter Storm Update
  -Daily State News interview, 1/25/26
- December Electric Bills
  -Milford Times interview, 1/26/26

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

Centralized Surveillance System

Utilizing interns from Del-Tech's work program, we are on target to complete this project at Public Works by May or sooner. We have already migrated all cameras at City Hall to the new cloud-based system.

Riverwalk Public Wi-Fi Update

The outside electrician was redirected to other Milford projects but expects completion within a few weeks—just in time for spring along the Riverwalk.

Tyler Munis ERP Implementation Update

- **Payroll** – We are still experiencing minor delays with ACH. Both systems are currently running, and we expect to discontinue the legacy system on **March 13**.
- **Utility Billing** – We are still waiting on Tyler to assign a new implementor who can demonstrate full compliance with Milford's requirements before implementation begins. Moving forward, we will thoroughly vet all future implementation teams prior to project start.

T-Priority – T-Mobile and SpaceX

We are evaluating T-Mobile devices capable of satellite communication in case cell towers fail during emergencies. This technology is promising in its early stages, and we will reconsider adoption once full voice capabilities are available.

City of Milford's AI Initiative

It has been almost two months since we launched Microsoft Copilot for our M365 GCC High Tenant (FEDRAMP compliant). The initial rollout was expanded to 24 users, including City management, directors, and select motivated staff. I provide updates and best practices to our Copilot Champions several times a week and enjoy hearing success stories that highlight productivity gains!

Example of Generative AI with Copilot

We continue to explore innovative use cases and share examples internally to maximize adoption and efficiency.

Data Loss Prevention (DLP)

We are currently assessing the need for a Data Loss Prevention solution. DLP identifies, monitors, and protects sensitive data from unauthorized access, misuse, or leakage. It uses deep content analysis to prevent data breaches across endpoints, networks, and cloud services, ensuring compliance with regulations.

Key aspects of DLP include:

- Protection Areas
- Preventative Actions
- Types of DLP
- Threat Mitigation

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola
Date: February 9, 2025
Re: January 2026 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the YTD period ended November 30, 2025 was presented to Council on January 12
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - JANUARY 2026

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	5.0	5.0	-	
Customer Service	-	-	-	
Management & Staff Development	-	-	-	
ERP, Software and Technology	16.0	16.0	-	Primarily PR/HR Implementation
MONTHLY TOTAL (HOURS)	**21.0**	**21.0**	**-**	**41 TOTAL HOURS LAST MONTH**

- Police Facility Project Financing
  - Quarterly payments began in August 2025 and were incorporated into the FY26 approved budget
    - USDA is delayed in new debt service processing; we're working with USDA officials
  - Complete reconciliation will be provided to Council when all activity is processed and USDA "Tranche B" successfully closes
- FY27 Capital Improvement Planning (CIP) and Operating Budget (O&M) Process Kickoff
  - The Finance Team is working with the Manager's Office to kickoff the FY27-31 CIP & FY27 O&M Budget Process
  - Finance staff will host refresher training on the EasyCIP platform early in February to continue leveraging the centralized platform introduced last year
  - The City Clerk and City Manager will be reaching out to Council to schedule budget workshops
- FY24 Audit
  - The City's independent auditors, Zelenkofske Axlerod (ZA), are engaged through the FY25 audit for financial statement production services in addition to the financial audit
  - Finance Staff completed and submitted FY24 audit workpapers to ZA
  - Fieldwork & Testing were successfully completed in January
  - Final inquiries were resolved by staff the first week in February
- Billing & Customer Service Department
  - The Property Tax collections reporting has resumed for the FY26 (calendar year 2025) tax year and will continue through July 2026 (8/1/26 report date)
  - Property taxes outstanding through January 2026 are categorized into current year receivables and prior years outstanding, both of which are reported in the table below with a comparison to January 2025

Property Tax Levy	Past Due ($000) as of: 11/1/25	12/1/25	1/1/26	2/1/26	3/1/26	4/1/26	5/1/26	6/1/26	7/1/26	8/1/26	As % of Levy 2/1/26
2025 ***(FY26)***	$515	$435	$352	$352							5.2%
2024 & Prior	$300	$300	$289	$273							4.1%
Total	**$815**	**$735**	**$641**	**$625**							**9.3%**

Property Tax Levy	As of: 2/1/25	As % of Levy 2/1/25
2024 ***(FY25)***	$271	4.4%
2023 & Prior	$244	3.9%
Total	**$515**	**8.3%**

  - Current year collections are about $119k behind where we were this time last year
  - Outstanding receivables from the current and prior year tax billings have improved since last month, though collections are behind 1.0% as a function of the respective property tax levies
  - Customer service staff continue to work with Kent and Sussex Counties to review the updated assessment files and the technical requirements to interface with the City's new tax system

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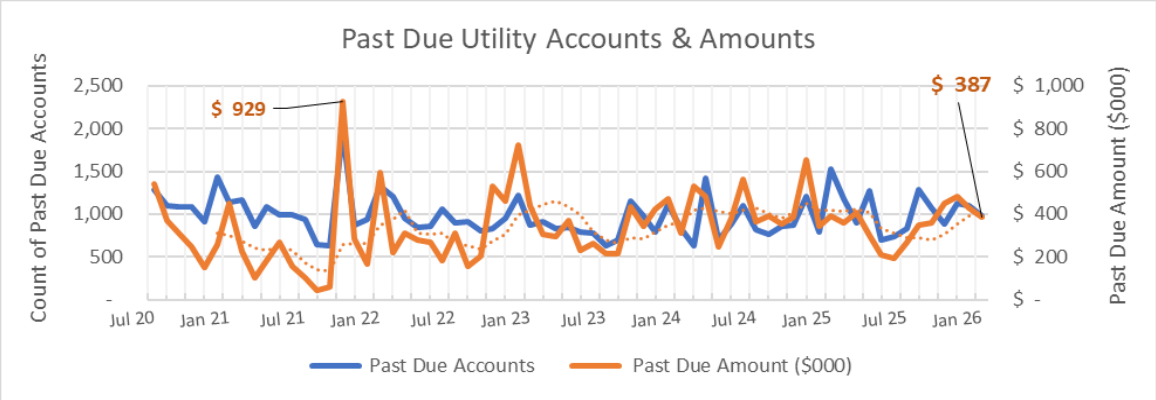
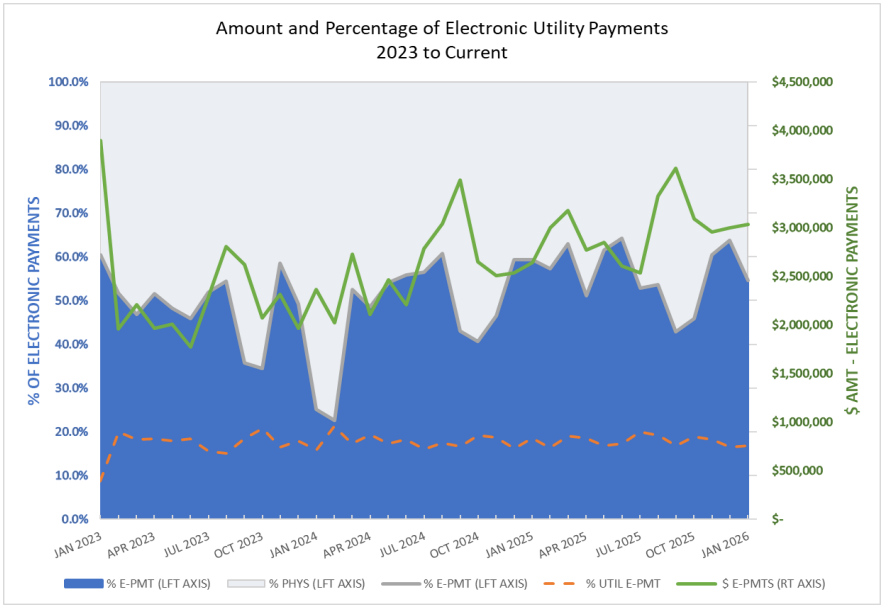
- Billing & Customer Service Department, Continued
  - Past due utility counts and amounts both improved in January and compare well to last January
  - Past due amounts are below the long-term average while the count is equal to the average
    - The count of past due accounts (blue) is 35% lower than last January
    - The dollar amount past due (orange) is 14% above average but 1% lower than last January
    - The count and dollar amount are each 10% better than last month



  - The graph below exhibits the dollar amount and percentage of electronic payments from 1/1/23-11/30/25
    - The blue area represents e-payments as a function of all payments & corresponds to the blue axis
    - The green line represents the dollar amount of e-payments & corresponds to the green axis at right
    - The orange line shows the % of utility e-pmts vs all payments & corresponds to the blue axis at left
    - Electronic receipts were higher in January for utilities and non-utility across the board; versus the average, last month and last January
    - The percentage of all e-payments (54.6%) in January is ahead of the long-term average but lower than last month and last January
    - The proportion of e-payments specific to utilities (17%) is 5% below average and almost 10% behind last January, but 1.6% better than December



THE CITY of Milford DELAWARE

Financial Reporting Package

As of and For the Period Ended December 31, 2025

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

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware

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

For the Period Ended December 31, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal* [4]

Description	Opening Balance (Nov 30, 2025)		Closing Balance (Dec 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	$ 4,584	↓	$ 3,394	$ 28	$ (64)	$ (1,759)	$ 1,599
Electric Fund	4,072	→	4,140	17	(684)	(1,187)	2,287
Water Fund	4,878	→	4,957	21	(1,632)	(330)	3,017
Sewer Fund	3,081	→	3,220	14	(2,044)	(236)	954
Solid Waste Fund	676	→	716	3	(121)	(201)	396
Operating Cash Totals[4]	**$ 17,290**	●	**$ 16,428**	**$ 83**	**$ (4,545)**	**$ (3,713)**	**$ 8,253**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Nov 30, 2025)		Closing Balance (Dec 31, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 1,033	→	$ 1,038	$ -	$ (1,038)	$ -	$ -
Municipal Street Aid (MSA)	628	→	630	142	(771)	-	-
Realty Transfer Tax (RTT)	2,379	→	2,491	5,450	(5,374)	(1,564)	1,004
Economic Development	238	↓	148	-	-	-	148
Lodging Tax Fund	926	→	930	99	(1,029)	-	-
ARPA Grant Fund	260	→	260	-	(260)	-	-
Special Purpose Cash Totals[4]	**$ 5,464**	●	**$ 5,498**	**$ 5,690**	**$ (8,473)**	**$ (1,564)**	**$ 1,151**

Reserve Fund Cash Balances[1]

Description	Opening Balance (Nov 30, 2025)		Closing Balance (Dec 31, 2025)	Projected Cashflows[3]	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 896	→	$ 875	$ 7,847	$ (8,050)	$ (314)	$ 359
Water Fund Capital Reserves	1,700	→	1,574	1,632	(1,050)	(2,097)	59
Sewer Fund Capital Reserves	3,344	→	3,326	2,044	(2,142)	(2,432)	795
Solid Waste Fund Capital Reserves	36	↓	27	121	(76)	(71)	1
Electric Fund Capital Reserves[2]	13,145	→	13,147	3,184	(6,377)	(8,124)	1,830
Reserve Cash Totals[4]	**$ 19,121**	●	**$ 18,950**	**$ 14,827**	**$ (17,695)**	**$ (13,037)**	**$ 3,044**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Nov 30, 2025)		Closing Balance (Dec 31, 2025)	Projected Cashflows3	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	$ 954	→	$ 965	$ 68	$ (1,033)	$ -	$ -
Carlisle Fire Co Permit Fund	257	↓	76	113	(189)	-	-
Parks & Recreation Facilities	160	→	160	-	(160)	-	-
Water Impact Fee Reserves	2,200	↑	2,431	1,388	(3,820)	-	-
Sewer Impact Fee Reserves	3,422	→	3,542	722	(4,264)	-	-
Electric Impact Fee Reserves	1,678	→	1,714	220	(1,934)	-	-
Impact Fees & Police/GF Totals[3,]	**$ 8,670**	●	**$ 8,888**	**$ 2,510**	**$ (11,398)**	**$ -**	**$ -**

Grand Totals[4]	**$ 50,545**	▲	**$ 49,763**	**$ 23,110**	**$ (42,110)**	**$ (18,314)**	**$ 12,448**

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

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

[3]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.

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

-10% ≤ Variance ≤ 10%

-5% ≤ Variance ≤ 5%

-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Cash and Investment Balance[1] Rollforward
For the Period Ended December 31, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal*[4]

Description	Opening Balance (Nov 30, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2025)
General Fund[2]	$ 4,583,523	$ 2,033,005	$ 4,116	$ (3,226,399)	$ 3,394,245
Electric Fund	4,072,342	3,041,949	2,490	(2,976,475)	4,140,306
Water Fund	4,877,649	470,768	3,100	(394,026)	4,957,491
Sewer Fund	3,080,714	755,919	2,000	(618,288)	3,220,345
Solid Waste Fund	675,517	176,876	410	(137,231)	715,571
Operating Cash Totals[4]	**$ 17,289,745**	**$ 6,478,517**	**$ 12,116**	**$ (7,352,419)**	**$ 16,427,959**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Nov 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Dec 31, 2025)
General Improvement	$ 1,033,299	$ -	$ 4,560	$ -	$ 1,037,859
Municipal Street Aid (MSA)	627,597	-	2,210	-	629,807
Realty Transfer Tax (RTT)	2,379,011	105,927	6,540	-	2,491,478
Economic Development	237,535	-	-	(89,568)	147,967
Lodging Tax Fund	926,448	3,814	-	-	930,263
ARPA Grant Fund	260,499	-	-	-	260,499
Special Purpose Cash Totals[3,4]	**$ 5,464,389**	**$ 109,741**	**$ 13,310**	**$ (89,568)**	**$ 5,497,872**

Reserve Fund Cash Balances

Description	Opening Balance (Nov 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Dec 31, 2025)
General Fund Capital Reserves	$ 896,026	$ -	$ 8,845	$ (29,395)	$ 875,476
Water Fund Capital Reserves	1,699,950	-	14,640	(140,255)	1,574,335
Sewer Fund Capital Reserves	3,344,204	-	16,940	(35,327)	3,325,818
Solid Waste Fund Capital Reserves	35,952	-	320	(9,334)	26,938
Electric Fund Capital Reserves	13,145,053	-	51,770	(49,854)	13,146,969
Reserve Fund Cash Totals[3,4]	**$ 19,121,184**	**$ -**	**$ 92,515**	**$ (264,164)**	**$ 18,949,536**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Nov 30, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Dec 31, 2025)
Police & General Gov't Facilities	$ 953,731	$ 11,280	$ -	$ -	$ 965,012
Carlisle Fire Co Permit Fund[2]	257,241	18,760	-	(200,000)	76,001
Parks & Recreation Facilities	159,575	-	-	-	159,575
Water Impact Fee Reserves	2,199,913	231,382	-	-	2,431,295
Sewer Impact Fee Reserves	3,421,663	120,278	-	-	3,541,941
Electric Impact Fee Reserves	1,677,590	36,600	-	-	1,714,190
Impact Fees & Police/GF Totals[3,4]	**$ 8,669,714**	**$ 418,300**	**$ -**	**$ (200,000)**	**$ 8,888,014**

Grand Totals[4]	**$ 50,545,032**	**$ 7,006,558**	**$ 117,942**	**$ (7,906,151)**	**$ 49,763,381**

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

[2]$0.5 million disbursed from reserves (lines 20-24) and restricted funds (line 29) is attributable to $0.3 million in capital funding spread across several active, budgeted projects and $0.2 million for new CFC equipment as approved by City Council 11/24/25. The opening balances in the GF Op Cash and CFC funding were adjusted by $0.16 million to reflect prior period activity.

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

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

-10% ≤ Variance ≤ 10%

-5% ≤ Variance ≤ 5%

-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware

Restricted Cash Reserves Report

As of December 31, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/25)	$	875,476
Expected Contributions & Interest		5,096,675
Restricted Funds:		
Vehicle & Equipment Replacement		(370,732)
Street Repair		(2,578,748)
Parking Enhancements		(496,707)
Parkland, Trails & Recreation		(1,511,492)
PD Projects		(2,723,783)
IT / Other Projects		(368,457)
Support Policy with RTT[1]		2,750,000
Reserve (MCR) Policy[6]		-
Equipment Replacement Reserve[2]		(313,700)
Uncommitted Reserve Balance	**$**	**358,532**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/25)	$	1,574,335
Expected Contributions & Interest[8]		1,631,765
Restricted Funds:		
Vehicle & Equipment Replacement		(29,143)
Reserve-Funded Projects		
Water System Improvements		(280,142)
Water Plant Upgrades		(353,405)
NW Water Infrastructure		(295,525)
4th St Project 9/9/24		(91,996)
Reserve (MCR) Policy[3,6]		(2,040,740)
Equipment Replacement Reserve[3]		(56,600)
Uncommitted Reserve Balance	**$**	**58,549**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/25)	$	3,325,818
Expected Contributions & Interest[8]		2,043,570
Restricted Funds:		
Sewer Vehicles & Equipment		(16,143)
Reserve-Funded Projects		
Sewer System Improvements		(2,126,248)
		-
		-
Reserve (MCR) Policy[3,6]		(2,327,273)
Equipment Replacement Reserve[3]		(104,400)
Uncommitted Reserve Balance	**$**	**795,324**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/25)	$	13,146,969
Expected Contributions & Interest		3,183,903
Restricted Funds:		
Electric Vehicles & Equipment		(471,916)
Substation & System Upgrades		(709,182)
Traffic Signal Upgrades		(296,841)
Citywide Projects; MCC		(838,862)
Investment Policy/Rate Stability[7]		(4,060,000)
Reserve (MCR) Policy[3,6]		(7,900,845)
Equipment Replacement Reserve[3]		(222,800)
Uncommitted Reserve Balance	**$**	**1,830,426**

Solid Waste Reserves		Amount
Cash/Investment Balance (12/31/25)	$	26,938
Expected Contributions & Interest		121,048
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(61,134)
Solid Waste Alloc of Citywide Projects		(14,779)
Reserve (MCR) Policy[4]		-
Equipment Replacement Reserve[4]		(70,750)
Uncommitted Reserve Balance	**$**	**1,323**

MSA & RTT Reserves	Amount
RTT Balance (12/31/25)	2,491,478
MSA Balance (12/31/25)	629,807
MSA & RTT Est Receipts thru FY26:	5,591,245
MSA: Street & Bridge Improvements	(1,169,501)
RTT: Parkland, Trails & Recreation	(140,000)
MSA & RTT: Riverwalk Extension	(340,500)
MSA & RTT: Combined St-Util	(1,745,000)
RTT: 4th St Project 9/9/24	(263,757)
RTT: Support GF Policies[1]	(2,750,000)
RTT: Reserve Policy[5]	(1,564,000)
Uncommitted Reserve Balance	**$ 739,771**

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

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

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

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

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

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

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

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

City of Milford, Delaware

Enterprise Funds: Statement of Revenues & Expenditures

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

	Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY26 Total *(as % of Rev)*	FY25 Total *(as % of Rev)*
1	Operating Revenue	$ 17,204	$ 1,892	$ 3,115	$ 997	$ 23,206	100.0%	100.0%
2	Cost of Revenue[1]	(12,893)	(218)	(1,896)	(182)	(15,189)	-65.4%	-62.0%
3	Gross Margin	4,310	1,674	1,219	815	8,018	34.6%	38.0%
4	Operating Expenses							
5	Operations & Maintenance	(1,932)	(839)	(880)	(501)	(4,153)	-17.9%	-15.3%
6	Personnel	(871)	(186)	(179)	(219)	(1,456)	-6.3%	-6.6%
7	Total Operating Expenses	(2,804)	(1,025)	(1,060)	(720)	(5,609)	-24.2%	-21.9%
8	**Operating Income**	**$ 1,507**	**$ 649**	**$ 159**	**$ 94**	**$ 2,409**	**10.4%**	**16.1%**
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	1,507	649	159	94	2,409	10.4%	16.1%
11	Debt Service - Principal & Interest	(320)	(73)	(240)	-	(633)	-2.7%	-0.9%
12	Capital Spending / Contributions from (to) Reserves	(347)	(381)	(22)	51	(698)	-3.0%	-2.6%
13	Surplus (deficit) available for transfers	840	195	(102)	145	1,078	4.6%	12.7%
14	Transfers Out	(2,167)	(245)	(219)	-	(2,631)	-11.3%	-10.1%
15	**Net Surplus (Deficit) - FYTD through Dec 2025**	**$ (1,328)**	**$ (50)**	**$ (321)**	**$ 145**	**$ (1,553)**	**-6.7%**	**2.5%**
16	***Net Surplus (Deficit) - FYTD through Dec 2024***	*$ (258)*	*$ 369*	*$ 494*	*$ (350)*	*$ 575*	*2.5%*	
17	*Current vs Prior - Favorable (Unfavorable)*[2]	*$ (1,070)*	*$ (418)*	*$ (816)*	*$ 495*	*$ (2,128)*	*-9.2%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ (741)*	*$ (457)*	*$ (843)*	*$ (9)*	*$ (2,051)*	-8.5%	
19	*Current vs Budget - Favorable (Unfavorable)*[2]	*$ (587)*	*$ 408*	*$ 522*	*$ 155*	*$ 498*	*1.8%*	

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

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

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

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

	General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY26 Total *(as % of Rev)*	FY25 Total[2] *(as % of Rev)*
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 6,954	$ -	$ -	$ -	$ 6,954	55.4%	55.8%
3	Permits, Licensing & Franchise Fees	128	-	-	349	477	3.8%	5.5%
4	Fines, Fees & Misc Revenue	92	267	40	-	399	3.2%	4.9%
5	General Revenue Subtotal	7,174	267	40	349	7,831	62.4%	66.1%
6	Utility Transfers & Cost Allocation	4,105	-	-	-	4,105	32.7%	29.3%
7	Grant Revenue	-	-	-	-	-	0.0%	0.2%
8	Application of Reserve Balances	618	-	-	-	618	4.9%	4.4%
9	General Fund Operating Support	4,724	0	-	-	4,724	37.6%	33.9%
10	**Total Sources of Funding**	**$ 11,898**	**$ 267**	**$ 40**	**$ 349**	**$ 12,555**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	326	534	291	392	1,544	12.3%	16.8%
13	Personnel	429	3,419	432	1,168	5,449	43.4%	44.9%
14	Total Operating Expenses	755	3,954	724	1,560	6,993	55.7%	61.8%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 11,143**	**$ (3,687)**	**$ (684)**	**$ (1,211)**	**$ 5,562**	**44.3%**	**38.2%**
16	Debt Service - Principal & Interest	-	99	-	-	99	0.8%	1.3%
17	Capital Spending / Transfers from (to) Reserves	46	166	132	278	624	5.0%	3.2%
18	**Net Surplus (Deficit) - FYTD through Dec 2025**	**$ 11,096**	**$ (3,952)**	**$ (815)**	**$ (1,489)**	**$ 4,839**	**38.5%**	**33.7%**
19	***Net Surplus (Deficit) - FYTD through Dec 2024***	*$ 9,514*	*$ (3,705)*	*$ (767)*	*$ (1,257)*	*$ 3,784*	33.7%	
20	*Current vs Prior - Favorable (Unfavorable)[2]*	↑ *$ 1,583*	↓ *$ (247)*	↓ *$ (49)*	↓ *$ (231)*	↑ *$ 1,055*	↑ *4.8%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 12,011*	*$ (4,198)*	*$ (1,143)*	*$ (1,973)*	*$ 4,698*	34.7%	
22	*Current vs Budget - Favorable (Unfavorable)[3]*	↓ *$ (915)*	↑ *$ 246*	↑ *$ 327*	↑ *$ 484*	↑ *$ 142*	↑ *3.8%*	

