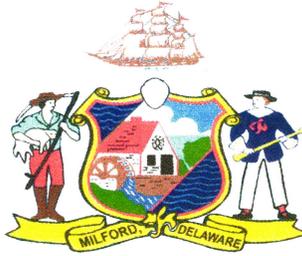


# City of Milford



## CITY COUNCIL AGENDA

July 25, 2016 - 7:00 P.M.

Joseph Ronnie Rogers Council Chambers  
Milford City Hall  
201 South Walnut Street  
Milford, Delaware

## PUBLIC HEARING

Crop Production Services Inc/Conditional Use  
District: I2 (General Industrial) Acreage: 34.17+/- acres  
S/O Holly Hill Road 2900 feet SW/O Route 14 and Holly Hill Road Intersection.  
Present Use: Vacant Land; Proposed Use: Fertilizer Storage and Distribution Center.  
Tax Map MD-16-182.07-01-01.00 THRU -99.00; MD-16-182.07-02-01.00 THRU -99.00;  
MD-16-182.07-03-01.00 THRU -23.00

Adoption Ordinance 2016-08

## COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Recognition

Communications & Correspondence

Unfinished Business

City Council Retreat Date

New Business

Highway Sign Update\*\*

Adoption/City of Milford FY2016-2017 City of Milford Tax Warrant

Approval/Running of the Goat 5K Event:  
Municipal Parking Lot Closure & Use  
City Code Alcohol Waiver/Post 5K Party

Authorization/City of Milford FY 2016-2017 Budget/Adjustment/Reserves/City Hall Painting & Repairs\*

Adoption/Resolution 2016-11/City Check Signing Authorization

Employee Contract Amendment/Cellular Telephone Allowance/Ordinance 2016-10/\*\*

Recess into Executive Session

{Pursuant to 29 Del. C. §10004(b)(4)} (Collective Bargaining Update)

Return to Open Session

Teamsters Local 326 Binding Arbitration Agreement

IBEW Potential Contract\*\*

Adjourn

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING;  
NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

060116 071116 \*071816 Late Addition by City Manager (Proposals Received) \*\*071916 Late Addition by City Manager (Meeting Discussion)

NOTICE OF PUBLIC HEARINGS  
PLANNING COMMISSION PUBLIC HEARING: JUNE 21, 2016  
CITY COUNCIL PUBLIC HEARING: JULY 25, 2016  
Ordinance 2016-08

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, June 21, 2016 at 7:00 p.m. or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 25, 2016 at 7:00 p.m. before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

**Ordinance 2016-08**

Crop Production Services Inc for a Conditional Use for a Fertilizer Storage and Distribution Center in an I2 (General Industrial) District on 34.17+/- acres. Property is located on the south side of Holly Hill Road 2900 feet southwest of the intersection of Route 14 and Holly Hill Road, Milford, Delaware. Present Use: Vacant Land; Proposed Use: Fertilizer Storage and Distribution Center. Tax Map MD-16-182.07-01-01.00 THRU -99.00; MD-16-182.07-02-01.00 THRU -99.00; MD-16-182.07-03-01.00 THRU -23.00

WHEREAS, the City of Milford Planning Commission will consider the conditional use application at a Public Hearing on June 21, 2016; and

WHEREAS, Milford City Council will hold a Public Hearing on July 25, 2016 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 allow a Conditional Use for a Fertilizer Storage and Distribution Center as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

*Section 1.* Upon the adoption of this ordinance, Crop Production Services Inc is hereby granted a Conditional Use Permit to allow a Fertilizer Storage and Distribution Center, in accordance with the application, approved plans and any conditions set forth at the Public Hearings.

*Section 2.* Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

*Section 3.* Dates.

Planning Commission Review & Public Hearing: June 21, 2016

City Council Introduction: July 11, 2016

City Council Public Hearing: July 25, 2016

Adoption: July 25, 2016

Effective: August 4, 2016

This ordinance shall take effect and be in force ten days after its adoption.

For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall either by e-mail at [RPierce@milford-de.gov](mailto:RPierce@milford-de.gov) or by calling 302-424-3712.

*Advertised: Beacon 06/01/16*



PLANNING & ZONING DEPARTMENT  
P 302.424.3712 F: 302.424.3558

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

[www.cityofmilford.com](http://www.cityofmilford.com)

## DATA SHEET FOR CROP PRODUCTION SERVICES

Development Advisory Committee: May 20, 2016

Planning Commission Meeting: June 21, 2016

---

<b>Application Number / Name</b>	:	15-232 / Crop Production Services
<b>Applicant</b>	:	Crop Production Services, Inc. 250 Rehoboth Boulevard Milford, DE 19963 302-422-3570
<b>Owner</b>	:	Same
<b>Application Type</b>	:	Conditional Use & Preliminary Site Plan
<b>Present Comprehensive Plan Map Designation</b>	:	Employment
<b>Present Zoning District</b>	:	I-2 (General Industrial)
<b>Present Use</b>	:	Vacant
<b>Proposed Use</b>	:	Fertilize Sales and Storage Facility
<b>Size and Location</b>	:	34.17 +/- acres on the south side of Holly Hill Road
<b>Tax Map &amp; Parcel</b>	:	MD-16-182.07-01-01.00 through 99.00 MD-16-182.07-02-01.00 through 99.00 MD-16-182.07-03-01.00 through 23.00

ENC: Staff Recommendation Report  
Exhibit A – Location & Zoning Map  
Exhibit B – Preliminary Site Plan



PLANNING & ZONING DEPARTMENT  
P 302.424.3712 F: 302.424.3558

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

[www.cityofmilford.com](http://www.cityofmilford.com)

**STAFF REPORT**  
**May 23, 2016**

**Application Number / Name** : 15-232 / Crop Production Services, Inc.

**Present Comprehensive Plan Designation** : Employment

**Present Zoning District** : I-2 (General Industrial District)

**Present Use** : Vacant

**Proposed Use** : Fertilizer Sales and Storage Facility

**Tax Map & Parcel** : MD-16-182.07-01-01.00 through 99.00  
MD-16-182.07-02-01.00 through 99.00  
MD-16-182.07-03-01.00 through 23.00

**Size and Location** : 34.17 +/- acres on the south side of Holly Hill Road.

---

**I. BACKGROUND INFORMATION:**

- The property was approved as a 216 unit townhouse subdivision by City Council in 2009.
- The applicant requested an amendment to the Comprehensive Plan Future Land Use Map to change the property from Moderate Density Residential to Employment future land use. The amendment was approved by the Office of State Planning Coordination, reviewed by the Planning Commission and approved by City Council on October 26, 2015.
- On January 25, 2016, City Council approved a change of zone from R-3 (Garden Apartment and Townhouse District) to I-2 (General Industrial District) for the above referenced parcels.
- Chapter 230-17(D)(4) requires conditional use review for a Fertilizer Storage and Distribution Facility.
- Chapter 230-19.5 Source Water Protection requires conditional use review for Chemical Processing/Storage on a property that includes areas of excellent groundwater recharge.

**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 the Conditional Use Preliminary Site Plan:

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

A. The presence of adjoining similar uses.

*The property is surrounded by industrial, residential and agricultural uses. Residential uses include strip lot type development along Holly Hill Road. The subject property is adjacent to the Baltimore Air Coil manufacturing facility to the west. The property is bounded on the south by an existing and functioning railroad. Properties to the north and east are currently undeveloped agricultural fields. The agricultural property to the north has received preliminary approval from the City for a townhouse and garden apartment development.*

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

*The adjoining City districts do not permit the proposed use. The Baltimore Air Coil site is located to the west and is located within the unincorporated areas of Kent County and is governed by Kent County zoning regulations.*