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

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

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

City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended December 31, 2025

50.0% of Year Elapsed

	Account / Function	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Real Estate Tax	$ 6,853,155	$ 1,774	$ 6,954,465	101.5%
3	Utility Transfers	5,262,700	877,117	3,069,908	58.3%
4	Departmental Transfers	1,873,873	293,126	1,035,535	55.3%
5	Application of Reserves	4,463,943	25,815	618,447	13.9%
6	Leases and Franchise Fees	429,004	7,897	127,877	29.8%
7	Planning & Development:				
8	Business & Rental Licenses	226,000	51,380	73,369	32.5%
9	Building Permits	323,530	65,100	190,841	59.0%
10	Development Fees	155,390	19,905	71,569	46.1%
11	Code Enforcement	33,940	3,850	13,675	40.3%
12	Public Safety	603,917	168,810	267,210	44.2%
14	Parks & Recreation Fees	99,000	-	40,026	40.4%
13	Interest Income	184,810	12,962	88,999	48.2%
15	Misc. Revenues	42,454	2,002	2,957	7.0%
16	**Total General Fund Revenue**	**$ 20,551,716**	**$ 1,529,737**	**$ 12,554,878**	**61.1%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	4,204,619	146,966	1,891,701	45.0%
19	Sewer Fund Revenues	3,818,476	130,510	1,672,382	43.8%
20	Kent County Sewer	2,995,177	82,044	1,442,184	48.2%
21	Solid Waste Fund Revenues	1,863,130	164,781	996,607	53.5%
22	Electric Fund Revenues	35,636,634	1,915,739	17,203,611	48.3%
23	**Total Enterprise Fund Revenue**	**$ 48,518,036**	**$ 2,440,041**	**$ 23,206,484**	**47.8%**
24	Application of Enterprise Reserves[2]	6,353,640	1,195,702	3,218,471	50.7%
25	**Total General & Enterprise Fund Revenue**	**$ 75,423,392**	**$ 5,165,480**	**$ 38,979,833**	**51.7%**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended December 31, 2025

50.0% of Year Elapsed

	Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 706,390	$ 50,735	$ 284,545	40.3%	$ 421,845
4	Operation & Maintenance (O&M)	231,950	19,929	129,803	56.0%	102,147
5	Capital	-	-	-		-
6	Subtotal: City Administration	938,340	70,664	414,348	44.2%	523,992
7	City Clerks					
8	Personnel	266,340	21,125	124,584	46.8%	141,756
9	O&M	102,475	11,853	37,715	36.8%	64,760
10	Capital	-	-	-		-
11	Subtotal: City Clerks	368,815	32,979	162,299	44.0%	206,516
7	Planning & Zoning					
8	Personnel	794,180	61,656	360,299	45.4%	433,881
9	O&M	188,735	37,402	109,026	57.8%	79,709
10	Capital	-	-	-		-
11	Subtotal: Planning & Zoning	982,915	99,058	469,325	47.7%	513,590
12	Council					
13	Personnel	54,990	3,865	19,942	36.3%	35,048
14	Legal	33,500	8,180	19,534	58.3%	13,966
15	City Hall Building Expense	42,780	7,130	21,390	50.0%	21,390
16	Insurance	23,330	4,889	19,135	82.0%	4,195
17	Council Expense	30,000	5,280	15,641	52.1%	14,359
18	Codification	18,000	-	5,849	32.5%	12,152
19	Carlisle Fire Company	205,000	-	-	0.0%	205,000
20	Museum	40,000	-	40,000	100.0%	-
21	Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
22	Milford Public Library	28,000	-	-	0.0%	28,000
23	Armory Expenses	25,000	3,259	14,250	57.0%	10,750
24	Community Festivals	40,000	-	-	0.0%	40,000
25	Election Expense	14,130	-	-	0.0%	14,130
26	Other O&M	120,130	-	-	0.0%	120,130
	Contract Services	18,000	-	23,000	127.8%	(5,000)
	Subtotal: Council	742,860	32,603	178,741	24.1%	564,119

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended December 31, 2025

50.0% of Year Elapsed

	Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
29	Finance					
30	Personnel	766,980	61,951	351,124	45.8%	415,856
31	O&M	139,353	8,918	73,629	52.8%	65,724
32	Capital	-	-	-		-
33	Subtotal: Finance	906,333	70,869	424,753	46.9%	481,580
34	Information Technology					
35	Personnel	638,210	48,341	284,063	44.5%	354,147
36	O&M	435,944	-	-	0.0%	435,944
37	Capital	24,879	9,334	23,428	94.2%	1,451
38	Subtotal: Information Technology	1,099,033	57,675	307,491	28.0%	791,542
39	Police Department					
40	Personnel	7,461,705	673,258	3,419,341	45.8%	4,042,364
41	O&M	1,205,245	85,258	534,497	44.3%	670,748
42	Capital	244,701	-	166,459	68.0%	78,242
43	Debt Service	488,882	-	98,917	20.2%	389,966
44	Subtotal: Police Department	9,400,533	758,517	4,219,214	44.9%	5,181,319
45	Streets & Grounds Division					
46	Personnel	444,000	26,992	172,648	38.9%	271,352
47	O&M	622,710	46,981	209,266	33.6%	413,444
48	Capital	2,576,177	15,901	278,364	10.8%	2,297,813
49	Subtotal: Streets & Grounds Division	3,642,887	89,874	660,279	18.1%	2,982,608
50	Parks & Recreation					
51	Personnel	922,800	78,472	432,266	46.8%	490,534
52	O&M	788,700	38,165	291,445	37.0%	497,255
53	Capital	758,500	580	132,282	17.4%	626,218
54	Subtotal: Parks & Recreation	2,470,000	117,218	855,992	34.7%	1,614,008
55	**Total General Fund Expenditures**	**$ 20,551,716**	**$ 1,329,456**	**$ 7,692,443**	**37.4%**	**$ 12,859,273**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended December 31, 2025

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	$ 513,720	$ 29,117	$ 185,890	36.2%	$ 327,830
O&M	2,035,040	35,305	839,134	41.2%	1,195,906
Transfer to General Fund	490,000	40,833	245,000	50.0%	245,000
Capital	3,909,719	114,586	380,586	9.7%	3,529,133
Debt Service	365,275	26,750	73,249	20.1%	292,026
Subtotal: Water Division	7,313,754	246,592	1,723,859	23.6%	5,589,895
Sewer Division					
Personnel	503,670	27,886	179,449	35.6%	324,221
O&M	2,269,415	205,209	880,445	38.8%	1,388,969
Transfer to General Fund	438,000	36,500	219,000	50.0%	219,000
Capital	2,343,542	9,658	191,526	8.2%	2,152,016
Debt Service	416,477	213,186	239,558	57.5%	176,919
Subtotal: Sewer Division (excl. Kent County)	5,971,104	492,439	1,709,978	28.6%	4,261,125
Kent County Sewer	3,011,721	233,680	1,585,208	52.6%	1,426,513
Subtotal: Sewer Division (Comprehensive)	8,982,825	726,119	3,295,186	36.7%	5,687,638
Solid Waste Division					
Personnel	519,380	38,188	218,877	42.1%	300,503
O&M	1,487,545	109,279	501,329	33.7%	986,216
Capital	92,238	9,334	24,069	26.1%	68,169
Subtotal: Solid Waste Division	2,099,163	156,801	744,275	35.5%	1,354,888
Subtotal: Water, Sewer & Solid Waste	18,395,742	1,129,512	5,763,321	31.3%	12,632,421
Electric Division					
Personnel	2,066,920	166,882	871,477	42.2%	1,195,443
O&M	3,742,700	379,801	1,932,099	51.6%	1,810,600
Transfer to General Fund	4,334,700	361,225	2,167,350	50.0%	2,167,350
Capital	824,197	3,184	347,110	42.1%	477,087
Debt Service	319,815	240,000	319,815	100.0%	-
Subtotal: Electric Division (excl. Power)	11,288,332	1,151,092	5,637,852	49.9%	5,650,480
Power Purchased	25,187,603	2,416,689	12,893,323	51.2%	12,294,280
Subtotal: Electric Division (Comprehensive)	36,475,935	3,567,781	18,531,175	50.8%	17,944,760
Total Enterprise Fund Expenditures	**$ 54,871,676**	**$ 4,697,293**	**$ 24,294,495**	**44.3%**	**$ 30,577,181**
Grand Total Operating Budget	**$ 75,423,392**	**$ 6,026,749**	**$ 31,986,939**	**42.4%**	**$ 43,436,454**

City of Milford, Delaware

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

For the YTD Period Ended December 31, 2025

50.0% of Year Elapsed

	Account / Divisional Groupings	FY26 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**Interservice Departments**					
2	Garage					
3	Personnel	$ 223,540	$ 16,539	$ 96,309	43.1%	$ 127,231
4	Operation & Maintenance (O&M)	130,750	13,515	62,574	47.9%	68,176
5	Capital	16,157	-	16,157	100.0%	-
6	Subtotal: Garage	370,447	30,053	175,040	47.3%	195,407
7	Public Works					
8	Personnel	879,120	46,402	300,896	34.2%	578,224
9	O&M	428,450	176,599	342,829	80.0%	85,621
10	Capital	434,574	-	15,010	3.5%	419,564
11	Subtotal: Public Works	1,742,144	223,001	658,735	37.8%	1,083,409
12	Tech Services					
13	Personnel	352,300	28,862	165,394	46.9%	186,906
14	O&M	537,405	26,921	199,927	37.2%	337,478
15	Capital	-	-	-		-
16	Subtotal: Tech Services	889,705	55,782	365,321	41.1%	524,384
17	Billing & Collections					
18	Personnel	899,760	70,758	408,993	45.5%	490,767
19	O&M	497,330	36,200	255,661	51.4%	241,669
20	Capital	146,900	-	-	0.0%	146,900
21	Subtotal: Billing & Collections	1,543,990	106,958	664,654	43.0%	879,336
22	City Hall Cost Allocation					
23	Personnel	1,950	149	878	45.0%	1,072
24	O&M	98,710	15,339	62,352	63.2%	36,358
25	Capital	14,493	-	-	0.0%	14,493
26	Subtotal: City Hall Cost Allocation	115,153	15,488	63,230	54.9%	51,924
27	**Interdepartmental Cost Allocation**	**$ (4,661,439)**	**$ (431,283)**	**$ (1,926,980)**	**41.3%**	**$ (2,734,460)**
	Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

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

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

Office of the Fire Chief

CARLISLE FIRE COMPANY

JANUARY 2026 FIRE DATA

FIRE Total for January 2026 – 77

Fire calls within city limits – **50 (64.9%)**

Fire calls outside of the city limits – **27 (35.1%)**

Fire calls in Sussex County – **43 (55.8%)**

Fire calls in Kent County – **34 (44.2%)**

Noteworthy Factors:

Top alarm total for the month of January 2026 is automatic fire alarms (AFAs) – 29 out of 77 (37.7%)

CARLISLE FIRE COMPANY

JANUARY 2026 EMS DATA

EMS Total for January 2026 – 517

EMS calls within city limits – **366 (70.8%)**

EMS calls outside of the city limits – **151 (29.2%)**

EMS calls in Sussex County – **338 (65.4%)**

EMS calls in Kent County – **179 (34.6%)**

Noteworthy Factors:

Initial BLS Transports to medical facility – **375 (72.5%)**

Top EMS incident – Interfacility Transfer/Medical Transport – **108 (20.9%)**

Busiest Day of the Week – Thursdays – **91 (17.6%)**

Busiest Times of the Day – 11am-12pm **– 42 (8.1%)**

Carlisle Fire Company Inc.

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Office of the Fire Chief

Ongoing Projects Updates and Events

- Substation project – substation added within the Milford community to provide more efficient fire and EMS coverage and improved response times. – 90 percent complete; anticipated operation date on or before March 1, 2026.

- EMS Quarters renovations project – proposed renovations are being pursued to provide office space and furniture to EMS Supervisor and Administrative Secretary to provide accessibility to the membership and public

- Placing third traffic control vehicle in service that will be known as Traffic Control 42-3. This traffic control vehicle is a SUV pickup truck equipped with arrow boards and traffic control equipment to ensure the safety of our fire police, firefighters, and those operating on the roadways.

CITY OF MILFORD, DELAWARE
ANNUAL MUNICIPAL ELECTION
SATURDAY, APRIL 25, 2026

ELECTION NOTICE
BOARD OF ELECTION MEMBERS

Notice is hereby given the following residents have been appointed as members of the City of Milford Election Board for the 2026 City of Milford Annual Election to be held on April 25 2026:

City of Milford Election Board:

Karen Boone

Carlene Wilson

Donna Merchant

For additional information, please contact the City Clerk's Office at 302-422-1111, Ext 1300 or 1142.

CITY OF MILFORD

TREE PRESERVATION & ADVISORY COUNCIL MEMBERS

Timothy Metzner, Chairman
Appointed: 9/22
Term Expiration: 08/31/27

Holly Heverly
Appointed: 09/22
Term Expiration: 08/31/26

Leigh Muldrow, Vice Chair
Appointed: 09/22
Term Expiration:08/31/27

Eric Wahl
Appointed:09/22
Term Expiration;08/31/27

**Jason Peel
Appointed: 02/26
Term Expiration: 08/31/26

Brad Dennehy, CPRP
Director of Parks and Recreation

Milanie Velazquez
Recording Secretary/Deputy City Clerk

** New Appointment to fill the remainder of Eric Johnsen's term to expire 08/31/26

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
Through: Christopher Coleman-City Manager
From: Brad Dennehy-Parks and Recreation Director
Date: February 4, 2026

Re: Downtown Restroom

Recap

- The Mayor and Council previously approved the construction of a **prefabricated public restroom** in the downtown area, located on S. Walnut Street in Memorial Park, outside the pickleball courts.
- Funding was originally allocated from **city general fund reserves** for approximately **$350,000** via the approved Capital Improvement Plan (CIP).
- In **July 2025**, the City of Milford signed a contract with the **Department of Transportation** for a grant from the **Federal Highway Administration** to expand and broaden the use of the Delaware Bayshore Byway, a National Scenic Byway.
- The grant covers construction of a bathroom, wayfinding signage, bike rack, and a bike fix-it station in downtown Milford with an **80/20 funding match** (80% Federal / 20% City of Milford). Federal funding is capped at **$332,200**.
- On **December 11, 2025**, the City of Milford was awarded the **T-Mobile Hometown Grant** for $50,000 to be applied to the restroom project.

Current Status

- A design consultant (**Becker Morgan**) was retained to coordinate the purchase of the prefabricated restroom and prepare bid documents for site work and project coordination.
- Bid documents are **90% complete**.
- Federal funds can be used to purchase the prefabricated restroom through the **Sourcewell national cooperative competitively bid process**.

Estimated Costs

- **Prefabricated restroom:** $250,000–$270,000
- **Site work/utilities/crane/signage/bike racks/etc.:** $125,000
- **Permit and impact fees:** $40,000
- **Total:** $415,000–$435,000
- **Funding:**
    - Federal grant: $332,000
    - T-Mobile grant: $50,000
    - **Total secured:** $382,200
    - **General Fund Reserves:** $32,800–$53,000

Options

Both options occupy the same footprint and require similar site work and utility connections:

Option 1

- Four units (two accessible, two non-accessible)
- **Non-heated**; requires winterization (closed for ~3 months annually)
- **Estimated cost:** $250,000

Option 2

- Three units (all accessible)
- **Heated**; open year-round
- Additional operating costs for electricity and cleaning during winter
- **Estimated cost:** $270,000

Recommendation

Staff recommend proceeding with **either Option 1 or Option 2**:

- **Option 1:** Finalize costs for the four-unit, non-heated restroom and bid remaining site and utility work. Present total cost and funding plan to Council for authorization.
- **Option 2:** Finalize cost for the three-unit, heated restroom and bid remaining site and utility work. Present total cost and funding plan to Council for approval

CITY OF MILFORD GENERAL NOTES:

1. TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS PREPARED BY OTHERS AND RECEIVED BY DUFFIELD IN JANUARY 2023 VERTICAL DATUM IS BASED ON NAVD 88. HORIZONTAL DATUM IS BASED ON DELAWARE STATE PLANE NAD 83, GPS DERIVED FROM N.G.S. HORIZONTAL CONTROL MONUMENTS.
2. THE BOUNDARY DATA SHOWN HEREON WAS COMPILED FROM OTHERS AND RECEIVED BY DUFFIELD IN JANUARY 2023.0
3. THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN PROVIDED BY OTHERS AND RECEIVED BY DUFFIELD IN JANUARY 2023.
4. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
5. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD. SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
6. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
7. THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
8. ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
9. PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
10. CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
11. PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
12. SHOP DRAWINGS FOR ANY ITEM(S) WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OF AND/OR INSTALLATION OF THE ITEM(S).
13. ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
14. THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.

CITY OF MILFORD GENERAL NOTES:

15. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASING THE PIPE IN CONCRETE.
16. PARCEL IS NOT LOCATED WITHIN THE ONE HUNDRED YEAR FLOOD PLAIN ZONE BASED ON FIRM MAP 10005C0041K, DATED MARCH 16, 2015.
17. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS.
18. THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
19. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OF WATER WILL OCCUR AFTER CONSTRUCTION IS COMPLETE.
20. THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
21. ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
22. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE EXCAVATION FOR STRUCTURES AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.
23. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
24. PARCEL AREA CONSISTS OF SOIL TYPE IuB - SOIL RATING A.
25. CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
26. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
27. THE OWNER SHALL BE RESPONSIBLE FOR THE SHORT-TERM MAINTENANCE OF THE ANY AND ALL STORMWATER MANAGEMENT FACILITIES AND STORM SEWER SYSTEMS UNTIL SUCH TIME THAT THE LONG-TERM MAINTENANCE RESPONSIBILITIES CAN BE TRANSFERRED TO A LEGALLY-ESTABLISHED HOMEOWNERS ASSOCIATION OR OTHER RESPONSIBLE ENTITY.
28. THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES, INSTALLED WITHIN CITY RIGHT-OF-WAY AND EASEMENTS DEDICATED TO THE CITY, STORM SEWER PIPES AND CATCH BASINS, INSTALLED FULLY WITHIN CITY RIGHT-OF-WAY,ONCE

A. ALL ITEMS HAVE PASSED CITY INSPECTION;

B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND

C. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.

29. SEWER AND WATER CAPACITY ARE NOT GUARANTEED UNTIL BUILDING PERMITS ARE ISSUED, ALL FEES ARE PAID AND SUITABLE UTILITIES ARE IN PLACE FOR PROPER CONVEYANCE, TREATMENT AND DISPOSAL.

CITY OF MILFORD GENERAL NOTES:

30. PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER TWENTY-FOUR (24) MONTHS, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
31. THE APPROVAL OF A CONDITIONAL USE IN CONJUNCTION WITH A SITE PLAN APPLICATION SHALL EXPIRE UPON EXPIRATION OF THE ASSOCIATED SITE PLAN.
32. FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN EIGHTEEN (18) MONTHS OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
33. THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
34. UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:

A. ALL PROPERTY MONUMENTS/MARKERS;

B. SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCEMAIN INVERT ELEVATIONS EVERY 500 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;

C. WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;

D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND

E. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.

35. THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
36. BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO WELLHEAD PROTECTION AREAS LOCATED WITHIN THE IMPROVED AREA.
37. BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO FRESH WATER WETLANDS LOCATED WITHIN THE IMPROVED AREA.

GENERAL LANDSCAPE NOTES :

1. QUALITY AND SIZE OF PLANTS, SPREAD OF ROOTS, AND SIZE OF BALLS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN "AMERICAN STANDARDS FOR NURSERY STOCK."

   ALL DECIDUOUS SHADE TREES SHALL BRANCH A MINIMUM OF 7'-0" ABOVE GROUND LEVEL. TREES SHALL BE PLANTED AND STAKED IN ACCORDANCE WITH THE DETAIL SHOWN.

   PLANT MATERIALS DELIVERED TO THE SITE IN UNCOVERED TRUCKS WILL BE REJECTED.

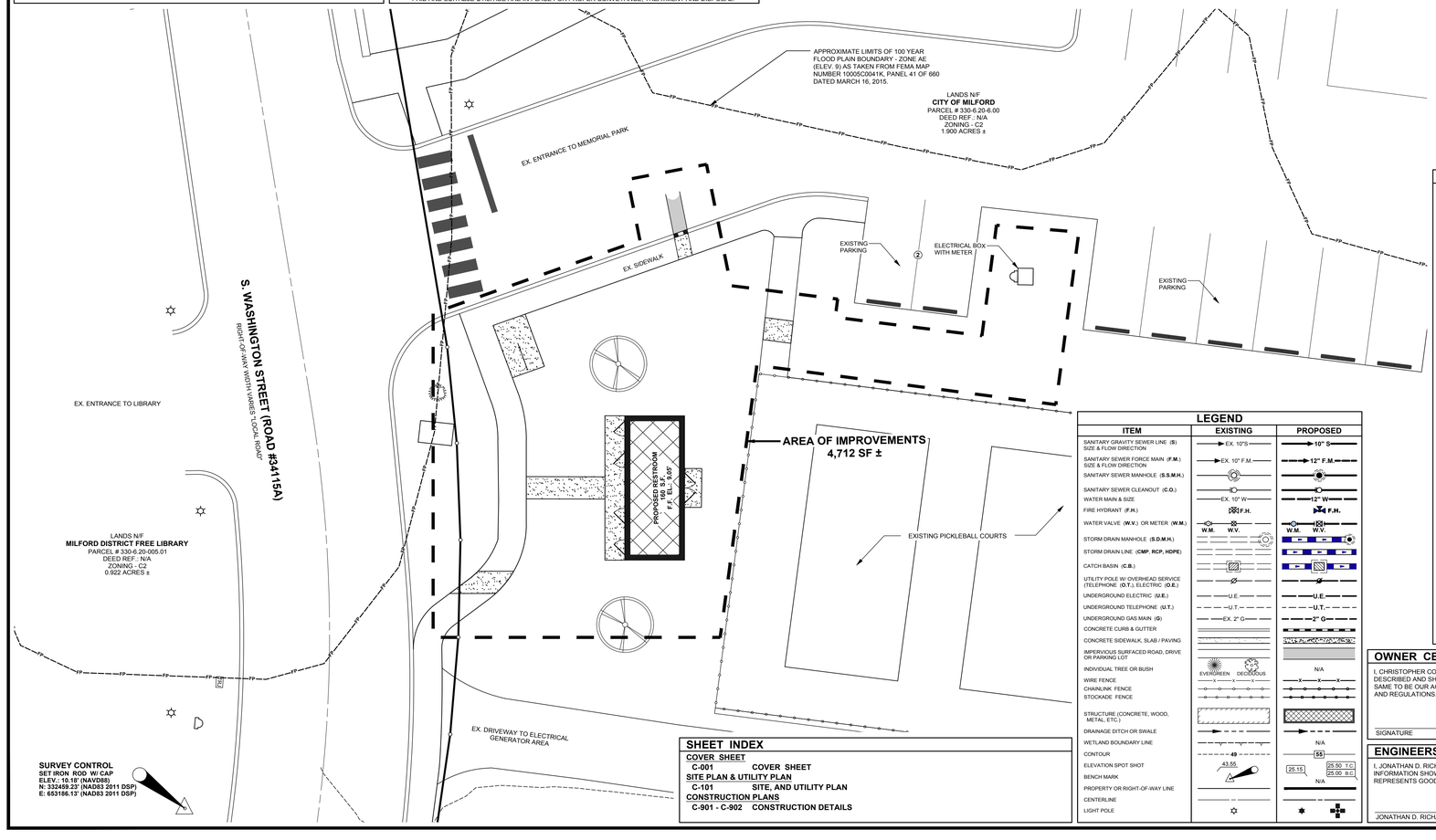
   UNACCEPTABLE PLANT MATERIALS: MATERIALS WHICH HAVE DAMAGED OR CROOKED LEADERS, DEFORMED GROWTH HABIT, ABRASIONS OF THE BARK, SUN SCALD, WINDBURN, DISFIGURING NOT COMPLETELY CALLUSED WILL BE REJECTED. IN ADDITION, TREES HAVING THEIR CENTRAL LEADERS HEADED BACK WILL ALSO BE REJECTED. PLANTS WITH LOOSE OR CRACKED ROOT BALL OR CONTAINERS WILL BE REJECTED.
2. ALL PLANTS SHALL BE PLANTED IN TOPSOIL THAT IS THOROUGHLY WATERED AND TAMPED AS BACKFILLING PROGRESSES. NOTHING BUT SUITABLE TOPSOIL, FREE OF DRY SOD, STIFF CLAY, LITTER, STONES IN EXCESS OF ONE (1) INCH DIAMETER, ETC. SHALL BE USED FOR PLANTING.