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

*The applicant requested an amendment to the Comprehensive Plan Future Land Use Map to change the property from Moderate Density Residential to Employment future land use. The amendment was approved by the Office of State Planning Coordination, reviewed by the Planning Commission and approved by City Council on October 26, 2015. The proposed use is consistent with the City's Comprehensive Plan.*

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

*The site plan maintains the existing woodland screening for properties to the east. It is anticipated that some clearing will be required to install the proposed railroad spur to the south. Most buildings are concentrated towards the western boundary line, which abuts the existing Baltimore Air Coil facility. The applicant has provided a buffer distance of 250 feet between the proposed industrial buildings and the R-8 zoning district north of Holly Hill Road. The provided landscaping plan indicates woodland to remain along Holly Hill Road with additional landscaping to screen the facility from adjacent residential uses.*

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

*Industrial uses are already present in the immediate vicinity. Any future residential development would be need to be aware of these uses and their activities.*

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

*The site is located along an established local road as depicted on DelDOT's functional classification map. Applicant will be required to obtain DelDOT approval prior to final site plan approval for entrance and road improvements. The site plan meets or exceeds the parking and loading requirements set forth in Chapter 230 for the proposed use. The applicant has provided a landscaping plan showing proposed screening from adjacent properties.*

- Chapter 230-17(E)(11) states “all internal roads, driveways and parking areas shall be paved.” The Site Plan needs to be revised or a variance must be obtained from the Board of Adjustment. Otherwise, the Preliminary Site Plan meets the minimum requirements set forth in Chapter 230-17, I-2 General Industrial District.
- The City requests a utility easement through the property from Holly Hill Road to the existing rail road property for the future installation of utilities.
- The following comments must be addressed prior to final site plan approval:
  - Final Site Plan approval will require approvals or no objection letters from DelDOT, State Fire Marshal’s Office and Sussex Conservation District.
  - Applicant must obtain final approval of engineering plans from the Public Works Department.
  - Address additional department and agency comments outlined in Section III.

### III. AGENCY COMMENTS:

- **Office of State Planning Coordination**  
Contact: David Edgell – 302-739-3090

The project is not subject to PLUS review per the MOU between the City and OSPC.

- **DelDOT Planning, Development Coordination**  
Contact: Joshua Schwarz – 302-760-2768  
See attached comments.
- **Delaware Health and Social Services – Division of Public Health**  
Contact: William Milliken – 302-741-8646  
See attached comments.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**  
Contact: Bryan Ashby – 302-739-9946  
No comments provided.
- **Kent Conservation District**  
Contact: David Cahill – 302-741-2600  
No comments provided.
- **Delaware State Fire Marshal’s Office**  
Contact: Duane Fox – 302-856-5298  
See attached comments.
- **Carlisle Fire Company**  
No comments provided.

- **City Engineer**  
Contact: Randy Duplechain, P.E. (Davis, Bowen & Friedel, Inc) – 302-424-1441  
See attached comments.
  
- **City of Milford Sewer and Water Department**  
Contact: Eugene Helmick – 302-422-1110
  - 1) The grinder pump unit will require a meter in order to measure usage.
  - 2) Grinder pump must be analyzed to not adversely impact the existing Baltimore Air Coil pumping Station.
  
- **City of Milford Streets and Solid Waste Department**  
No comments provided.
  
- **City of Milford Parks and Recreation Department**  
No comments provided.
  
- **City of Milford Police Department**  
No comments provided.
  
- **City of Milford Building Inspector**  
No comments provided.
  
- **Milford School District**  
No comments provided.

City of Milford  
Planning & Zoning Department

**COMMENT SHEET**

Date of Review: May 18, 2016

Reviewing Agency: Delaware Department of Transportation

Individual Reviewer: Joshua J. Schwartz

Reviewer's Phone #: 302-760-2768

RE: Crop Production Services, Inc.

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

**Comment:**

1. The property came in for a pre-submittal meeting with DeIDOT on April 21, 2016. Preliminary guidance was given to the site's engineer. However, once the plan is submitted to DeIDOT comments can be issued.
2. All entrances shall conform to the Delaware Department of Transportation's (DeIDOT's) current Development Coordination Manual (DCM) and shall be subject to its approval.

City of Milford, Delaware  
Development Advisory Committee

Comment Sheet

\*\*\*\*\*



DATE OF REVIEW: May 11, 2016

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

INDIVIDUAL REVIEWERS: Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services  
Dennett E. Pridgeon, CFPS, CFPE, CFI, Sr. Fire Protection Specialist  
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist  
William C. Kelly, Fire Protection Specialist

AGENCY PHONE NUMBERS: 302-856-5298, Fax: 302-856-5800

RE: CROP PRODUCTION SERVICES (15-232)

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

\*\*\*\*\*

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

a. **Fire Protection Water Requirements:**

- Water distribution system capable of delivering at least 1500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Storage and Industrial)
- Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

❖ *It is the understanding that if the City waives the water main extension to the property then the buildings will meet DSFPR Regulation 702 Chap 6 Waterflow Table 1*

b. **Fire Protection Features:**

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

c. **Accessibility**

- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from Holly Hill Road must be constructed so fire department apparatus may negotiate it.
- Fire department access shall be provided in such a manner so that fire apparatus will be able to locate within 100 ft. of the front door.
- Any dead end road more than 300 feet in length shall be provided with a turn-around or cul-de-sac arranged such that fire apparatus will be able to turn around by making not more than one backing maneuver. The minimum paved radius of the cul-de-sac shall be 38 feet. The dimensions of the cul-de-sac or turn-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or turn around.
- The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.
- The local Fire Chief, prior to any submission to our Agency, shall approve in writing the use of gates that limit fire department access into and out of the development or property.

d. **Gas Piping and System Information:**

- Provide type of fuel proposed, and show locations of bulk containers on plan.

e. **Required Notes:**

- Provide a note on the final plans submitted for review to read “ All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the Delaware State Fire Prevention Regulations”
- Proposed Use
- Alpha or Numerical Labels for each building/unit for sites with multiple buildings/units
- Square footage of each structure (Total of all Floors)
- National Fire Protection Association (NFPA) Construction Type
- Maximum Height of Buildings (including number of stories)
- Note indicating if building is to be sprinklered
- Name of Water Provider
- Letter from Water Provider approving the system layout
- Provide Lock Box Note (as detailed in DSFPR) if Building is to be sprinklered
- Provide Road Names, even for County Roads

Preliminary meetings with fire protection specialists are encouraged prior to formal submittal. Please call for appointment. Applications and brochures can be downloaded from our website:

[www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov), technical services link, plan review, applications or brochures.

***THIS DOCUMENT IS INFORMATIONAL ONLY, AND DOES NOT CONSTITUTE ANY TYPE OF APPROVAL FROM THE DELAWARE STATE FIRE MARSHAL'S OFFICE***



May 11, 2016

Ms. Christine R. Crouch, CMC  
City of Milford Planning & Zoning Department  
201 South Walnut Street  
Milford, DE 19963

**Re:** May 20, 2016 Development Advisory Committee

Dear Ms. Crouch:

The Division of Public Health Office of Engineering is in receipt of the following applications. Below are comments by the Office of Engineering regarding the proposed project for the June 21, 2016 Planning Commission Meeting

**1. Application: 15-232 / Crop Production Services**

The water will be temporarily supplied by an individual well. The facility will require a Capacity Development Review by the Office of Drinking Water and a Certificate to Construct by the Office of Engineering before construction is started. Please contact Keith Mensch, ODW Capacity Development Manager at (302) 741-8589 for Capacity Development Review information. In order to obtain a Certificate to Construct, plans and specifications must be prepared by a registered Delaware professional engineer. Plans for the system, including water mains or extensions thereto, storage facilities, treatment works, and all related appurtenances, must be approved by the Office of Engineering prior to construction.