   MULCH FOR PLANTING BEDS SHALL BE SHREDDED HARDWOOD BARK MULCH UNLESS OTHERWISE SPECIFIED ON THE PLANS AND SHALL HAVE NO LEAVES, YOUNG GREEN GROWTH, BRANCHES, TWIGS, GREATER IN DIAMETER OF ½", WEEDS, SHAVINGS OR FOREIGN MATERIAL SUCH AS STONES, ETC. SHALL BE MIXED WITH THE MULCH.
3. ALL AREAS NOT STABILIZED IN PAVING OR PLANT MATERIALS SHOULD BE SEEDED AND MULCHED. (SEE GENERAL SODDING NOTES.)
4. AREAS DISTURBED BY LANDSCAPE OPERATIONS SHALL BE GRADED TO MATCH EXISTING TOPSOIL AND SEED OR SOD AS REQUIRED.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES AND MAY MAKE MINOR ADJUSTMENTS IN SPACING AND/OR LOCATION OF PLANT MATERIALS. CONTRACTOR TO VERIFY "AS BUILT" LOCATION OF ALL UTILITIES.
6. NO PLANT, EXCEPT GROUNDCOVERS, SHALL BE WITHIN THREE (3) FEET FROM SIDEWALKS.
7. NO TREE SHALL BE PLANTED CLOSER THAN TEN (10) FEET FROM ANY STRUCTURE OR BUILDING.
8. NO TREE SHALL BE PLANTED WITHIN TEN (10) FEET OF UNDERGROUND UTILITIES OR FIRE HYDRANTS.
9. THE CONTRACTOR SHALL WATER ALL PLANTS THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD

   AFTER PLANTING, AND THEN WEEKLY OR MORE OFTEN, IF NECESSARY, DURING THE FIRST GROWING SEASON, UNLESS THE OWNER AGREES TO MAINTAIN AND WATER THEM.
10. NO SUBSTITUTIONS SHALL BE MADE WITHOUT APPROVAL OF THE OWNER AND THE LANDSCAPE ARCHITECT.
11. ALL NEW TREES SHALL BE GUARANTEED TO SURVIVE FOR ONE FULL YEAR AFTER INSTALLATION (FULL COST). ALL STAKES AND GUYS SHALL BE REMOVED FROM TREES AND SITE AS EARLY AS THREE (3) MONTHS, BUT NO LONGER THAN ONE (1) YEAR AFTER PLANTING.

VICINITY MAP SCALE: 1" = 2000'

LOCATION MAP SCALE: 1" = 200'



SITE DATA

1.	OWNER OF RECORD:	CITY OF MILFORD 180 VICKERS DRIVE MILFORD, DE 19963
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DELAWARE 19904 302-734-7950
3.	PROPERTY LOCATION:	5 S. WASHINGTON ST. LATITUDE: N 33° 24' 59.23" GRS80 - NAD83 LONGITUDE: W 65° 31' 86.13" GRS80 - NAD83
4.	TAX PARCEL NUMBER:	330-6.20-3.00
5.	DEED REFERENCE:	BOOK 0 PAGE 0
6.	SITE AREA SUMMARY:	1.90 ACRES ±
7.	PRESENT USE:	RECREATION AREA
8.	PROPOSED USE:	RECREATION AREA
9.	ZONING CLASSIFICATION:	PRESENT: C-2 CENTRAL BUSINESS DISTRICT PROPOSED: C-2 CENTRAL BUSINESS DISTRICT
10.	MIN. LOT AREA:	REQUIRED: 2,500 SFT PROPOSED: 82,764 SFT (INTERIOR LOT)
11.	MIN. LOT DIMENSIONS:	REQUIRED: WIDTH: 50' LENGTH: N/A PROPOSED: WIDTH: 170' LENGTH: 358'
12.	SETBACKS:	C-2: CENTRAL BUSINESS DISTRICT FRONT: NOT REQUIRED SIDE: NOT REQUIRED REAR: NOT REQUIRED
13.	BUILDING HEIGHT:	PERMITTED: 35'
14.	OPEN SPACE:	MIN. REQUIRED: 5% PROVIDED: 1.8956 AC± / 1.90 AC± = 99.77%
15.	LOT COVERAGE:	MAX ALLOWABLE: 40% MAX PROPOSED: 0.0023 AC± x 0.40 = 0.0011 AC±
16.	PARKING:	C-2: CENTRAL BUSINESS DISTRICT REQUIRED: 1 SPACE FOR EACH 150 FEET OF GROSS FLOOR AREA AREA OR 1 PER SEATS OF FACILITIES FOR PATRON USE EXISTING: 11 SPACES PROPOSED: N/A.
17.	UTILITY PROVIDERS:	SEWER: CITY OF MILFORD WATER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD
18.	SURVEY DATUM:	NGS MONUMENTS VERTICAL: NAVD 88 - GPS S6A HORIZONTAL: NAD 83 (2011) - DEMI
19.	SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND
20.	FRONTAGE STREET	SOUTH WASHINGTON ST. (25 MPH) - LOCAL ROAD SCR-3823
21.	JURISDICTION:	CITY OF MILFORD

LEGEND

ITEM	EXISTING	PROPOSED
SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION	EX. 10"S	10" S
SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION	EX. 10" F.M.	12" F.M.
SANITARY SEWER MANHOLE (S.S.M.H.)		
SANITARY SEWER CLEANOUT (C.O.)		
WATER MAIN & SIZE	EX. 10" W	12" W
FIRE HYDRANT (F.H.)	F.H.	F.H.
WATER VALVE (W.V.) OR METER (W.M.)	W.M. W.V.	W.M. W.V.
STORM DRAIN MANHOLE (S.D.M.H.)		
STORM DRAIN LINE (CMP, RCP, HDPE)		
CATCH BASIN (C.B.)		
UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.)		
UNDERGROUND ELECTRIC (U.E.)	U.E.	U.E.
UNDERGROUND TELEPHONE (U.T.)	U.T.	U.T.
UNDERGROUND GAS MAIN (G)	EX. 2" G	2" G
CONCRETE CURB & GUTTER		
CONCRETE SIDEWALK, SLAB / PAVING		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT		
INDIVIDUAL TREE OR BUSH	EVERGREEN DECIDUOUS	N/A
WIRE FENCE		
CHAINLINK FENCE		
STOCKADE FENCE		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)		
DRAINAGE DITCH OR SWALE		
WETLAND BOUNDARY LINE		N/A
CONTOUR	49	55
ELEVATION SPOT SHOT	43.55	25.15 25.50 T.C. 25.00 B.C.
BENCH MARK	BM	N/A
PROPERTY OR RIGHT-OF-WAY LINE		
CENTERLINE		
LIGHT POLE		

SHEET INDEX

COVER SHEET
C-001 COVER SHEET
SITE PLAN & UTILITY PLAN
C-101 SITE, AND UTILITY PLAN
CONSTRUCTION PLANS
C-901 - C-902 CONSTRUCTION DETAILS

OWNER CERTIFICATION

I, CHRISTOPHER COLEMAN OF THE CITY OF MILFORD, HEREBY CERTIFY THAT WE ARE THE OWNER 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

ENGINEERS CERTIFICATION

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

JONATHAN D. RICHARD P.E. NO. 18832 DATE

BECKER MORGAN GROUP
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ENGINEERING
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309 South Governors Avenue
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Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

MILFORD PARK RESTROOM

National Scenic Byway FHWA Grant # T202420001
Federal Aid # ETA-2024(22)

5 S WASHINGTON ST.
CITY OF MILFORD
SUSSEX COUNTY, DE

SHEET TITLE

COVER SHEET

0 5 10 20
SCALE: 1" = 10'

ISSUE BLOCK

MARK	DATE	DESCRIPTION
2	1.23.25	REVISED PER DOT COMMENTS
1	11.18.24	REVISED PER CITY OF MILFORD NEW CTX MODEL

LAYER STATE: CURR

PROJECT NO.: 2023005.00
DATE: 12/18/24
SCALE: 1" = 10'
DRAWN BY: **A.J.D.** PROJ. MGR.: **C.D.C.**

SHEET
C-001

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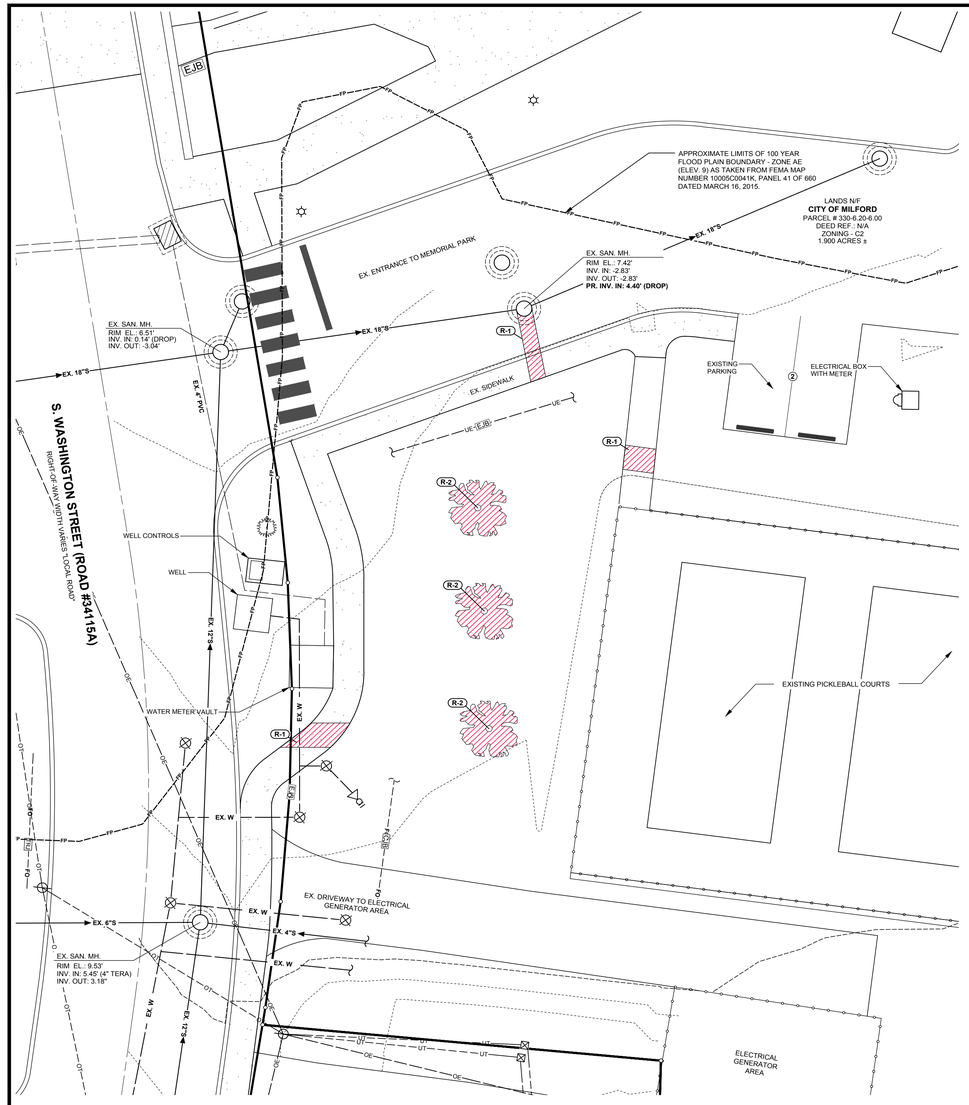
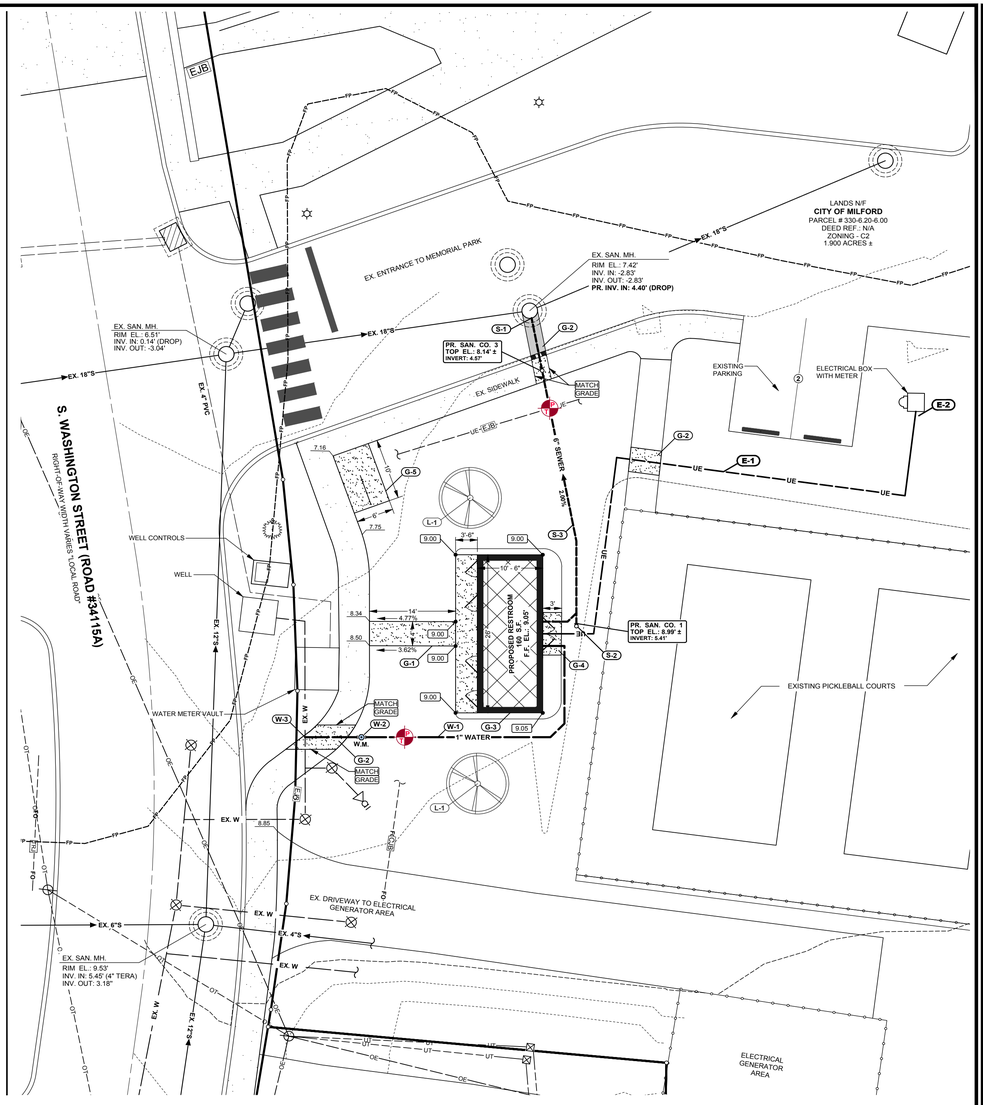
F:\AutoCAD\Projects\2023\2023005\DWG\2023005-SITE-C3D21-DE-01-26-2026.dwg, Feb 03, 2026 - 3:02pm



EXISTING CONDITIONS & DEMOLITION PLAN

SCALE : 1" = 10'



SITE / UTILITY / GRADING PLAN

SCALE : 1" = 10'

LEGEND

ITEM	EXISTING	PROPOSED
CONCRETE CURB & GUTTER		
CONCRETE SIDEWALK, SLAB / PAVING		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT		N/A
INDIVIDUAL TREE OR BUSH	EVERGREEN DECIDUOUS	
WIRE FENCE		
CHAINLINK FENCE		
STOCKADE FENCE		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)		
DRAINAGE DITCH OR SWALE		N/A
WETLAND BOUNDARY LINE		
CONTOUR	49	55
ELEVATION SPOT SHOT	43.55	25.15 / 25.50 T.C. / 25.00 B.C.
BENCH MARK		N/A
PROPERTY OR RIGHT-OF-WAY LINE		
CENTERLINE		
LIGHT POLE		

ITEM	EXISTING	PROPOSED
SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION	EX. 10"S	10" S
SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION	EX. 10" F.M.	12" F.M.
SANITARY SEWER MANHOLE (S.S.M.H.)		
SANITARY SEWER CLEANOUT (C.O.)	EX. 10" W	12" W
WATER MAIN & SIZE		F.H.
FIRE HYDRANT (F.H.)		
WATER VALVE (W.V.) OR METER (W.M.)	W.M. W.V.	W.M. W.V.
STORM DRAIN MANHOLE (S.D.M.H.)		
STORM DRAIN LINE (CMP, RCP, HDPE)		
CATCH BASIN (C.B.)		
UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.)		
UNDERGROUND ELECTRIC (U.E.)	U.E.	U.E.
UNDERGROUND TELEPHONE (U.T.)	U.T.	U.T.
UNDERGROUND GAS MAIN (G)	EX. 2" G	2" G

LANDSCAPE CONSTRUCTION NOTES

L-1 CONTRACTOR SHALL REPLACE TREE WITH GINKGO BILOBA IN SAME LOCATION AT 2" CALIPER. SEE DETAIL C-902.

DEMOLITION CONSTRUCTION NOTES

R-1 SAW CUT, EXCAVATE, AND PATCH CURB, PAVEMENT, AND SIDEWALK. SEE DETAILS, SHEET C-902.

R-2 REMOVE EXISTING TREES.

GENERAL CONSTRUCTION NOTES

G-1 INSTALL 4" THICK CONCRETE SIDEWALK WITH ADA STANDARDS. SEE CONCRETE SIDEWALK DETAIL, SHEET C-902.

G-2 CONTRACTOR SHALL REPLACE CURB, PAVEMENT TRENCH, AND SIDEWALK ACCORDING TO DETAILS ON SHEET C-902. SIDEWALK SHALL MATCH EXISTING ELEVATION OF EXISTING SIDEWALK.

G-3 INSTALL PROPOSED 11'-6" X 26' PRE-FABRICATED RESTROOM FACILITY. CXT PRECAST PRODUCTS - CORTEZ MODEL, OR APPROVED EQUAL. BUILDING SHALL BE PLACED ON A 12" THICK (MIN.), COMPACTED STONE BASE (CR-6 OR APPROVED EQUAL) IN ACCORDANCE WITH MANUFACTURER REQUIREMENTS. SEE DETAILS, SHEET C-901 & C-902 FOR MORE INFORMATION.

G-4 INSTALL A 3'X0' CONCRETE SLAB CENTERED IN REAR OF BUILDING. PAD SHOULD HAVE A MAXIMUM 2% SLOPE. SEE CONCRETE SLAB DETAIL SHEET C-902.

G-5 INSTALL 10' X 6' CONCRETE PAD FOR BIKE RACK AND KIOSK. BIKE RACK AND KIOSK TO BE PROVIDED BY OWNER, CONTRACTOR TO COORDINATE WITH OWNER FOR INSTALLATION.

SANITARY SEWER CONSTRUCTION NOTES

S-1 CONTRACTOR SHALL CORE DRILL MANHOLE @ ELEVATION 4.92'. CONTRACTOR TO INSTALL OUTSIDE DROP, PER DETAIL ON C-902. CONTRACTOR TO AVOID EXISTING STEPS.

S-2 INSTALL SEWER CLEANOUTS AT LOCATIONS SHOWN HEREON (TYP.). SEE SANITARY SEWER CLEANOUT DETAIL SHEET C-902.

S-3 INSTALL 6" SDR 35 SANITARY SEWER LATERAL (2.0 % MINIMUM SLOPE) WITH CLEANOUTS SHOWN AT THE LOCATIONS HEREON. SEE SANITARY SEWER CLEANOUT DETAIL, SHEET C-902.

ELECTRIC SERVICE CONSTRUCTION NOTES

E-1 INSTALL SECONDARY DISTRIBUTION ELECTRIC SERVICE. ALIGNMENT SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL COORDINATE WITH THE CITY OF MILFORD.

E-2 CONTRACTOR SHALL COORDINATE WITH THE CITY OF MILFORD TO CONNECT TO EXISTING ELECTRICAL BOX WITH METER.

DOMESTIC WATER SYSTEM CONSTRUCTION NOTES

W-1 INSTALL SDR-9 1" CTS WATER SERVICE ASSEMBLY PER CITY OF MILFORD. EXTEND THE 1" WATER SERVICE TO THE BLOCK-OUT OF THE BUILDING, EXTENDED 12" ABOVE FINISHED FLOOR ELEVATION.

W-2 CONTRACTOR SHALL COORDINATE WITH THE CITY OF MILFORD UTILITIES TO INSTALL NEW STANDARD FORD WATER METER WITH CONCRETE COLLAR.

W-3 CONTRACTOR SHALL TEST PIT TO DETERMINE SIZE OF EXISTING WATER MAIN AND USE A CURB STOP TO CONNECT TO EXISTING WATER MAIN. CONTRACTOR TO CONNECT TO EXISTING WATER MAIN PER 1" WATER SERVICE CONNECTION DETAIL ON SHEET C-902.