This application states that public water will eventually be served by the City of Milford. This project requires the owner to obtain a *Certificate to Construct* from the Office of Engineering.

In order to obtain a Certificate to Construct, plans and specifications must be prepared by a registered Delaware professional engineer. Plans for the system, including water mains or extensions thereto, and all related appurtenances, must be approved by the Office of Engineering prior to construction. The individual on-site well must be properly abandoned and/or appropriate cross-connection prevention installed. A Certificate to Operate will be issued to the City of Milford after all applicable requirements are met. Please contact Bill Milliken or Doug Lodge, PE, at (302) 741-8640 for further information.

Ms. Christine R. Crouch  
City of Milford Planning and Zoning Department  
May 11, 2016  
Page 2

Please do not hesitate to contact me at the Office of Engineering (302) 741-8646 with questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "William L. Milliken, Jr.", written over the word "Sincerely,".

William L. Milliken, Jr.  
Engineer III  
Office of Engineering

CC: Keith Mensch, Office of Drinking Water

**CITY OF MILFORD PLAN REVIEW**

DAVIS, BOWEN & FRIEDEL, INC. Project Review Comments	Submittal Phase:	Conditional Use & Preliminary Site	Project No.:	052B026
	Date Submitted:	05-10-16	Project Title:	Crop Production Services
	Submittal No.:	1	Project A/E:	Becker Morgan Group
	DBF Job No.:	052B026		
	Date Returned:	05-23-16		

Distribution: P & Z  Town Mgr  DPW  Town Engineer  Other

Name of Reviewer: Scott Adkisson Office: Milford, DE  
302-424-1441

Documents Reviewed: Revised Conditional Use & Preliminary Site Construction Plan

DWG/PAGE NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	APPLICANT RESPONSE
<b>Preliminary Record Plat</b>			
1 of 1	1	The preliminary site plan checklist requires that record plans be submitted at a scale of no less than 1" = 50', as was noted in a previous review comment.	
	2	Include the City of Milford approval signature block and the wetland certification statement. Add the typed owner signatory's name below the signature line of the owner's certification statement.	
	3	Indicate that monuments are to be set at the four (4) corners of the property and revise number 14 of the site data.	
	4	Change the page number of the recorded plat referenced in number 5 of the site data and in general note 1 to 43 through 45.	
	5	The side and rear yard setback text is incorrect on the drawing.	