SANITARY SEWER PIPE SCHEDULE

PIPE No.	SIZE	PIPE TYPE	LENGTH	SLOPE	INV. IN	INV. OUT
S-3	6"	SDR 35	55'	2.00 %	5.50'	4.40'

EXISTING UTILITY TEST PIT NOTES :

LEGEND

LOCATION OF TEST PIT TO BE PERFORMED

NOTES

1. THE CONTRACTOR SHALL EXPOSE THE EXISTING UTILITY USING A MINIMALLY INTRUSIVE EXCAVATION METHOD. ASCE QUALITY LEVEL A (QL-A). METHOD TO COMPLY WITH ALL PERMITTING, MISS UTILITY AND UTILITY OWNER REQUIREMENTS.
2. THE GROUND ELEVATION, AS WELL AS THE UTILITY VERTICAL AND HORIZONTAL LOCATIONS SHALL BE COLLECTED BY A LICENSED PROFESSIONAL SURVEYOR (DE), LOCATION, SIZE, MATERIAL AND QUANTITY INFORMATION SHALL BE PROVIDED TO THE ENGINEER OF RECORD (EOR).
3. IF THE EXISTING UTILITY IS FOUND TO CONFLICT WITH PROPOSED IMPROVEMENTS, THE EOR SHALL BE NOTIFIED IMMEDIATELY. THE CONTRACTOR SHALL WORK WITH THE EOR TO COORDINATE WITH THE UTILITY OWNER TO DETERMINE IF RELOCATION IS NECESSARY. IF ALLOWABLE, THE PROPOSED IMPROVEMENTS SHALL BE INSTALLED TO PROVIDE MINIMUM CLEARANCE REQUIREMENTS TO THE EXISTING UTILITY.
4. AREA OF EXCAVATION SHALL BE BACKFILLED AND RESTORED TO EXISTING CONDITION UPON COMPLETION.

BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

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Maryland
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Salisbury, MD 21801
410.546.9100
North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600
www.beckermorgan.com

PROJECT TITLE

MEMORIAL PARK RESTROOM

National Scenic Byway FHWA
Grant # T202420001
Federal Aid # ETA-2024(22)

5 S WASHINGTON ST
MILFORD
SUSSEX COUNTY, DE

SHEET TITLE

EXISTING CONDITIONS & SITE PLAN

0 5 10 20

SCALE: 1" = 10'

ISSUE BLOCK

MARK	DATE	DESCRIPTION
2	1.23.25	REVISED PER DOT COMMENTS
1	11.18.24	REVISED PER CITY OF MILFORD NEW CTX MODEL

PROJECT NO.: 2023005.00
DATE: 08/17/2023
SCALE: 1" = 10'
DRAWN BY: **A.J.D.** PROJ. MGR.: **C.D.C.**

SHEET
C-101

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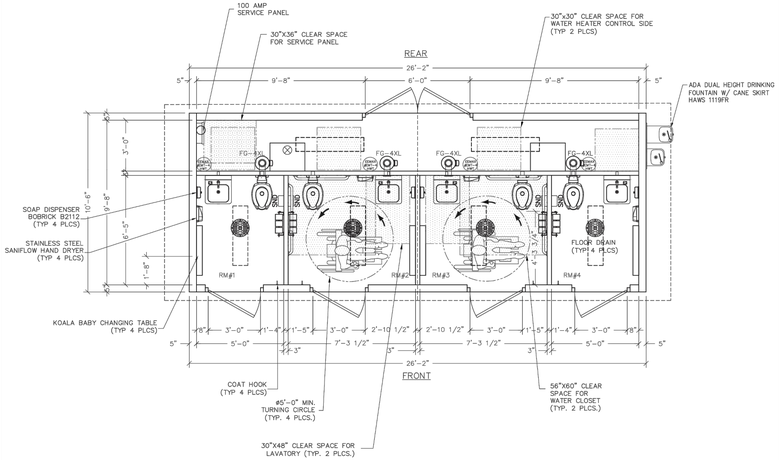

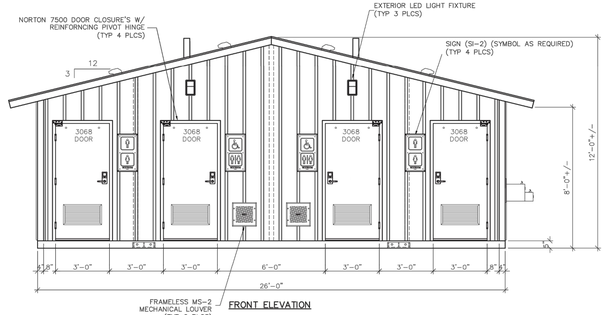

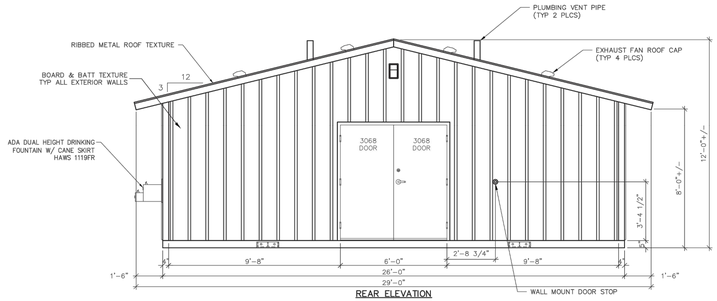

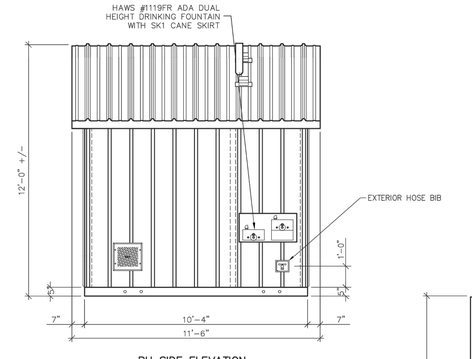

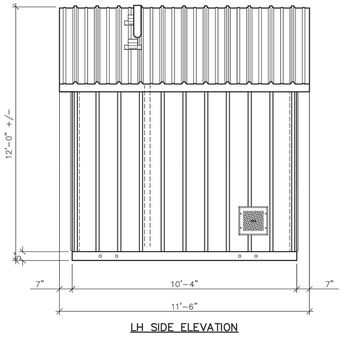

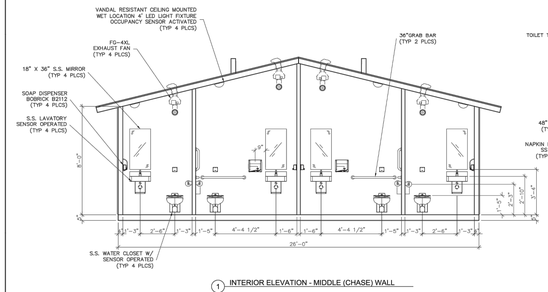

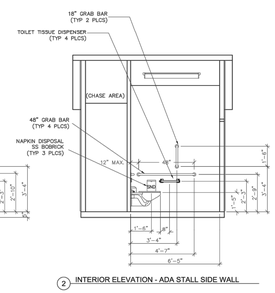

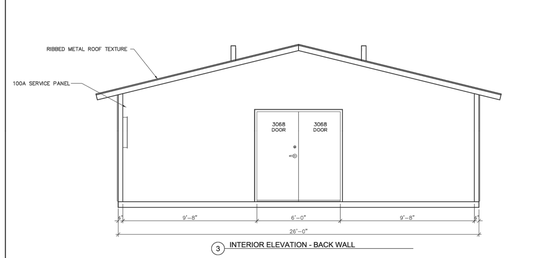

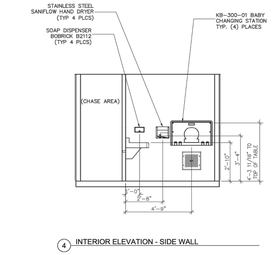

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ENGINEERING

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302.734.7950
The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700

Maryland
312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100

North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600

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CXT Incorporated .LBFoster company
6707 E. Flamingo Ave, Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

model #/id
DK4
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NO.	DESCRIPTION	APPROVED	DATE
SCALE	1/4"=1'-0"	DATE	12-20-24
DRAWN	LSW	FILE NO.	DK4-000
CHECKED	K. RINKER	PLOT	IA

FLOOR PLAN

DWG NO. DK4 | SHEET 1/4 | REV. 0

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SCALE 1/4"=1'-0" DATE 12-20-24
DRAWN LSW FILE NO. DK4-000
CHECKED K. RINKER PLOT IA

FLOOR PLAN

DWG NO. DK4 | SHEET 2/4 | REV. 0

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SCALE 1/4"=1'-0" DATE 12-20-24
DRAWN LSW FILE NO. DK4-000
CHECKED K. RINKER PLOT IA

FLOOR PLAN

DWG NO. DK4 | SHEET 3/4 | REV. 0

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SCALE 1/4"=1'-0" DATE 12-20-24
DRAWN LSW FILE NO. DK4-000
CHECKED K. RINKER PLOT IA

FLOOR PLAN

DWG NO. DK4 | SHEET 4/4 | REV. 0

PROJECT TITLE

MEMORIAL PARK RESTROOM

National Scenic Byway FHWA
Grant # T202420001
Federal Aid # ETA-2024(22)

5 S WASHINGTON ST
MILFORD
SUSSEX COUNTY, DE

SHEET TITLE

RESTROOM DETAILS

ISSUE BLOCK

MARK	DATE	DESCRIPTION
2	1.23.25	REVISED PER DOT COMMENTS
1	11.18.24	REVISED PER CITY OF MILFORD NEW CTX MODEL

LAYER STATE: C-901

PROJECT NO.: 2023005.00
DATE: 08/17/2023
SCALE: AS SHOWN
DRAWN BY: **A.J.D.** | PROJ. MGR.: **C.D.C.**

SHEET
C-901

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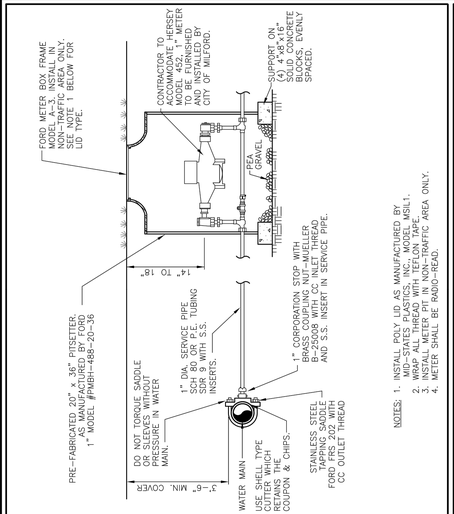
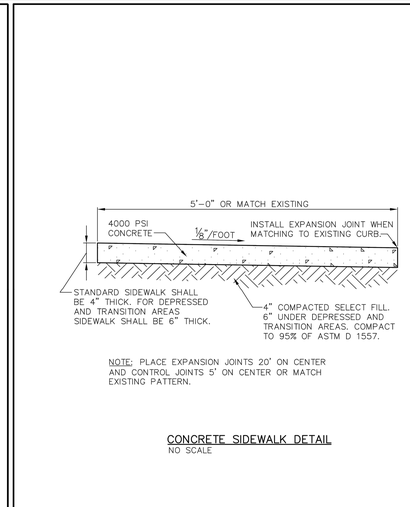


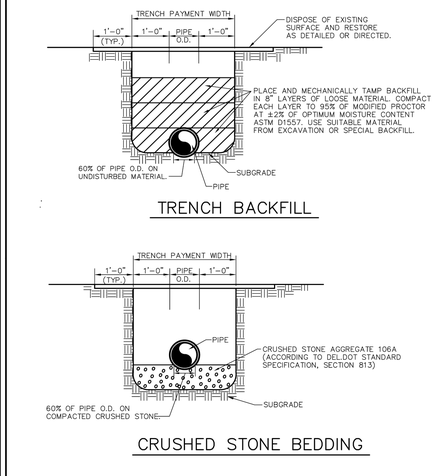
DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		1" WATER METER SERVICE CONNECTION NO SCALE
		SECTION - 2 / DRAWING: D2-2



NOTE: PLACE EXPANSION JOINTS 20' ON CENTER AND CONTROL JOINTS 5' ON CENTER OR MATCH EXISTING PATTERN.

CONCRETE SIDEWALK DETAIL
NO SCALE

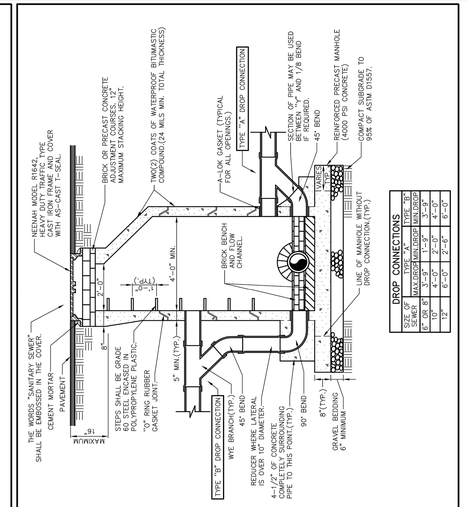
DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS STREET DIVISION CONSTRUCTION STANDARDS		SIDEWALK DETAIL NO SCALE
		SECTION - 5 / DRAWING: D5-1



TRENCH BACKFILL

CRUSHED STONE BEDDING

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		TRENCH BACKFILL & PIPE BEDDING DETAIL NO SCALE
		SECTION - 1 / DRAWING: D1-1



DROP CONNECTIONS		
SIZE OF SEWER	TYPE "A" MAX.DROP	TYPE "B" MIN.DROP
8"	4'-0"	4'-0"
10"	4'-0"	4'-0"
12"	6'-0"	6'-0"

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		OUTSIDE DROP MANHOLE DETAIL NO SCALE
		SECTION - 3 / DRAWING: D3-4

GENERAL SODDING NOTES

1. GENERAL: ONLY CULTIVATED-CERTIFIED SOD SHALL BE USED. CERTIFICATION SHALL BE FROM THE DELAWARE CROP IMPROVEMENT ASSOCIATION, OR FROM MARYLAND DEPARTMENT OF AGRICULTURE.
2. PREPARATION: ALL VEGETATION SHOULD BE KILLED AND THE SOD PIECE PLACED IN CONTACT WITH BASE SOIL. BASE SOIL SHALL BE FINISHED GRADED AND THE TOP 2 INCHES SHALL BE LOOSENED. APPLY 10-15 POUNDS OF A COMPLETE FERTILIZER, SUCH AS 10-10-10, PER 1,000 SQUARE FEET OF LAWN. FOLLOW THIS WITH 50-75 POUNDS OF GROUND LIMESTONE PER 1,000 SQUARE FEET. MIX THESE WITH 1-2 INCHES OF SOIL WHEN PREPARING THE AREA FOR SODDING.
3. SOD: SOD SHALL BE A MIXTURE OF TALL FESCUE AND KENTUCKY BLUEGRASS. REFER TO THE LATEST ARTICLE 55-77 "RECOMMENDED TURFGRASS CULTIVARS FOR CERTIFIED SOD PRODUCTION" UNIVERSITY OF MARYLAND TURFGRASS TECHNICAL UPDATE FOR APPROVED CULTIVARS.
4. INSTALLATION: IF POSSIBLE, INSPECT THE SOD BEFORE DELIVERY. SOD SHOULD BE EVENLY MOIST, BUT NOT SOAKING WET. DO NOT INSTALL SOD THAT LOOKS DRIED OUT OR HAS GRASS BLADES THAT ARE TURNING YELLOW; IT SHOULD BE OF A DEEP GREEN COLOR. SOD SHOULD BE DENSE AND WELL-KNITTED SO THAT IT CAN BE CUT INTO STRIPS AND HANDLED EASILY. THE THICKNESS OF THE ROOTS AND SOIL SHOULD BE ¾ TO 1 INCH THICK, INCLUDING SOIL, ROOTS, AND THATCH. SOIL SHOULD BE LIGHTLY MOISTENED BEFORE SOD IS LAID. STAGGER THE ENDS OF EACH SOD PIECE TO MINIMIZE CRACKS AND PUSH PIECES TOGETHER FOR A FIRM FIT. LIGHTLY TAMP THE SOIL AND SPRINKLE TOPSOIL ON THE SEAMS FOR RAPID ROOTING. ALL NEWLY INSTALLED SOD SHALL BE ROLLED INTO PLACE TO ESTABLISH GOOD SOIL CONTACT. WATER THE SOD IMMEDIATELY AFTER INSTALLATION. WATER TO MOISTEN THE SOIL BELOW, BUT DO NOT OVERWATER. DAILY WATERING MAY BE NECESSARY DURING THE ROOTING PROCESS. NEVER LET EH SOD DRY OUT DURING THE ESTABLISHMENT PERIOD.

FOR REFERENCE ONLY

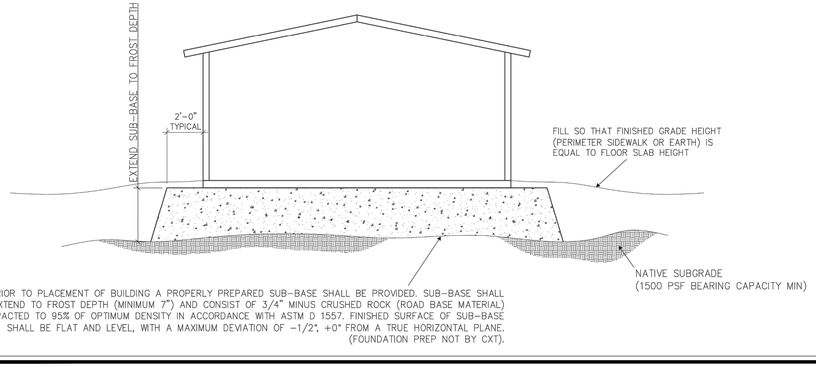
NOTE:

THE "FOUNDATION" FOR THIS STRUCTURE IS ESSENTIALLY THE COMBINATION OF THE COMPACTED SUB-BASE MATERIAL AND THE BUILDING'S REINFORCED SLAB. THE COMBINATION OF THE COMPACTED SUB-BASE MATERIAL AND THE BUILDING'S REINFORCED SLAB NEED TO BE AT LEAST 12" THICK AND THE COMPACTED SUB-BASE MATERIAL SHALL EXTEND BELOW THE LOCAL FROST DEPTH.

THIS FACTORY ASSEMBLED BUILDING, AS CONSTRUCTED, PROVIDES A RIGID BOX TYPE STRUCTURAL SYSTEM. VERTICAL LOADS ARE TRANSFERRED PRIMARILY THROUGH BEARING WALLS TO THE STRUCTURAL SLAB FLOOR OF THE BUILDING. THE VERTICAL LOADS ARE THEN DISTRIBUTED THROUGH THE REINFORCED CONCRETE FLOOR TO THE PREPARED GRANULAR, NON-FROST SUSCEPTIBLE (NFS) SUB-BASE WHICH DISTRIBUTES THE VERTICAL LOADS IN RELATIVELY UNIFORM FASHION TO THE NATIVE SUB-GRADE. AS WITH MOST CONSTRUCTION, THIS DOES REQUIRE THE NATIVE SUB-GRADE TO BE STRIPPED OF VEGETATION AND TOP SOIL PRIOR TO PLACEMENT OF THE PREPARED GRANULAR SUB-BASE. DUE TO THE INHERENT STIFFNESS OF THE BUILDING, IT WILL REMAIN SAFE AND STRUCTURALLY SOUND IN THE UNLIKELY EVENT OF FREEZING ACTION BELOW THE BUILDING REGARDLESS OF ANTICIPATED NATURAL FREEZE/ THAW CYCLES.

LATERAL LOADS ARE TRANSFERRED TO THE GROUND THROUGH FRICTIONAL RESISTANCE WITHOUT SLIDING OR SHIFTING BETWEEN THE BUILDING FLOOR SLAB AND THE PREPARED SOIL AND GRAVEL SUB-BASE ON WHICH THE BUILDING RESTS. SEISMIC ANALYSES ARE BASED ON LOADS DETERMINED IN ACCORDANCE WITH THE INTERNATIONAL BUILDING CODE USING PARAMETERS, WHICH MEET OR EXCEED THE CODE PRESCRIBED REQUIREMENTS FOR THIS INSTALLATION.

THIS BUILDING AS DESIGNED, RESTING ON A PROPERLY PREPARED GRANULAR SUB-BASE WILL BE SAFE AND STRUCTURALLY SOUND FOR VERTICAL AND LATERAL LOADS AS DISCUSSED ABOVE. A FULL DEPTH FOUNDATION WALL AT THE BUILDING PERIMETER AND AN ANCHORAGE SYSTEM, TYPICAL FOR OTHER TYPES OF BUILDING CONSTRUCTION, ARE NOT REQUIRED FOR THIS BUILDING.



PRIOR TO PLACEMENT OF BUILDING A PROPERLY PREPARED SUB-BASE SHALL BE PROVIDED. SUB-BASE SHALL EXTEND TO FROST DEPTH (MINIMUM 7") AND CONSIST OF 3/4" MINUS CRUSHED ROCK (ROAD BASE MATERIAL) COMPACTED TO 95% OF OPTIMUM DENSITY IN ACCORDANCE WITH ASTM D 1557. FINISHED SURFACE OF SUB-BASE SHALL BE FLAT AND LEVEL, WITH A MAXIMUM DEVIATION OF −1/2", +0" FROM A TRUE HORIZONTAL PLANE. (FOUNDATION PREP NOT BY CXT).

CXT

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PROJECT TITLE
XXXX
BUILDING NUMBER XXXX

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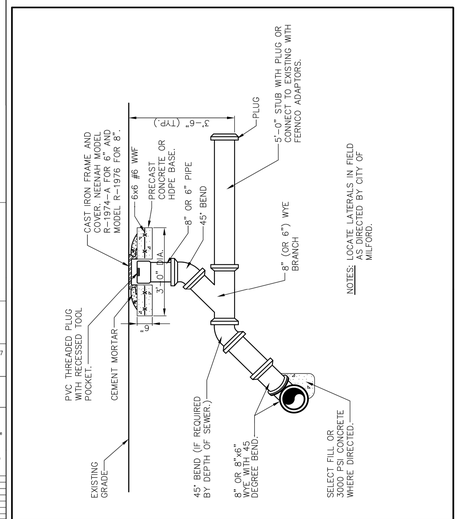
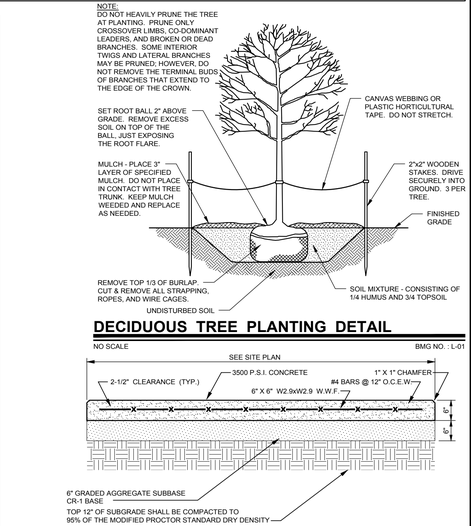
NO.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	--
DRAWN	N. TOMAN	FILE NO.	--
CHECKED	N. POWER	PLOT	48

FOUNDATION DETAIL

DWG NO.	SHEET	REV.
-	- 24	0



DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		BUILDING LATERAL CLEANOUT DETAIL NO SCALE
		SECTION - 3 / DRAWING: D3-7



DECIDUOUS TREE PLANTING DETAIL
NO SCALE — BMG NO. : L-01

NOTE:
CONTRACTOR TO PROVIDE CONTRACTION JOINTS AT A MINIMUM OF 10' SPACING WITH EXPANSION JOINTS AT A MINIMUM SPACING OF 20' AND WHEN ADJACENT TO FIXED OBJECTS SUCH AS CURB, WALLS, ETC.

6" CONCRETE SLAB DETAIL
NO SCALE — BMG NO. : SW-6B

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Newark, DE 19713
302.369.3700

Maryland
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Salisbury, MD 21801
410.546.9100

North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600

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PROJECT TITLE

MEMORIAL PARK RESTROOM

National Scenic Byway FHWA
Grant # T202420001
Federal Aid # ETA-2024(22)

5 S WASHINGTON ST
MILFORD
SUSSEX COUNTY, DE

SHEET TITLE

CONSTRUCTION DETAILS

ISSUE BLOCK

MARK	DATE	DESCRIPTION
2	1.23.25	REVISED PER DOT COMMENTS
1	11.18.24	REVISED PER CITY OF MILFORD NEW CTX MODEL

LATEST DATE: 0.000

PROJECT NO.:	**2023005.00**
DATE:	**08/17/2023**
SCALE:	**AS SHOWN**
DRAWN BY: **A.J.D.**	PROJ. MGR.: **C.D.C.**

SHEET

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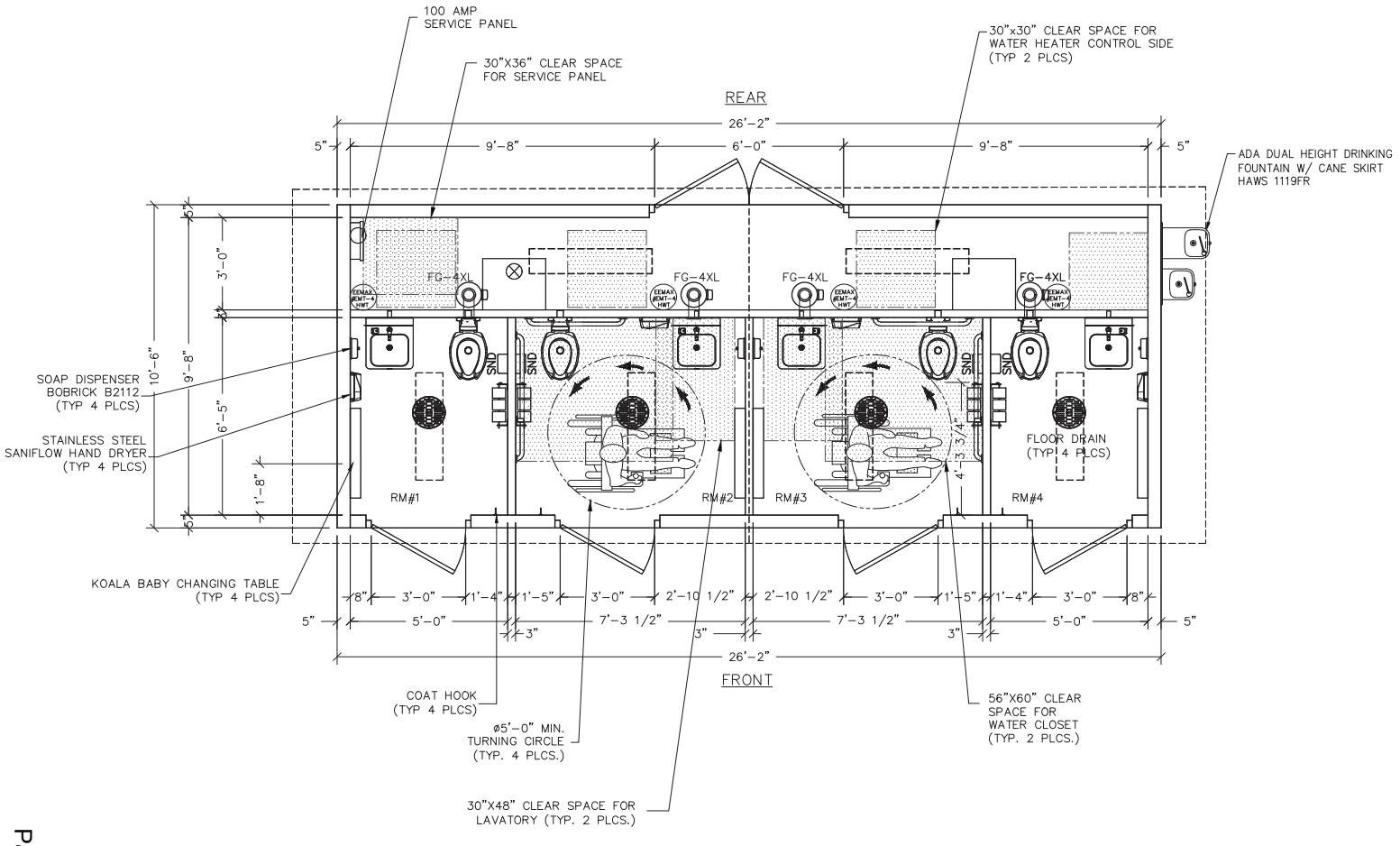

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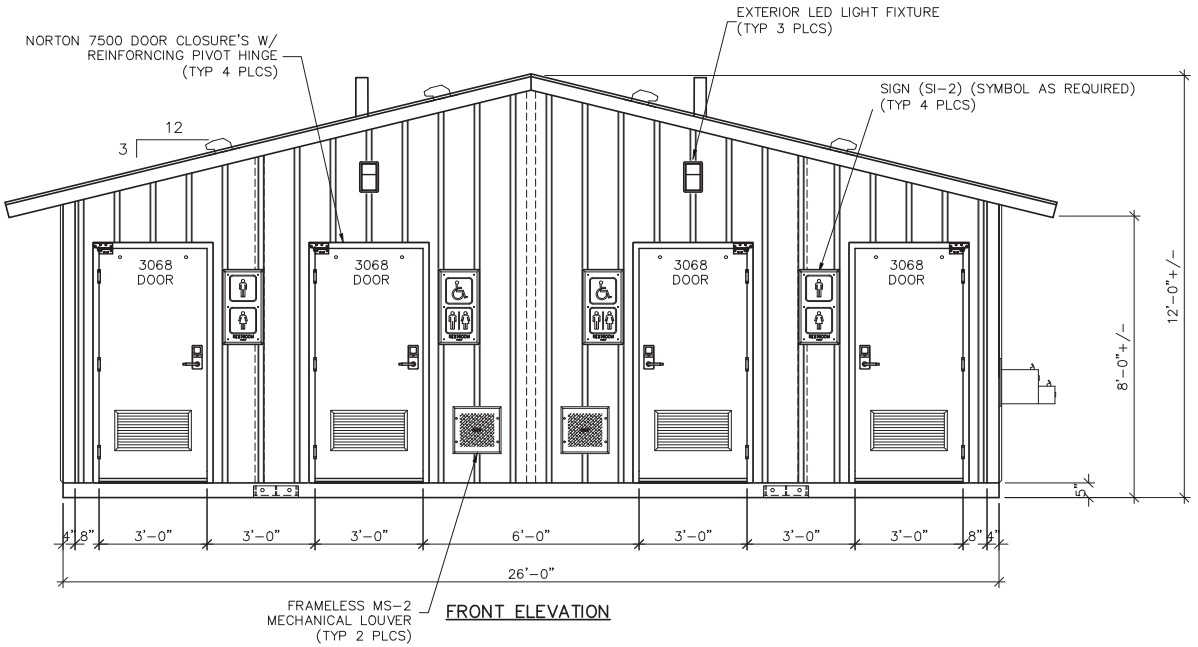
REV.	DESCRIPTION	APPROVAL	DATE

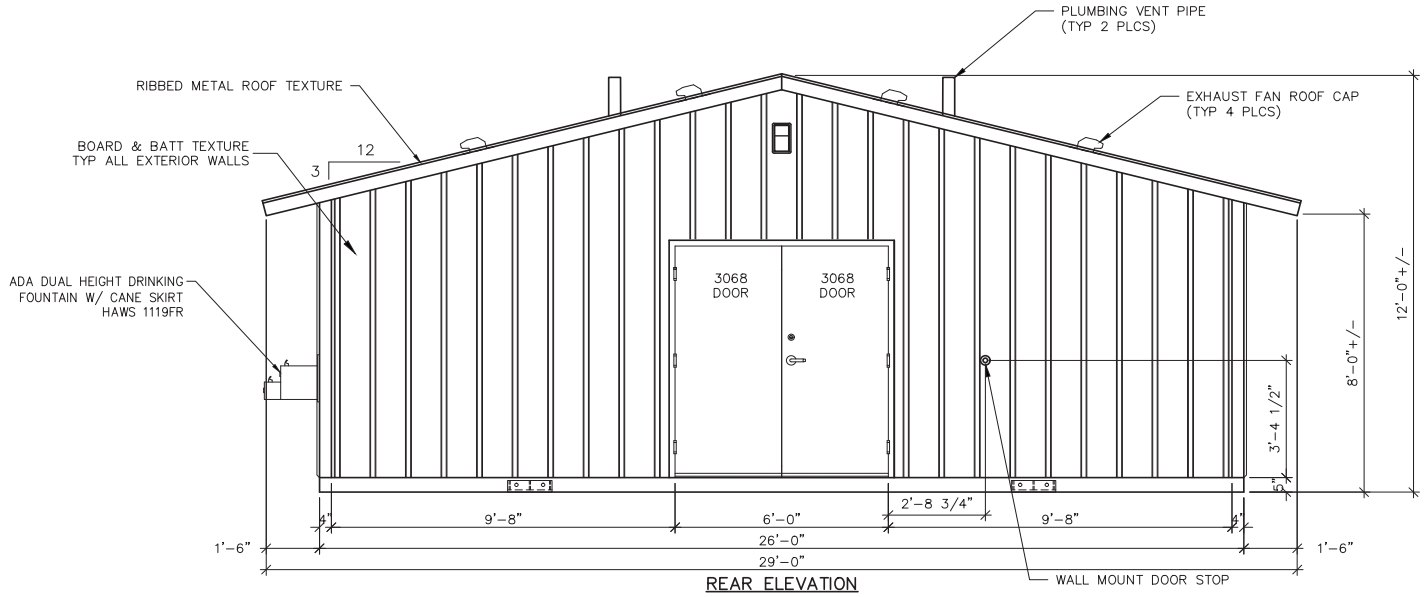
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	G.OGG	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
DK4	1/4	0



FRONT ELEVATION



REAR ELEVATION

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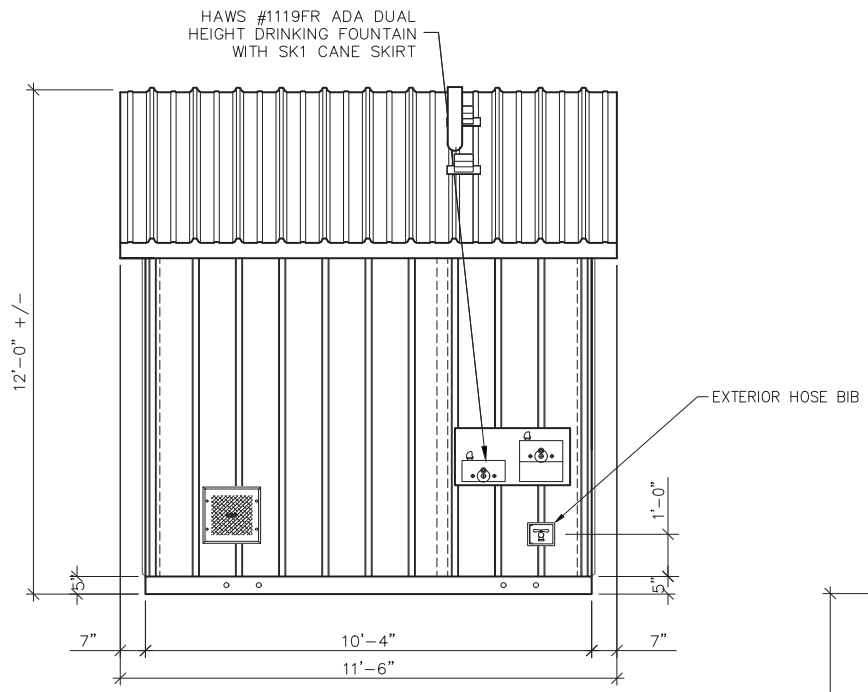
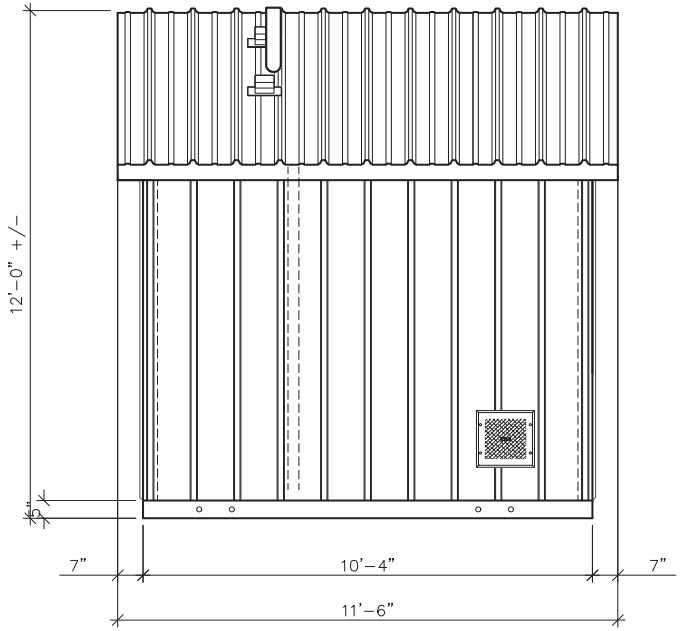
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	G.OGG	FILE NO.	DK4-010
CHECKED	N. POINER	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
DK4	2/4	0



RH SIDE ELEVATION



LH SIDE ELEVATION

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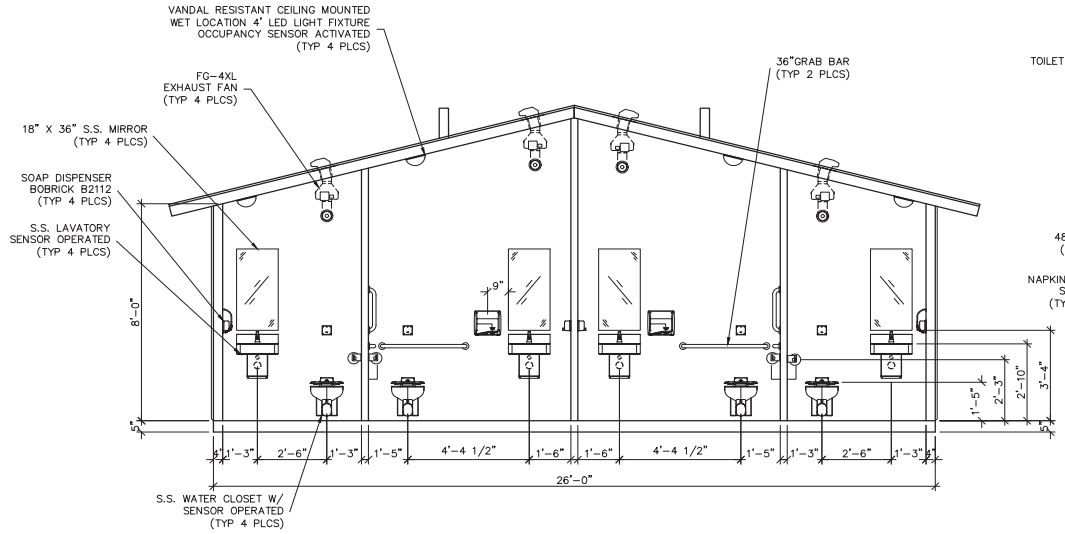
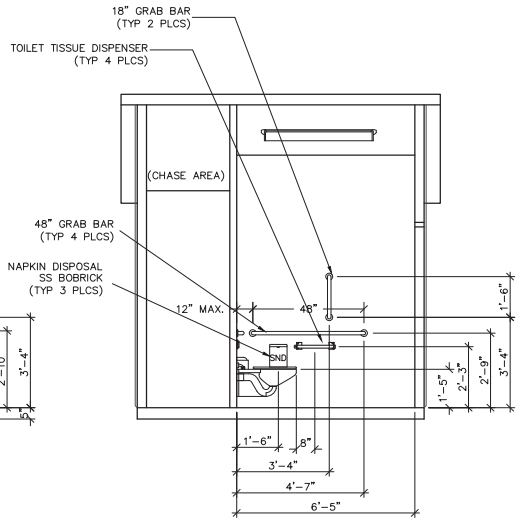
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	C.OGC	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	49

FLOOR PLAN

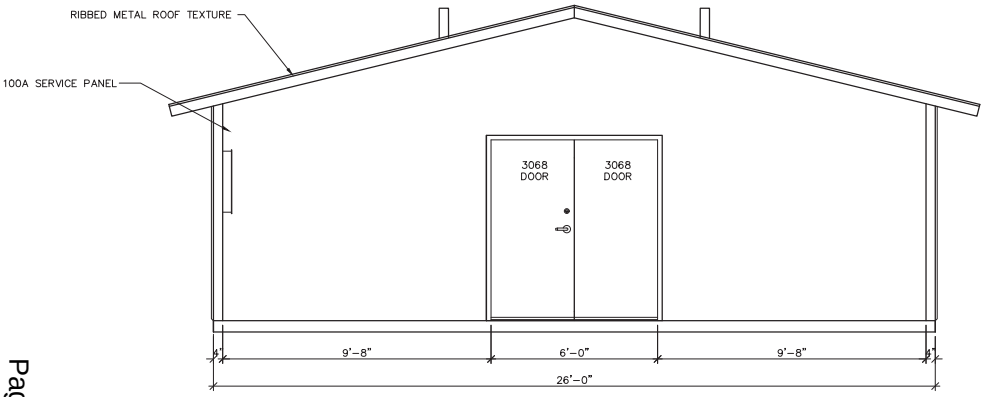
DWG NO.	SHEET	REV.
DK4	3/4	0



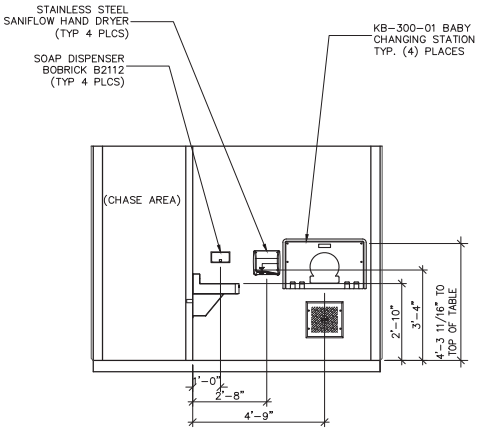
1 INTERIOR ELEVATION - MIDDLE (CHASE) WALL



2 INTERIOR ELEVATION - ADA STALL SIDE WALL



3 INTERIOR ELEVATION - BACK WALL



4 INTERIOR ELEVATION - SIDE WALL

CXT an LBFoster company

6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
DK4
STANDARD BUILDING

NOTICE

The information contained herein is proprietary and the exclusive property of CXT Incorporated. The information may only be used by the original recipient for the purpose intended. Reproduction or distribution of this information is strictly prohibited without the prior written consent of CXT Incorporated. By allowing use of this information, CXT Incorporated grants no warranty, express or implied, including a warranty of merchantability or of fitness for a particular purpose.

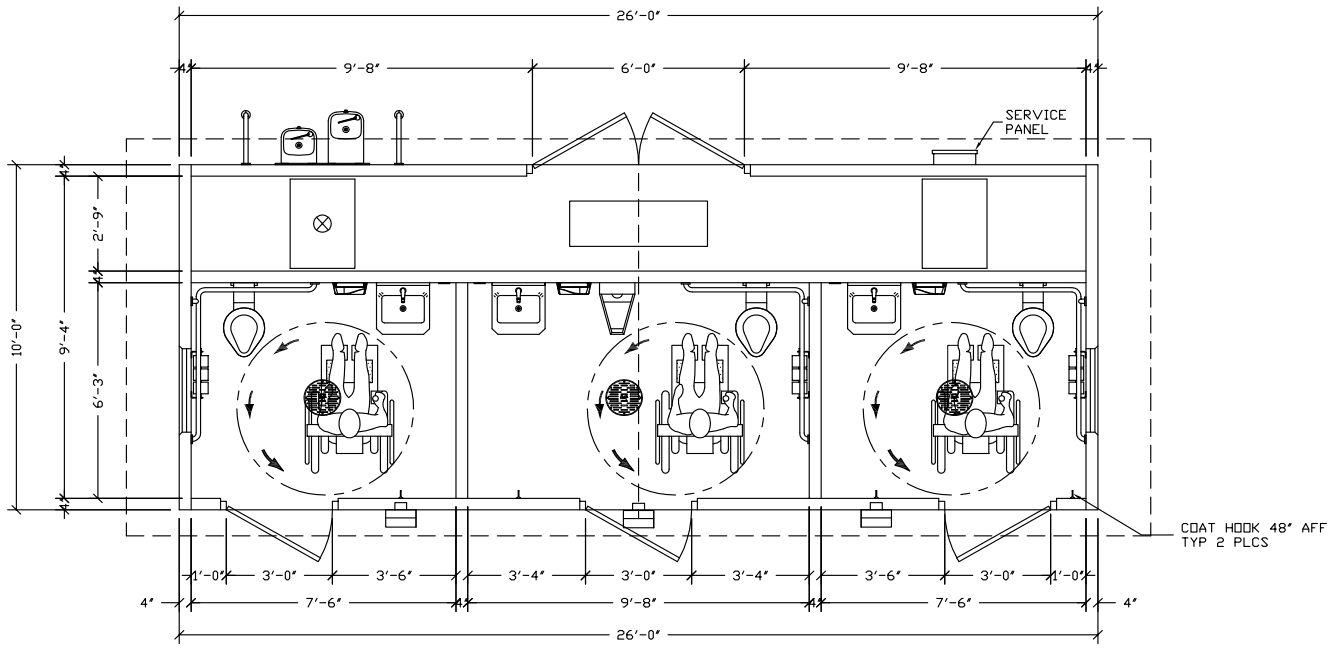
CXT Incorporated

REV.	DESCRIPTION	APPROVAL	DATE

SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	CJOC	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
DK4	4 / 4	0



NOTE: ELECTRICAL AND PLUMBING COMPONENTS ARE SHOWN FOR GENERAL ARRANGEMENT ONLY. SEE SHEETS DK-20 THRU DK-24 FOR COMPLETE SYSTEM DESCRIPTIONS.

3808 N. Sullivan Bldg. #7 Spokane, WA 99216

CXT

Precast Products

901 N. Highway 77 Hillsboro, TX 76645

PROJECT TITLE

SANTIAGO

PROPOSAL NUMBER 15-163P

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CXT Incorporated

REV.	DESCRIPTION	APPROVAL	DATE

SCALE	1/4"=1'-0"	DATE	10-06-15
DRAWN	ROB D WALKER	FILE NO.	15-163P
CHECKED	ROB	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
S-03	3	

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: February 9, 2026

RE: Milford Corporate Center – Phase I Onsite & Phase I Offsite
George & Lynch, Inc. – Change Order #1 – Onsite Electric Conduit

---

Project History & Background

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

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

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

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

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

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

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

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

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

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

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

On April 2, 2024, the City was awarded $2,283,730.37 from the State of Delaware TIIF to cover the costs associated with the design and construction of additional 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.

On January 12, 2026, City Council authorized payment in the amount of $79,485 to Verizon for the relocation of three underground utility lines in conflict with planned stormwater infrastructure along Milford-Harrington Highway.

George & Lynch, Inc. – Change Order #1 – Onsite Electric Conduit

George & Lynch, Inc. has provided the enclosed change order in the amount of $693,515.00 for the installation of electric conduit for all City of Milford required electric lines in Phase I of the project. The scope of work also includes a road bore under Canterbury Road and conduit for the Delaware Electric Coop under the Canterbury Road entrance. The City Electric Department reviewed the proposal and found the cost acceptable. The cost of the City electrical installation was included in the 5-year Capital Improvement Plan with $800,000 budgeted in FY25 and FY26. The adjusted contract amount with Change Order #1 is $18,684,299.19.

Staff recommend City Council authorize the Mayor to execute Change Order #1 of the George & Lynch, Inc. construction contract in the amount of $693,515.00 for the installation of electric conduit utilizing funding from Electric Impact Fees. 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.

George & Lynch, Inc.

CHANGE ORDER #1

Project Address:
Milford Corporate Center
401 Canterbury Road
Milford, Kent County, DE

Customer: Rob Pierce

Date: 12/24/2025

To:
The City of Milford
Contract # 131803632.15
119 S. Walnut Street
Milford, DE 19963

1.	Price from our electric subcontractor, BW Electric, for the installation of site conduit for all City of Milford required electric lines on the above-mentioned site. Phase 1 only, from Layout 1, Revision 5. Please find attached, the subcontractor back-up. Also includes excavation of trenches by G&L, for road crossings.	$ 660,475.00 per LS

1.	Price from our electric subcontractor, BW Electric, for the installation of critical conduit crossings. This work has already been completed. Please find attached, the subcontractor back-up. Also includes excavation of trenches by G&L.	$ 16,240.00 per LS
1.	Price from our electric subcontractor, BW Electric, for the installation of site conduit for the bore across Canterbury Road to City of Milford electric pole. Please find attached, the subcontractor back-up.	$ 16,800.00 per LS

Original Contract Amount: $ 17,990,784.19

Previously approved Change Orders: $ -0-

Change Order Amount: $ 693,515.00

Revised Contract Amount: $ 18,684,299.19

We hereby agree to the above as an additional/reduced project cost(s) to be added/deleted to the original scope of work:

KCI Representative

Date

Contractor

12/24/2025

Date

☐ Approved ☐ Denied

City of Milford Representative

Date

15342 S. DuPont Hwy
Harrington DE 19952

Office: 302.566.6248
Fax: 302.566.6251

Bryon Warren
President
302-270-5719

Email(s):
office@bwelectricinc.com
estimates@bwelectricinc.com

December 22, 2025

Subject: Milford Corporate CO Internal electric for City of Milford **Phase 1 - REVISED**

Dear Pres,

Our price to perform the electrical work associated with the above project is based on plans and email correspondence. Our price **does not** include the use of Prevailing Wages. Our pricing is **as follows.**

1. Supply and install conduit for #6 TPX cable (1-1" Conduit).
2. Supply and install conduit for 25kv 3-phase underground (2-6" Conduit).
3. Supply and install conduit for 25kv 1/0 Al (2-4" Conduit).
4. Supply and install conduit for underground fiber optic cable (1-2" Conduit).
5. Supply and install bore for under existing roadway. (Rt. 14)
6. Supply and install (33) pole bases.
7. B.W. Electric will perform excavation and backfill to rough grade (layout is to be marked by the GC).

ALL CONDUIT TO HAVE PULL STRINGS ONLY
NO WIRE TO BE SUPPLIED OR INSTALLED BY BW ELECTRIC

Phase 1 Materials: $256,250.00
Phase 1 Labor: $285,489.75
O&P: +15%
$623,000.72

Internal road crossings for phase 1 are included in the above price (no conduit sleeves are included)

Additional Cost
100' 2 - 1" Conduit installed (at east entrance on Airport Rd) = $250.00
200' 6 - 4" Conduit installed (at east entrance on Airport Rd for DEC) = $10,120.00
100' 2 - 6" w/ 2-2" Bore (crossing at canterbury rd north of airport rd) = $16,000.00
Supply and Install (2) DEC Handholes (size of handholes needs to be confirmed = $4,000.00
$1,800 Allowance for (2) Handholes.

Exclusions

1. No Bond.
2. No light poles
3. No transformers.
4. No junction boxes.
5. No layout.
6. No permit fees.
7. No wire
8. No MOT.
9. No grade stakes.
10. No cutting.
11. No patching or painting.
12. No liquidated damages.
13. No material if customer elects to purchase.
14. No sleeves for future road crossings outside of phase 1.

This price is good for thirty (30) days only.

Sincerely,

Josh Morris
B. W. Electric, Inc.
JWM/

B. W. Electric, Inc. shall not be liable for damages for delays in performance due to circumstances beyond its reasonable control, including without limitation, fire, floods, storms, or other acts of God, accidents, shortage of materials, and lack of transportation for similar reasons such as COVID-19 etc.

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: February 9, 2026

RE: Milford Corporate Center – Phase I Onsite & Phase I Offsite
George & Lynch, Inc. – Change Order #2 – Additional Mill & Overlay Canterbury Road

---

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.

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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.

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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.

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

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

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

On April 2, 2024, the City was awarded $2,283,730.37 from the State of Delaware TIIF to cover the costs associated with the design and construction of additional 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.

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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.

On January 12, 2026, City Council authorized payment in the amount of $79,485 to Verizon for the relocation of three underground utility lines in conflict with planned stormwater infrastructure along Milford-Harrington Highway.

George & Lynch, Inc. – Change Order #2 – Mill and Overlay Canterbury Road

The City was awarded $5,050,530.26 through the Transportation Infrastructure Investment Fund (TIIF) by the State of Delaware Department of Transportation (DelDOT) for transportation infrastructure improvements associated with the construction of the Milford Corporate Center (MCC). Improvements covered under the TIIF award include the construction of an entrance along Milford-Harrington Highway, the construction of a single lane roundabout at the intersection of Airport Road and Canterbury Road, improvements to the intersection of Church Hill Road and Canterbury Road, turn lane extensions at the intersection of Milford-Harrington Highway and Canterbury Road and the milling and overlay of Canterbury Road between Milford-Harrington Highway and Airport Road.

The Canterbury Road mill and overlay quantities were excluded in the original Phase I bid form. George & Lynch, Inc. has submitted the enclosed Change Order #2 in the amount of $200,255.00 for the additional mill and overlay of Canterbury Road for City Council's consideration.

Staff believe it is in the best interest of the City to complete the additional mill and overlay work as part of the MCC Phase I project to avoid future material and labor cost increases. The cost of the mill and overlay was included in the 5-year Capital Improvement Plan (CIP) and is eligible for TIIF reimbursement upon completion of Phase I. The adjusted contract amount with Change Order #1 and Changer Order #2 is $18,884,554.19.

Staff recommend City Council authorize the Mayor to execute Change Order #2 of the George & Lynch, Inc. construction contract in the amount of $200,255 for the additional mill and overlay of Canterbury Road utilizing funding from Realty Transfer Tax (RTT) Reserves to be reimbursed by the State of Delaware through the Transportation Infrastructure Investment Fund (TIIF) award.

KCI TECHNOLOGIES
ISO 9001:2008 CERTIFIED
ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS
614 N. Dupont Highway • Dover, DE 19901 • Phone 302-747-5999

01/07/2026

City of Milford
Attn: Christopher Coleman
201 S Walnut St
Milford, DE 19963

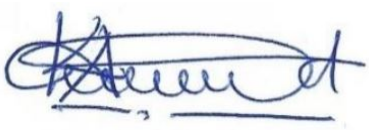
Subject: **Milford Corporate Center – Phase 1**
PCO #2 – Additional Mill & Overlay – Canterbury Rd
KCI Project No. 00012218_00001

Mr. Coleman,
KCI has reviewed the proposed change order (PCO) #2 submitted by the Contractor, George & Lynch Inc for the Milford Corporate Center Phase 1 project. PCO #2 includes the cost for labor, material and equipment for additional Mill and Overlay on Canterbury Road. The project was still going through the DelDOT permitting review during the bid process and these quantities were excluded in the original bid form.

This change, if accepted, will result in an additional cost of $200,255 to the original contract amount.

Based on our review, we find this cost reasonable and acceptable. Please let me know if you have any questions or need any further information.

Sincerely,



Kevin Nyamumbo, PE
Project Manager

cc: KCI File/ Rob Pierce

George & Lynch, Inc.

CHANGE ORDER #2

Project Address:
Milford Corporate Center
401 Canterbury Road
Milford, Kent County, DE

Customer: Rob Pierce

Date: 12/23/2025

To:
The City of Milford
Contract # 131803632.15
119 S. Walnut Street
Milford, DE 19963

1.	Additional Mill and Pave on Canterbury Road, not covered by the Bid Form. Mill and pave two inches from Rt 14, North to the beginning of the DelDOT work on Canterbury Road. Approximately 6,307.22 SY, including MOT and Striping.	$ 200,255.00 per LS

Original Contract Amount: $ 17,990,784.19

Previously approved Change Orders: $ -0-

Change Order Amount: $ 200,255.00

Revised Contract Amount: $ 18,191,039.19

We hereby agree to the above as an additional/reduced project cost(s) to be added/deleted to the original scope of work:

KCI Representative — Date

Contractor — Date 12/23/2025

☐ Approved ☐ Denied

City of Milford Representative — Date

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: February 9, 2026

RE: Milford Corporate Center – Phase I Onsite & Phase I Offsite
Becker Morgan Group – Work Authorizations 3 & 4 – Construction Administration

---

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.

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On April 2, 2024, the City was awarded $2,283,730.37 from the State of Delaware TIIF to cover the costs associated with the design and construction of additional 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.

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On January 12, 2026, City Council authorized payment in the amount of $79,485 to Verizon for the relocation of three underground utility lines in conflict with planned stormwater infrastructure along Milford-Harrington Highway.

Becker Morgan Group – Work Authorization 3 & 4 – Construction Administration Services

On May 13, 2024, City Council authorized a contract for construction administration services to Becker Morgan Group in the amount of $48,000. This was an estimated fee based on projected coordination efforts with the City, KCI Technologies and the awarded contractor. The original estimated budget has been reached and Becker Morgan Group has provided the enclosed additional work authorizations to cover anticipated costs for the remainder of Phase I construction.

Work Authorization #3 includes electric utility and conduit layout, future lot grading analysis and a stockpile volume analysis with a fixed fee increase of $25,000.

Work Authorization #4 includes additional coordination required to address mis-marked and unmarked underground utilities, specifically electric, communication and natural gas with a fixed fee increase of $20,000.

Staff recommend City Council authorize the Mayor to sign Work Authorization #3 in an amount not to exceed $25,000 and Work Authorization #4 in an amount not to exceed $20,000 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.

BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

WORK AUTHORIZATION NO.: 3

Date:	01/05/2026		
Project:	Milford Corporate Center	**Project Manager:**	Jon S. Falkowski, P.E.
Project No:	2022083.00 Task: 005	**Principal in Charge:**	J. Michael Riemann, P.E.

Description of work to be performed:

This work is authorized pursuant to the agreement dated 2/10/22, between City of Milford and Becker Morgan Group, Inc. for the following project: Fry Farm Business Park aka Milford Corporate Center.

Task 005 Construction Phase Services

Construction Phase Budget and Additional Services

The original construction phase budget was based on an estimated fee, which has now been reached. Since that time, additional services have been required that were not anticipated in the original scope or fee estimate. These additional services, outlined below, have been provided at the city's request or in response to contractor needs, and have required effort beyond the baseline budget.

1. **City Electric and Conduit Layout**
   We provided assistance to the City of Milford with electric conduit layout, conflict checks, and quantity analysis. This effort directly supported the City of Milford and their engineers in advancing the electrical design and ensuring coordination across multiple utilities.

2. **Future lot Grading Analysis**
   While the original infrastructure and road design did not include detailed lot grading for individual pad development, the City of Milford requested we prepare a grading design to forecast earthwork needs for future development. This required additional analysis and design effort beyond the base contract scope.

3. **Stockpile Volume Analysis**
   At the City of Milford's request, we analyzed the contractor's soil stockpile to determine volumes. This required a dedicated survey of the stockpile and a detailed topographic analysis to quantify earthwork material.

Additional Contract Coordination

We also provided enhanced coordination with the City Engineer (KCI) to ensure consistency, resolve contract conflicts, and maintain alignment across all project stakeholders.

Becker Morgan Group, Inc.'s *Terms and Conditions of Agreement* continue to apply.

Construction Budget (if applicable):	**Increase Hourly Estimated Budget: $25,000.00**
Phase of Work	**Billing Instructions**
☐ Design ☐ Construction Docs ☑ Bid/Construct Phase ☐ Other:	☐ included in basic fee ☑ additional services, increase budget ☐ additional services, separate account ☐ additional services, separate task

Client Approval	**Principal Approval**	
Signature:	Signature:	
Name:	Name:	J. Michael Riemann, P.E.
Title:	Title:	Vice President
Organization:	Organization:	Becker Morgan Group, Inc.
Date:	Date:	01/05/26

202208300cl-WA3.docx

BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

WORK AUTHORIZATION NO.: 4

Date:	01/05/2026		
Project:	Milford Corporate Center – DelDOT improvements	**Project Manager:**	Jon S. Falkowski, P.E.
Project No:	2022083.00 Task: 004	**Principal in Charge:**	J. Michael Riemann, P.E.

Description of work to be performed:

This work is authorized pursuant to the agreement dated 2/10/22, between City of Milford and Becker Morgan Group, Inc. for the following project: Fry Farm Business Park aka Milford Corporate Center.

Task 004 Construction Phase Services

Construction Phase Budget and Additional Services

Additional services have been required that were not anticipated in the original scope or fee estimate. These additional services, outlined below, have been provided at the city's request and have required effort beyond the baseline budget.

1. **Unmarked Utilities**
   During the design phase of the project, utility locates were requested and field located by our survey crew. During construction, it was discovered that several utilities including electric and communication were mis-marked and additional utilities have been encountered that were not marked. Several of these utilities conflict with the proposed storm drain networks along Route 14. We performed coordination with the contractor and utility owners. To revise the design, additional time was dedicated to guiding the contractor, on site surveying during contractor test pitting, coordinating and providing utility profiles, preparing exhibits and preparing alternate storm drain designs to avoid the utility conflicts. In addition, the shared-use path must be revised and relocated to avoid underground electric at the direction of Delaware Electric Coop, with the addition of conduits under the roundabout.

Becker Morgan Group, Inc.'s *Terms and Conditions of Agreement* continue to apply.

Construction Budget (if applicable)**:**	**Fixed Fee Increase: $20,000.00**
Phase of Work	**Billing Instructions**
☐ Design	☐ included in basic fee
☐ Construction Docs	☑ additional services, increase budget
☑ Bid/Construct Phase	☐ additional services, separate account
☐ Other:	☐ additional services, separate task

Client Approval	**Principal Approval**
Signature:	Signature:
Name:	Name: J. Michael Riemann, P.E.
Title:	Title: Vice President
Organization:	Organization: Becker Morgan Group, Inc.
Date:	Date: 01/05/26

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

SHANTÉ A. HASTINGS
SECRETARY

January 14, 2026

Rob Pierce, Planning Director
City of Milford
Public Works Facility
180 Vickers Drive
Milford, DE 19963

Dear Mr. Pierce:

Enclosed for City of Milford's signature and notarization is the Southeast Milford Transportation Improvement District (TID) Infrastructure Recoupment Agreement for the Dollar General Deep Branch Plaza development. This agreement between Windward Milford, LLC, City of Milford, and DelDOT outlines the commitments of the parties to implement the TID. The property owner is committing to participate in the TID, instead of following the regular Traffic Impact Study process in DelDOT's Development Coordination Manual and contributing to off-site improvements. The owner will handle recordation of the agreement and refer to it in a note on their record and/or commercial entrance plan.

After the agreement is signed and notarized, please return to my attention at DelDOT Division of Planning. If using USPS, the address is P.O. Box 778, Dover, DE 19903. If using overnight delivery such as FedEx or UPS, the delivery address is S. Bay Rd., Dover, DE, 19901. If you have any questions or comments, please contact me at Sarah.Coakley@delaware.gov or (302)760-2236.

Sincerely,

Sarah Coakley, AICP
Principal Planner

SC: sc
Enclosure

Tax Parcel No.: 330-11.00-44.05
Subdivision No.:
Prepared by/Return To:
Delaware Department of Transportation
Division of Planning
For overnight 800 Bay Road,
Dover, DE 19901
Or
Regular Mail P.O. Box 778
Dover, DE 19903

Southeast Milford Transportation Improvement District
Infrastructure Recoupment Agreement

This Infrastructure Recoupment Agreement is made as of this _____day of _____, 2026, by and between the Delaware Department of Transportation (hereinafter referred to as "**DelDOT**"), City of Milford, a municipal corporation of the State of Delaware (hereinafter referred to as the **City**), and Windward Milford, LLC, its heirs, successors and assigns (hereinafter referred to as "**Property Owner**").

W I T N E S S E T H:

WHEREAS, DelDOT and the City in overseeing the coordination of land use and transportation require construction of various transportation improvements relating to the various anticipated land development projects in accordance with Title 17, Chapter 5, § 507 of the Delaware Code; and

WHEREAS, DelDOT and the City have established the Southeast Milford Transportation Improvement District, as outlined in the "Agreement Regarding Southeast Milford Transportation Improvement District," executed by both parties on April 10, 2023; and

WHEREAS, the City shall set up a fund (hereinafter referred to as the "**Southeast Milford TID Fund**") to help fund the planned transportation improvements in lieu of developments preparing a traffic impact study and either phasing its project or constructing offsite transportation improvements; and

WHEREAS, the Property Owner is willing to contribute to the Southeast Milford TID Fund in recognition of the benefits the new transportation improvements will bring their property, and in order to immediately proceed with the construction and development of their property; and

WHEREAS, said property is located on the east side of S. Rehoboth Blvd. at Windward Blvd., City of Milford, Delaware, being Sussex County Tax Parcel 330-11.00-44.05 consisting of 1.955 acres, more or less, as shown on Exhibit "A" (hereinafter referred to as the "**Property**").

NOW, THEREFORE, for valuable consideration, the receipt and adequacy of which is hereby acknowledged, and intending to be legally bound, the parties agree as follows:

I. Traffic Impact Study

The **Property Owner** shall not be required to perform a traffic impact study and, in lieu thereof, shall contribute through the Southeast Milford TID Fund.

II. Right-of Way (R/W) Dedication

Dedication of rights-of-way in lieu of some or all of the fee shall be by agreement between the **Property Owner**, **DelDOT**, and the **City** with payment of the fee being required if any party is not amenable to the proposed dedication. The value of the rights-of-way to be dedicated shall be determined in accordance with **DelDOT** policies and regulations. The creditable area shall be determined based on highway plans acceptable to **DelDOT** and shall exclude the standard dedications provided in **DelDOT**'s Development Coordination Manual, rights-of-way for any proposed subdivision streets, and any lands needed to accommodate the site entrance.

III. Transportation Improvement Funding

Funding for the transportation improvements within the Southeast Milford TID will be provided by the **Property Owner** as detailed below:

A. **Southeast Milford Transportation Improvement District Fund** – The **City** shall create and administer a separate account, the Southeast Milford TID Fund, to make timely payments to **DelDOT**, for all engineering professionals and contractors performing work on the Southeast Milford TID transportation improvements. Subject to the provisions of this Agreement, contributions (defined below) to the Fund will be made by the **Property Owner** and by Other Property Owners who execute recoupment agreements in substantially the same form as this Agreement, and by DelDOT, as required.

B. **Contributions To The Fund**

1. **Contribution Rates** –The established rates for the Southeast Milford TID are listed on Exhibit "B". Subject to the limitations set forth below, the **Property Owner** shall contribute to the Southeast Milford TID Fund (hereinafter, the "contribution" or "contributions"), in amounts consistent with the established rates, for the **Property** on the attached Exhibit "A," which amounts shall be adjusted annually as set forth in paragraph D below. Once contributions for a specific development are paid in full, the **Property Owner** shall have no further obligations under this agreement for that development.

2. **Contribution Timing** - Contributions shall be made at the time of **Property Owner** application to the **City** for a building permit for the **Property.** The parties acknowledge and agree that no building permits for a building or project located on the **Property** shall be issued until such time as the contributions to the Southeast Milford TID Fund associated with the particular building or project phase have been made. Where a project involves residential houses, no building permit for a particular unit shall be issued until the contribution for that unit has been made. For a non-residential building, where contributions are to be made on a square foot basis, no building permit for a particular building shall be issued until the contribution for such building has been made.

3. **Property Rezoning** - If the **Property** is rezoned from its current zoning designation, or development plans change, future contributions shall be paid in accordance with the use then being made of the **Property**. For example, if a portion of the **Property** is developed residentially, but then the balance of the **Property** is developed for non-residential purposes, the contributions for the residential portion shall be paid at the residential rates, and the non-residential portions based on the appropriate non-residential rates.

4. **Contribution Notification** - In the event a **Property Owner** has elected to execute this Recoupment Agreement, any final site plan for development of lands of said **Property Owner** subject to contribution hereunder shall contain a statement or note that the issuing of

a building permit is contingent upon paying the then applicable portion of the contribution into the Fund as provided in the Recoupment Agreement for the **Property**.

C. **Developer Design/Build Credit** - Design and/or Construction of physical improvements in lieu of some or all of the fee shall be by agreement between the **Property Owner**, **DelDOT,** and the **City**, with payment of the fee being required if any party is not amenable to the proposed construction. If a **Property Owner** seeks to design and/or construct physical improvements in lieu of paying into the Fee, the **Property Owner** shall be required to obtain a minimum of three bids for the work. The bids shall be subject to review and approval by the **DelDOT**. Credit toward the fee shall be based on the **Property Owner**'s payments to the selected contractor. Design and/or Construction of improvements required by **DelDOT** and the **City** as part of the development's entrance construction or on-site infrastructure, e.g. subdivision streets, and curb ramps, turn lanes, acceleration lanes at development entrance, shall not be creditable toward the fee. At their discretion, **DelDOT** and the **City** may require improvements beyond the site entrance to correct an unsafe condition that they find would be created or worsened by the proposed development. Such improvements may include, but are not limited to, the addition or widening of shoulders, and/or the construction of a shared-use path or sidewalk along the development's frontage. In that case, the cost of that work shall be determined by **DelDOT**, using the Shared-Use Path and Sidewalk Fee Calculation Form for those items and current comparable contract bid prices as a guide for other items, and shall be creditable toward the fee.

D. **Escalation** - While transportation improvement projects await construction funding, the costs of constructing the project will escalate at the rate of inflation for highway construction projects. The amounts paid by the **Property Owner**, therefore, shall be subject to an annual increase, beginning on January 31, 2024 and increasing by the established amount on January 31 of each year thereafter. The actual amount of the increase shall be set by DelDOT in January of each year, based upon the average of the annual changes in the Consumer Price Index (CPI) for Delaware Region during the previous five years. Escalation shall only apply to contributions unpaid on January 31 of each year.

IV. Property Owner Benefits

A. **No Individual Off-site Improvements** - No Individual off-site road projects will be required as a separate cost for individual developments participating in this agreement, as a condition of approval by **DelDOT** or the **City**.

B. **No Individual Traffic Impact Study** - No Individual Traffic Impact Study will be required as a separate cost for individual developments participating in this agreement, as a condition of approval by **DelDOT** or the **City**.

C. **Cost Savings** - Costs for off-site improvements are expected to be reduced due to the proposed comprehensive approach, the cost sharing and the large size of the projects.

V. Administration of the Agreement

A. **Existing Record Plan Requirements** – Should existing Record Plan transportation improvement requirements conflict with this agreement, **DelDOT**, the **City**, and the **Property Owner** shall work together to expedite the modification(s) to the Record Plan notes. The revision will be a ministerial review, incorporating the TID participation into the Record Plan notes. The **DelDOT** and the **City** review fees for this reconciliation will be considered satisfied from the initial Record Plan Review fees. For any other changes requiring a resubdivision plan and review, the associated fees will be the responsibility of the legal owner.

B. **Amendments** – This agreement shall not be modified, changed, or supplemented, nor may any of the obligations and rights be waived, except by a written instrument signed by all parties.

C. **Notices** – Whenever a notice is to be given or a document is to be delivered to one of the parties hereunder, it shall be addressed or delivered to:

Property Owner: Attention: Nick Hammonds, Authorized Representative
Windward Milford, LLC
246 Rehoboth Avenue
Rehoboth Beach, DE 19971

DelDOT: Director, Division of Planning
Delaware Department of Transportation
P.O. Box 778
Dover, DE 19903

City: Director, Department of Planning
Public Works Facility
City of Milford
180 Vickers Drive
Milford, DE 19963

D. **Succession of Agreement** – This agreement shall bind and benefit the parties hereto, their successors and assigns: and shall be a covenant running with the Property described in this agreement.

E. **Recordation of Agreement** – The Property Owner shall record this Agreement, so as to put potential future purchasers of the Property on notice of the obligations created by this Agreement.

F. **Termination of Agreement** – Property Owner's obligations under this Agreement shall terminate once all fees identified in this agreement are paid in full. Notwithstanding anything herein to the contrary, payment of a contribution for a specific lot or structure shall relieve that lot or structure from any other obligation under this Agreement. However, that lot or structure shall remain a beneficiary of this agreement.

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

Property Owner:

WINDWARD MILFORD, LLC

By: _____ (SEAL)
Name: Nick Hammonds
Title: Authorized Representative

STATE OF DELAWARE :
: SS.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this 30 day of December, 2025, before me, a notary public, the undersigned personally appeared, Nick Hammonds, who acknowledged himself to be the Authorized Representative of Windward Milford, LLC, and that he as such Authorized Representative of Windward Milford, LLC is authorized to execute the foregoing Southeast Milford Transportation Improvement District Infrastructure Recoupment Agreement for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

_____
Notary Public
My Commission Expires: 10/9/2026

Meghan E. Kern
MY COMMISSION EXPIRES
October 9th, 2026
NOTARY PUBLIC
STATE OF DELAWARE

City of Milford, Delaware:

By:_____(SEAL)
Name: _____
Mayor

STATE OF DELAWARE :
: SS.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this ___ day of _____, 2026, before me, a notary public, the undersigned personally appeared, _____, who acknowledged himself to be the Mayor of the City of Milford, and that he as such Mayor is authorized to execute the foregoing Southeast Milford Transportation Improvement District Infrastructure Recoupment Agreement for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

_____
Notary Public
My Commission Expires: _____

Delaware Department of Transportation:

By: _____ (SEAL)
Name: SHANTÉ HASTINGS
Secretary

STATE OF DELAWARE :
: SS.
COUNTY OF KENT :

BE IT REMEMBERED, that on this 12 day of January, 2026, before me, a notary public, the undersigned personally appeared, Shante Hastings, who acknowledged herself to be the Secretary for the Delaware Department of Transportation, and that she as such Secretary is authorized to execute the foregoing Southeast Milford Transportation Improvement District Infrastructure Recoupment Agreement for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Beth A McGee
Notary Public
My Commission Expires: Upon Office

BETH A MCGEE
NOTARY PUBLIC
MY COMMISSION EXPIRES UPON OFFICE
STATE OF DELAWARE

Approved as to form:

By: _____
Name: George T. Lees III
Title: Deputy Attorney General

Exhibit A

Map of individual property subject to agreement

Exhibit B

Southeast Milford Transportation Improvement District

Initial Contribution Rates

Southeast Milford TID Initial Fee Schedule 2023	
Residential Rates	
Single family detached residential	$2,750 per unit by phase
	$2,887 per unit by lot
Single family attached residential	$2,090 per unit by phase
	$2,194 per unit by lot
Multi-family residential, low-rise, 1-3 floors	$1,952 per unit by phase
	$2,049 per unit by lot
Multi-family residential, mid-rise, 4 or more floors	$1,320 per unit by phase
	$1,386 per unit by lot
Non-Residential Rates	
Under 21 trips per 1,000 SF GFA	$1.00 per sq ft
At least 21 but less than 34 trips per 1,000 SF GFA	$1.45 per sq ft
At least 34 but less than 75 trips per 1,000 SF GFA	$2.90 per sq ft
At least 75 but less than 200 trips per 1,000 SF GFA	$5.80 per sq ft
200 or more trips per 1,000 SF GFA	$6.80 per sq ft
Notes: Single family attached rate is 76% of single-family detached rate. Low-rise Multi-family rate is 71% of single-family detached rate. Mid-rise Multi-family rate is 48% of single-family detached rate. All non-residential rates are based on the number of daily trips per 1,000 square foot of gross floor area. This is based on ITE Trip Generation Manual, 11th Edition.	

Current Contribution Rates

Southeast Milford TID Fee Schedule 2025	
Residential Rates	
Single family detached residential	$2,982 per unit by phase
	$3,131 per unit by lot
Single family attached residential	$2,266 per unit by phase
	$2,379 per unit by lot
Multi-family residential, low-rise, 1-3 floors	$2,117 per unit by phase
	$2,223 per unit by lot
Multi-family residential, mid-rise, 4 or more floors	$1,432 per unit by phase
	$1,504 per unit by lot
Non-Residential Rates	
Under 21 trips per 1,000 SF GFA	$1.08 per sq ft
At least 21 but less than 34 trips per 1,000 SF GFA	$1.56 per sq ft
At least 34 but less than 75 trips per 1,000 SF GFA	$3.14 per sq ft
At least 75 but less than 200 trips per 1,000 SF GFA	$6.28 per sq ft
200 or more trips per 1,000 SF GFA	$7.37 per sq ft
Notes: Single family attached rate is 76% of single-family detached rate. Low-rise Multi-family rate is 71% of single-family detached rate. Mid-rise Multi-family rate is 48% of single-family detached rate. All non-residential rates are based on the number of daily trips per 1,000 square foot of gross floor area. This is based on ITE Trip Generation Manual, 11th Edition.	

Exhibit C

Southeast Milford TID Recoupment Credit Agreement- ROW Dedication

Agreement No. _____

Development Project

- **Development Name** _____
- **Developer** _____
- **Total Required Financial Contribution for Development** _____
  (per Recoupment Agreement)

SE Milford TID Project

- **Name of Project** _____
- **Section of Project** _____
  (Attach plan)
- **Acreage of Right-of-way provided** _____
- **Total Estimated Cost of Right-of-way Dedication** _____

(Attach cost estimate)

Recoupment Calculation

Estimated Cost of Dedication Required for Development	**$ _____**
Estimated Cost of Dedication Eligible for Recoupment	**$ _____**
TOTAL	**$ _____**

(Attach breakout plan)

****Note - Total must equal Total Estimated Cost of Right-of-way Dedication***

Agreement

For dedicating additional right-of-way for the above named Southeast Milford TID Project, the above named development is credited the following amount toward the Southeast Milford TID Fund required contribution. $ ____

Developer Date

City of Milford Date

Delaware Department of Transportation Date

Exhibit D

Southeast Milford TID Recoupment Credit Agreement - Construction

Agreement No. _____

Development Project

- **Development Name** _____
- **Developer** _____
- **Total Required Financial Contribution for Development** _____
  (per Recoupment Agreement)

SE Milford TID Project

- **Name of Project** _____
- **Section of Project** _____
  (Attach plan)
- **Items Constructed** _____
- **Total Estimated Cost of Section to be Constructed** _____

(Attach cost estimate)

Recoupment Calculation

Estimated Cost of Items Required for Development	**$** _____
Estimated Cost of Items Required for Other Developments	**$** _____
Estimated Cost of Items Eligible for Recoupment	**$** _____
TOTAL	**$** _____

(Attach breakout plan)

****Note - Total must equal Total Estimated Cost of Construction***

Agreement

For performing construction work on the above named Southeast Milford TID Project, the above named development is credited the following amount toward the Southeast Milford TID Fund required contribution. $ ____

Developer Date

City of Milford Date

Delaware Department of Transportation Date

POLICE DEPARTMENT
401 NE Front Street
Milford, DE 19963

THE CITY of Milford DELAWARE

Phone 302.422.8081
Fax 302.424.2330
www.milfordpolicede.org

MEMORANDUM

DATE: February 2, 2026

TO: City Council

FROM: Chief Cecilia Ashe and
City Manager Chris Coleman

RE: Police Evidence Building Update Re-Bid Proposal

The purpose of this memorandum is to update City Council on the status of the bid process for the Police Evidence Building project.

During a routine internal review of the initial bid cycle, staff identified a few areas within the documentation that warranted clarification. After consulting with the City Solicitor, and out of an abundance of caution, it was recommended that the City re-issue the bid to ensure the process remains fully consistent with our established procurement standards and best practices.

We are requesting Council's support to move forward with the re-bid proposal so that the Police Evidence Building project can proceed without further delay and with full confidence in the integrity of the procurement for this project.

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR LANDS OF AMY PERFETTI

Planning Commission Meeting: February 17, 2026

Application Number / Name	:	CU-231-2025 / Lands of Amy Perfetti
Applicant	:	Amy Perfetti 206 N Walnut Street Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Single-family Detached Dwelling
Proposed Use	:	Single-family Detached Dwelling with a Major Home Occupation
Size and Location	:	0.542 +/- acres located along the west side of N Walnut Street between NW Second Street and NW Fourth Street, addressed as 206 N Walnut Street.
Tax Map & Parcel	:	MD-16-183.10-03-44.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
January 30, 2026

Application Number / Name	**:**	CU-231-2025 / Lands of Amy Perfetti
Tax Map & Parcel	**:**	MD-16-183.10-03-44.00
Size and Location	**:**	0.542 +/- acres located along the west side of N Walnut Street between NW Second Street and NW Fourth Street, addressed as 206 N Walnut Street.

I. BACKGROUND INFORMATION:

- The applicant converted a 1,388 square foot area of an existing single-family detached dwelling into a major home occupation for a wellness business, Stone and Sage Holistic Healing Center. Code Enforcement issued a notice of violation for the unlawful business on September 19, 2025.

- Chapter 230-9(C)(6) states a major home occupation may be permitted upon conditional use approval from City Council subject to specific requirements outlined in the code section and detailed in Section II of the staff report.

- The City received a conditional use application for the major home occupation on October 10, 2025; however, the application was not compliant with all of the requirements outlined in the zoning code. The applicant sought ten (10) variances from the zoning code which were reviewed by the Board of Adjustment at their January 8, 2026 meeting. The variances are further described in Section II of the staff report.

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 for a Major Home Occupation:

- Evaluation based on the criteria found under Chapter 230-9(C)(6) Major Home Occupation;

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

Applicant Response: The business is located entirely within the existing professional addition that historically served as a medical office. Reuse of the space as a holistic wellness center is compatible with its prior use and harmonious with the residential character of the property.

Staff Response: The proposed major home occupation would be located within an existing 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.

Applicant Response: The home's total square footage is 4,975 sq. ft., of which the business occupies 1,388 sq. ft. (28%). This remains within the code-permitted maximum of 30% for a Major Home Occupation.

Staff Response: The applicant proposes to utilize 1,388 square feet of the 4,975 square foot dwelling, which is 28% of the total floor area of the dwelling.

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.

Applicant Response: A variance request has been submitted to the Board of Adjustment regarding staffing. I am the sole full-time practitioner, and several part-time independent holistic practitioners provide services on an as-needed basis.

Staff Response: A variance was granted by the Board of Adjustment on January 8, 2026 to allow a total of three (3) nonresident employees or subcontractors to work at the major home occupation.

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.

Applicant Response: A variance is being requested to allow up to four (4) clients on site at one time. This level of activity is compatible with the physical layout of the space and the property's ample parking availability.

Staff Response: A variance was granted by the Board of Adjustment on January 8, 2026 to allow up to four (4) clients at any one given time.

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.

Applicant Response: A variance is being requested to allow the limited, accessory sale of ceremonial instruments, wellness tools, and branded apparel that directly support the services offered at the center.

Staff Response: The Board of Adjustment granted variance to permit the accessory sales of ceremonial instruments, wellness-related tools, and branded apparel which are not produced on the premises.

F. Where employees or customers 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.

Applicant Response: The property contains eight (8) on-site parking spaces. There are also ten (10) on-street parking spaces directly in front of the property, as well as two public City parking lots within a half-block. This ensures sufficient parking capacity without adverse impact to neighboring residences.

Staff Response: A professional home occupation requires 1 parking space per 300 square feet of floor area devoted to a business plus 1 space per outside employee. 1,388 square feet divided by 300 square feet equals 4.62 parking spaces. 4.62 parking spaces plus 3 outside employees equals a total required off-street parking of 7.62 parking spaces, rounded up to 8. The driveway, parking area and garage can accommodate the off-street parking of 8 vehicles but does not have adequate space to avoid vehicle stacking which would create issues with vehicles coming and going from the property.

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.

Applicant Response: No response provided.

Staff Response: This is not applicable to this application.

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.

Applicant Response: A variance is being requested to allow occasional instructional offerings such as meditation sessions and small classes. These activities will be limited to eight (8) participants and two (2) instructors and will remain quiet and low impact.

Staff Response: A variance was granted by the Board of Adjustment to allow a maximum of eight (8) participants and two (2) instructors to be on the premises at one time.

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.

Applicant Response: No response provided.

Staff Response: The proposed major home occupation would be located within the dwelling of the practitioner.

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.

Applicant Response: Does not apply.

Staff Response: There is no change to the exterior appearance of the dwelling except for the three business signs located on the property.

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.

Applicant Response: Does not apply.

Staff Response: The proposed major home occupation would not create noise, vibration, glare, fumes, odors or electrical 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.

Applicant Response: Does not apply.

Staff Response: There are no proposed commercial deliveries to the site according to the applicant's testimony at the Board of Adjustment hearing. All products sold on the premises are delivered the owner's other business location on Walnut Street.

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.

Applicant Response: Does not apply.

Staff Response: The proposed major home occupation would not include the storage 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.

Applicant Response: Does not apply.

Staff Response: There is no unenclosed exterior storage proposed.

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.

Applicant Response: Does not apply.

Staff Response: There is no proposed parking of commercial vehicles on the property.

P. Prohibited major home occupations. Major home occupations shall not include the following uses:

[1] Animal shelter, commercial kennel or veterinary office;
[2] Rooming or boarding home;
[3] Bed and Breakfast;
[4] Funeral home;
[5] Restaurant;
[6] Outdoor café;
[7] Club or lodge;
[8]Medical or dental clinic (two or more doctors or dentists);
[9]Retail shop;
[10]Rental business;
[11]Furniture stripping;
[12]Auto or small engine repair;
[13]Painting of vehicles, trailers, or boats;
[14]Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;
[15]Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency;
[16]Welding shop;
[17]Other uses of similar character to those listed above.

Applicant Response: No response provided.

Staff Response: The proposed major home occupation is not prohibited based on Paragraph P.

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

A. The presence of adjoining similar uses.

Staff Response: The property is located within a residential district at the edge of the City's downtown central business district. The immediate vicinity contains a mixture of uses including single-family detached dwellings, duplexes, triplexes, two-family structures, apartment buildings, dwellings converted to multiple units and home occupations.

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

Staff Response: Major home occupations are allowed by conditional use approval from City Council within the residential zoning districts.

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

Staff Response: The Comprehensive Plan designates this area as Low Density Residential for which the R-2 zoning district is a permitted zoning category. The Comprehensive Plan states that the Low Density Residential category represents typical single-family detached dwellings and duplex development. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area.

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

Staff Response: There is an existing PVC privacy fence along the southern property line separating the proposed major home occupation from an adjacent home occupation. There is no proposed screening between the subject parcel and the single-family detached dwelling to the north nor from the property to the west. The driveway and parking area is close to the neighboring property to the north; however, the dwelling and home occupation are approximately 100 feet from the neighboring property to the north.

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

Staff Response: The proposed use should not detract from other permitted uses in the district since there are other similar uses in the area. The property to the south contains a home occupation. The property is located at the edge of the City's Central Business District and is in close proximity to downtown municipal parking.

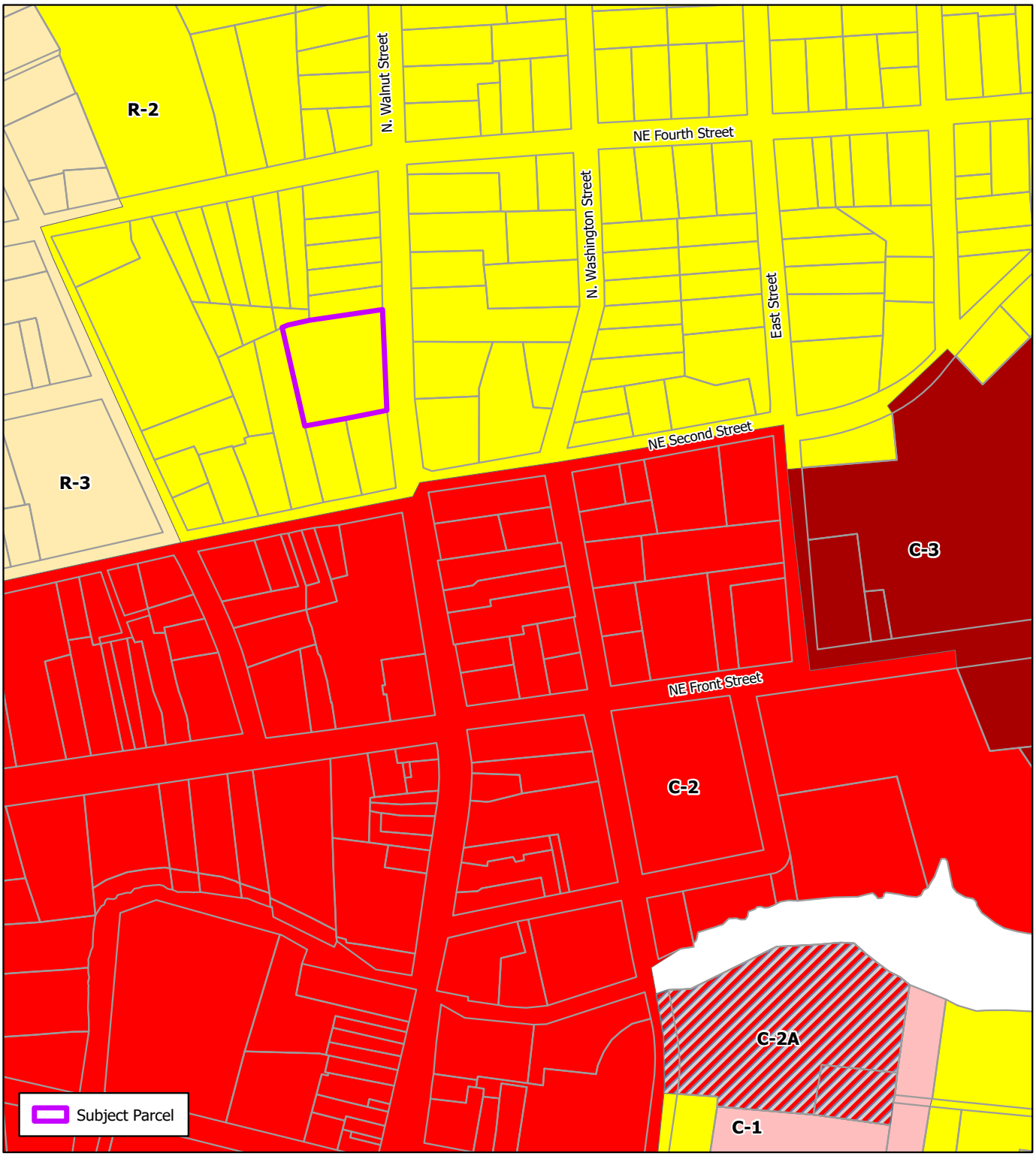
F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

- *Staff Response: The major home occupation appears to have sufficient screening and setbacks to remove potential adverse influences on adjoining uses. The driveway and parking area can accommodate the required number of off-street parking spaces but would require stacking which would be inconvenient for customers and clients. Visitors may elect to utilize on-street parking or the municipal parking lot to the south for convenience.*

- Per Chapter 230-24.11(D), a home occupation is permitted one non-illuminated on-premise sign not to exceed six square feet of sign area per side, identifying a permitted home occupation on the premises. A sign shall not contain more than two sides or facings, back-to-back, and shall have a minimum setback five feet from the front lot line, and a minimum setback of 15 feet from all adjacent property lines, and shall not exceed four feet in height. The applicant has one freestanding sign, one sign affixed to an existing fence and one building sign located above the entrance of the home occupation. The Board of Adjustment granted five variance approvals at the January 8, 2026 meeting related to the business signage; however, the Board denied the height variance for the freestanding sign. The freestanding sign will have to be

lowered by one foot to meet the 4-foot height restriction for freestanding signs.

- If approved by City Council, the applicant will be required to obtain a new Certificate of Occupancy from the City Building Code Official for the major home occupation. This will require approvals from the State Fire Marshal's Office for compliance with the State Fire Regulations and State Division of Health and Social Services for compliance with the State Plumbing Code. A building permit is also required for any business signage on the property.



THE CITY of Milford DELAWARE

Scale: 0 120 240 Feet

Drawn by: WRP

Date: 01/29/2026

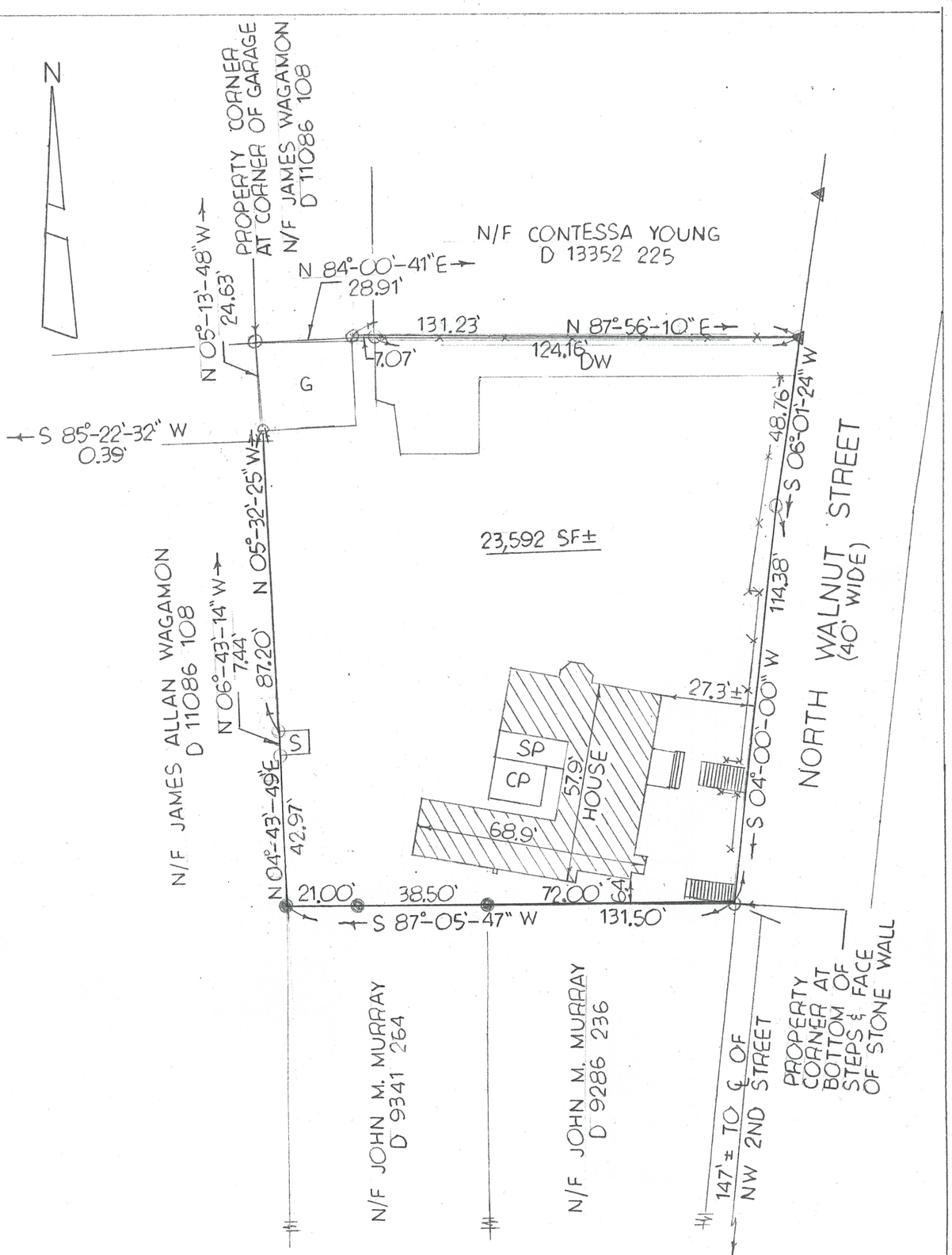
Filepath: CU_Perfetti.aprx

Title:

Conditional Use

Lands of Amy Perfetti

Location & Zoning Map

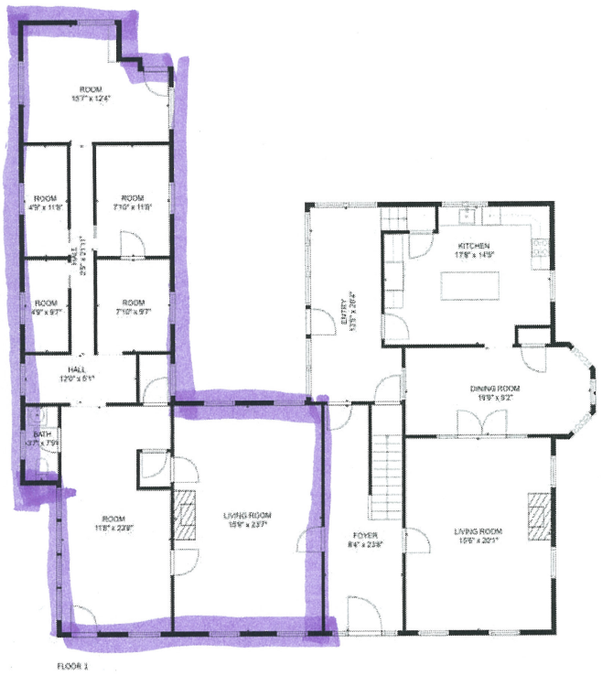


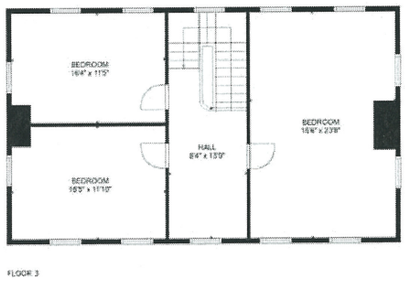
LOT LINE ADJUSTMENT SURVEY PLAN
BARRISTERS, LLC & JOHN M MURRAY
PLOT BOOK 153, PAGE 26

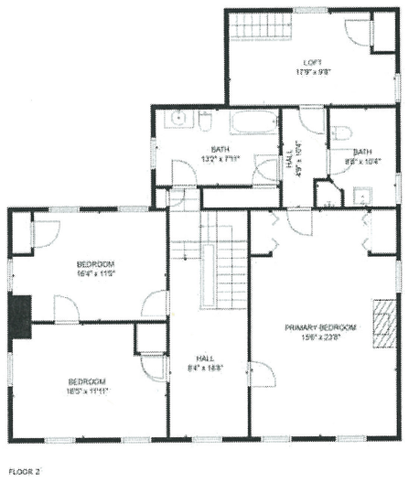
- ● ——— CAPPED IRON PIPE FOUND
- ▲ ——— MAG NAIL FOUND
- CP ——— 12.0' x 15.4' CONCRETE PATIO
- DW ——— ASPHALT DRIVEWAY
- G ——— 24.6' x 28.6' GARAGE
- S ——— 7.4' x 8.7' SHED
- SP ——— 8.0' x 20.8' SCREENED PORCH
- SUBURBAN SURVEY -x-x- FENCE

206 N. WALNUT STREET MILFORD, DE 19963
TAX PARCEL: MD-16-183.10-03-44.00-000

AMY E. PERFETTI		
SCALE: 1" = 30'	APPROVED BY: Michael L Adkins	DRAWN BY: MLA
DATE: 27 May 25		
CITY OF MILFORD KENT COUNTY, DELAWARE		
MICHAEL L. ADKINS, P.E. 7529 PO BOX 325, CAMDEN, DE 19934		DRAWING NUMBER 5238







Space being used for the Business

Stone and Sage Holistic Healing Center
206 N Walnut St
Milford DE

REVISED CONDITIONAL USE REQUEST NARRATIVE
Property Address: 206 N Walnut Street, Milford, DE
Applicant/Owner: Amy Perfetti
Zoning District: R-2
Requested Use: Conditional Use – Major Home Occupation
Business Name: Stone and Sage Holistic Healing Center

Project Description

I respectfully request approval for a Conditional Use to operate a Major Home Occupation at my owner-occupied residence located at 206 N Walnut Street. The home includes a purpose-built professional addition historically used as a doctor's office by Dr. John Baker. This existing addition continues to function as a suitable wellness and treatment space.

My business, Stone and Sage Holistic Healing Center, previously operated at 37 N Walnut Street and has since been relocated to this property. All business activity occurs within the addition and is consistent with the intent and standards of the City of Milford's home occupation regulations. This application seeks approval for the continued use of the space under the Conditional Use provisions for a Major Home Occupation.

Compliance with Home Occupation Standards (§230-10(C)(6))

(6a) Location within the dwelling
The business is located entirely within the existing professional addition that historically served as a medical office. Reuse of the space as a holistic wellness center is compatible with its prior use and harmonious with the residential character of the property.

(6b) Area devoted to the home occupation
The home's total square footage is 4,975 sq. ft., of which the business occupies 1,388 sq. ft. (28%). This remains within the code-permitted maximum of 30% for a Major Home Occupation.

(6c) Employees
A variance request has been submitted to the Board of Adjustment regarding staffing. I am the sole full-time practitioner, and several part-time independent holistic practitioners provide services on an as-needed basis.

(6d) Client visits
A variance is being requested to allow up to four (4) clients on site at one time. This level of activity is compatible with the physical layout of the space and the property's ample parking availability.

(6e) Product sales
A variance is being requested to allow the limited, accessory sale of ceremonial instruments, wellness tools, and branded apparel that directly support the services offered at the center.

(6f) Parking availability
The property contains eight (8) on-site parking spaces. There are also ten (10) on-street parking spaces directly in front of the property, as well as two public City parking lots within a half-block. This ensures sufficient parking capacity without adverse impact to neighboring residences.

(6h) Instructional services
A variance is being requested to allow occasional instructional offerings such as meditation sessions and small classes. These activities will be limited to eight (8) participants and two (2) instructors and will

remain quiet and low-impact.

Items §230-9(C)(6) J, K, L, M, N, O
These items do not apply to this request and therefore are not addressed within this narrative.

Additional Information

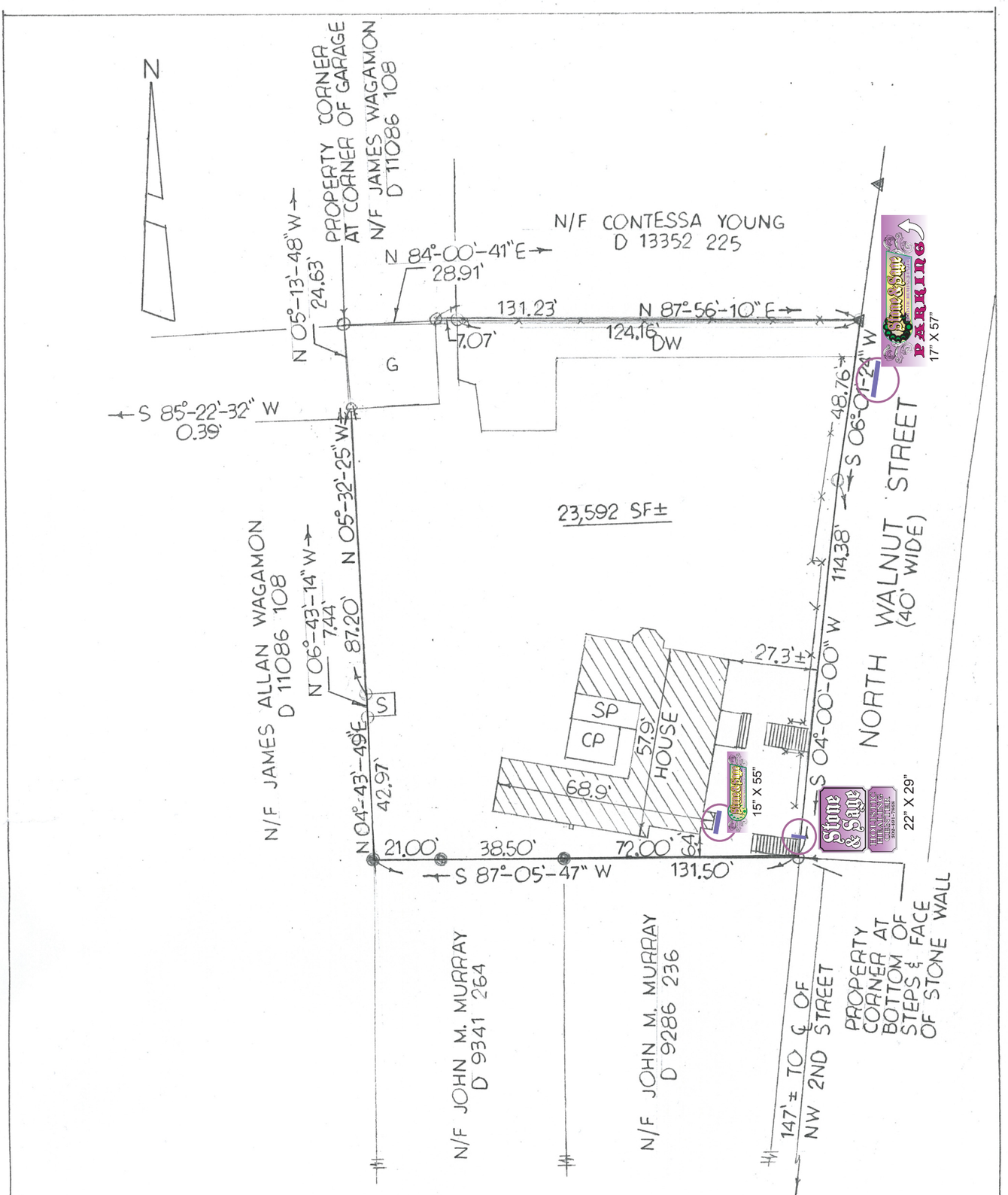
Hours of Operation
Tuesday–Friday: 10:00 AM – 6:00 PM
Saturday: 10:00 AM – 3:00 PM
Sunday & Monday: Closed

Noise & Nuisance Control
All activities occur indoors. Rooms are sound-treated, and no amplified sound is audible beyond the property line.

Neighborhood Compatibility
The business continues the long-standing professional use of the property, maintaining compatibility with residential surroundings while offering valued wellness services to the Milford community.

Conclusion
The proposed Conditional Use for a Major Home Occupation at 206 N Walnut Street meets the applicable standards of the City of Milford Zoning Code. The use is quiet, supportive of community well-being, and consistent with the property's historical use as a professional office. I respectfully request approval from the Planning Commission and City Council for continued operation.

Sincerely,
Amy Perfetti
Owner & Practitioner
Stone and Sage Holistic Healing Center
206 N Walnut Street
Milford, DE



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TAX PARCEL: MD-16-183.10-03-44.00-000

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Stone & Sage
HOLISTIC HEALING CENTER

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Stone
& Sage
HOLISTIC
HEALING
CENTER
302-491-7868

Stone & Sage
HOLISTIC HEALING CENTER
PARKING

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

In an R-1 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

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

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

(1) A single-family detached residential dwelling.

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

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

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

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

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

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

(c) An accessory structure may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter with the inclusion of attached garages.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[2] Rooming or boarding home;

[3] Bed and Breakfast;

[4] Funeral home;

[5] Restaurant;

[6] Outdoor café;

[7] Club or lodge;

[8] Medical or dental office;

[9] Retail shop;

[10] Rental business;

[11] Furniture stripping;

[12] Auto or small engine repair;

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

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

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

[16] Welding shop;

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

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

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

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

(10) Short-term Rental.

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

(b) The primary unit shall remain owner occupied.

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) Accessory Apartments.

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

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

(d) Accessory Cottages.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[2] Rooming or boarding home;

[3] Bed and Breakfast;

[4] Funeral home;

[5] Restaurant;

[6] Outdoor café;

[7] Club or lodge;

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

[9] Retail shop;

[10] Rental business;

[11] Furniture stripping;

[12] Auto or small engine repair;

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

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

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

[16] Welding shop;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(12) Funeral Home or undertaker.

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

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

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

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

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

(14) Emergency shelter facility.

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

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

D. Area regulations.

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

(2) Maximum lot coverage shall be 40%.

(3) Minimum lot width shall be 80 feet.

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

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

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

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

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

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

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

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

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

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

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

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

§ 230-10. R-2 Residential District.

In an R-2 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

A. Purpose. The purpose of the R-2 District is to permit housing at a greater density than in the R-1 District by providing for the orderly development of low- to medium-density residential housing into those areas where public services are available. This district also allows for professional home occupations. Finally, it protects existing developments of this nature and excludes noncompatible ones.

B. Permitted uses: Permitted uses of the R-2 District shall be as follows:

(1) All permitted uses in an R-1 District.

(2) Single-family semi-detached dwelling.

C. Conditional uses: all uses specified as conditional uses in the R-1 District subject to its area regulations, may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with Article IX of this chapter.

D. Area regulations.

(1) For permitted uses and single-family semi-detached dwellings not separately owned:

(a) Minimum interior lot area shall be 8,000 square feet and minimum corner lot area shall be 13,000 square feet.

(b) Maximum lot coverage shall be 40%.

(c) Minimum lot width shall be 80 feet.

(d) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.

(e) Minimum front yard setback line shall be 30 feet.

(f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.

(g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.

(2) For single-family semi-detached dwellings separately owned:

(a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.

(b) Maximum lot coverage shall be 40%.

(c) Minimum lot width shall be 40 feet.

(d) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.

(e) Minimum front yard setback line shall be 30 feet.

(f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.

(g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.

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

(4) Signs shall comply with the requirements of Article VI of this chapter.

(5) Landscape screening shall comply with the requirements of Article V of this chapter.

(6) Open space and recreational amenities shall comply with Chapter 230-19.7.

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

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

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

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

§ 230-21. Parking and loading standards.

A. Design standards.

(1) Parking spaces and aisle ways shall be designed in accordance with the following dimensional standards:

Parking Angle	Stall Width (feet)	Aisle Way to Curb (feet)	Aisle Way Width
90°	9	18	20 feet (one-way) 24 feet (two-way)
60°	9	20	18 feet (one-way) 22 feet (two-way)
45°	9	18	14 feet (one-way) 22 feet (two-way)
Parallel	10	20	14 feet (one-way) 22 feet (two-way)

(2) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).

B. Use standards. All uses permitted in this chapter shall be subject to the following minimum off-street parking requirements in addition to any special requirements as indicated in each zoning district.

Types and Uses	Required Off-Street Parking Spaces

Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 space per 4 seats or 1 space per each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Automotive Repair	3 spaces per service bay
Automotive or Outdoor Sales	1 space per 200 square feet of floor area in the main display room plus 1 space per each 1,500 square feet of outdoor display area plus 1 space for each employee on the shift of greatest employment
Bed and Breakfast	1 space per guestroom plus required parking for family residence
Group home, other than for the care of disabled and elderly persons.	1 space per 2 sleeping rooms
Daycare, Nursery School or Kindergarten	1 space per 10 children plus 1 space per employee on the shift of greatest employment
Elementary or Junior High School	1 space for each 8 seats in auditorium, cafeteria or gymnasium
High School, Technical School, College or University	1 space for each classroom plus 1 parking space for each employee or 1 space for each 5 auditorium seats, whichever is greater
Fire station	1 space per employee on the maximum shift or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever is greater
General Offices	1 space per 250 square feet of gross floor area
Medical and Dental Offices	1 space per 200 square feet of gross floor area
Hospitals, Nursing Home or Sanatorium	1 space per 3 beds
Hotel and motel	1 space for each guest room plus 75% of the normal spaces required for accessory uses (e.g. banquet rooms, meeting rooms, restaurants, etc.)
Indoor and commercial outdoor recreation	1 space for each 150 square feet of gross floor area or 1 per 4 seats of facilities available for patron use, whichever is applicable
Industrial, manufacturing or wholesaling establishment	1 space per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Museum, Art Gallery, Library and similar use	1 space per 300 square feet of gross floor area
Places of Worship	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies
Professional Home Occupation	1 space per 300 square feet of floor area devoted to a business plus 1 space per each outside employee, if there is one
Restaurants, fast food, taverns and similar uses	1 space per 3 seating accommodations
Retail or Service	1 space per 200 square feet of gross floor area
Rooming and boarding house or converted unit	1 space per bedroom
Dwelling, single-family detached, semi-detached, townhouse, mobile home, or multi-family dwelling unit	2 ½ spaces per dwelling unit
Accessory Dwelling Unit	1 ½ spaces per dwelling unit
Social club and fraternal, social service, union and civic organization building	1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies

Undertaker or Funeral Home	1 space per 4 seats in the largest assembly room plus 1 space per employee
Short-term Rental	2 ½ spaces per dwelling unit plus 1 additional space for the short-term rental

(1) Reduction in the required number of off street parking spaces in the case of developments such as shopping centers or other commercial developments required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

C. Loading spaces.

(1) No building or structure shall be erected in any district for the uses listed below unless loading space for the accommodation of trucks is provided on the premises in accordance with the following requirements:

(a) For retail stores, markets, wholesale and jobbing establishments and storage warehouses, the number of berths based on the gross floor area devoted to such use shall be as follows:

[1] Five thousand to 7,999 square feet of floor area: one berth.

[2] Eight thousand to 19,999 square feet of floor area: two berths.

[3] Each additional 20,000 square feet or major fraction thereof up to a maximum of 60,000 square feet of floor area: one additional berth.

(b) For hotels and motels, the number of berths based on the gross floor area devoted to such uses shall be as follows:

[1] Eight thousand to 20,000 square feet of floor area: one berth.

[2] Each additional 50,000 square feet or major fraction thereof up to a maximum of 120,000 square feet of floor area: one additional berth.

(c) Each manufacturing, office research and industrial establishment with a total of 5,000 square feet or more of gross floor area devoted to manufacturing, research and/or industrial uses shall provide loading space adequate to accommodate the normal demands for loading and unloading incidental to the type of use proposed on the premises.

(2) Loading berths must be functionally related to the building, and be situated where actual loading and unloading activities are intended to occur. Loading berths located remotely from the building will not be permitted, unless the applicant can demonstrate the utility of such berths. Loading berths are not

permitted between the street and building, except where a property fronts three or more streets. This section of the ordinance shall not preclude the designation of an area in front of the building for parcel pick-up, mail deliveries, or passenger loading.

(3) One required off-street loading berth shall have minimum dimensions of 12 feet wide and 60 feet long. If more than one loading berth is required, subsequent berths may have minimum dimensions of 12 feet wide and 40 feet long. At no time shall any part of a truck or van be allowed to extend into a public right-of-way or thoroughfare while the truck or van is being loaded or unloaded.

(4) Adequate off-street truck maneuvering space shall be provided on-lot and not within any public street right-of-way or other public lands. Internal site circulation lanes are to be designed with adequate turning radii to accommodate the size and efficient maneuvering of delivery vehicles.

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

ARTICLE IX Conditional Uses

§ 230-46. Purpose.

A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.

B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

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

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200, Subdivision of Land

C. Standalone Conditional Use applications that do not require site plan review or major subdivision review shall be subject to the following procedures:

(1) A conditional use application and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in Section 230-57.

(2) A public hearing on the conditional use shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council approval of the application with or without conditions, denial of the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.

(3) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:

(a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.

(b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 15 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.

(c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.

(4) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance.

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

§ 230-48. Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

A. The presence of adjoining similar uses.

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

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

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

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

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

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

§ 230-49. Conditions for approval; expiration.

A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in Section 230-48 and that such use will continue to do so.

B. A conditional use approval in conjunction with a Site Plan review shall expire upon expiration of the associated Site Plan.

C. A conditional use approval in conjunction with a Major Subdivision application shall expire upon expiration of the associated Major Subdivision.

D. A standalone conditional use permit shall expire within eighteen months of the date of issuance unless construction or operation of said use has commenced.

E. A reapplication for a conditional use permit for the same lot or use shall not be considered by the City Council within a period of one-year from its last consideration. This provision, however, shall not impair the right of the Council to propose a conditional use permit on its own motion.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, February 17, 2026 @ 6:00 p.m.
City Council Hearing: Tuesday, February 23, 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 2026-01
Conditional Use Application of Lands of Perfetti
0.542 +/- acres located along the west side of
N Walnut Street between NW Second Street and NW
Fourth Street, addressed as 206 N Walnut Street.
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present Use: Single-family Detached Dwelling
Proposed Use: Single-family Detached Dwelling with Major Home Occupation
Tax Parcel: MD-16-183.10-03-44.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Conditional Use to convert a 1,388 square foot area of an existing single-family detached dwelling into a major home occupation for a wellness business, Stone and Sage Holistic Healing Center; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on February 17, 2026; and

WHEREAS, Milford City Council will hold a Public Hearing on February 23, 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(C)(6) states a major home occupation may be permitted upon conditional use approval from City Council subject to specific requirements outlined in the code section and detailed in Section II Staff Analysis.

Section 2. Following adoption of Ordinance 2026-01, and upon the effective date, 206 N Walnut Street is hereby granted a Conditional Use to convert a 1,388 square foot area of an existing single-family detached dwelling into a major home occupation for a wellness business, Stone and Sage Holistic Healing Center.

Section 3. 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: February 17, 2026
City Council Introduction: February 9, 2026
City Council Public Hearing: February 23, 2026
Effective: Ten Days following Adoption

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

Advertised: Daily State News 02-02-2026