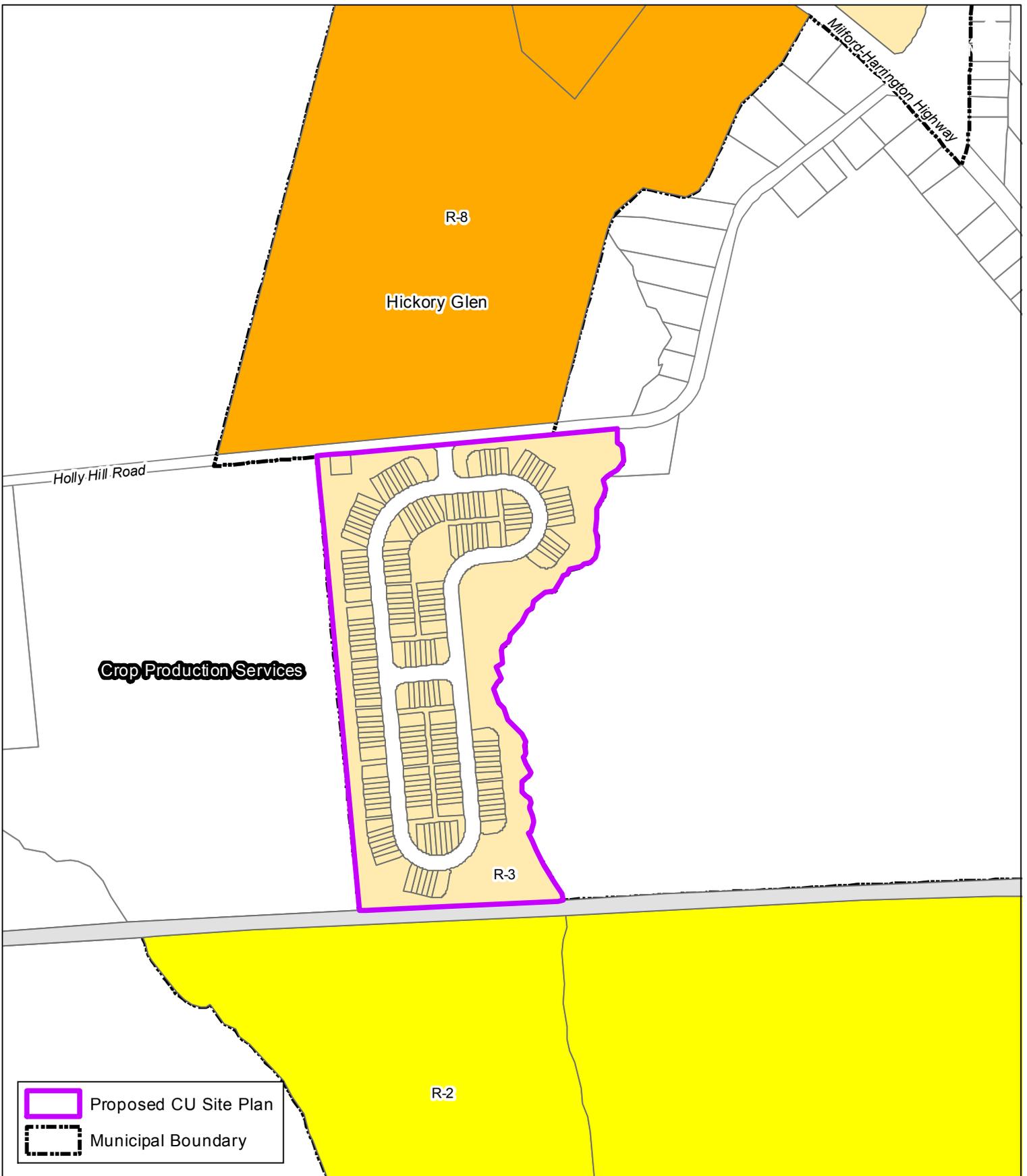
DAVIS, BOWEN & FRIEDEL, INC. Project Review Comments	Submittal Phase: <u>Conditional Use &amp; Preliminary Site</u>	Submittal No.: <u>2</u>
	Reviewer: <u>Scott Adkisson</u>	Project Title: <u>Crop Production Services</u>

		Please revise.	
	6	We do not find the 250 foot setback requirement noted in number 8 of the site data.	
	7	Note the total amount of existing site area that is located within the excellent recharge area, in the site data.	
<b>Preliminary Site Construction Plan</b>			
C-001	1	As noted in the previous review comments, the final site construction plan(s) must be at a scale of no less than 1" = 50'.	
	2	Please revise the page numbers in number 5 of the site data to indicate pages 43 through 45.	
	3	Please note the total existing site area that is within the excellent recharge area.	
	4	§ 230-17, E, 11 requires that <i>"All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved."</i> Please indicate this on the plan.	
	5	The conditional use narrative indicates that there will be 25 employees during the peak season. Revise the required parking in number 16 of the site data.	
	6	Show the property boundary along Holly Hill Road as it is shown on the preliminary record plat. Show the 5 foot wide dedication to the State, the 15 foot wide permanent easement dedicated to the State, and the 20 foot wide buffer, as measured from the property line after the 5 foot wide dedication to the State. Please describe each.	
	7	Describe the lot area in number 11 of the site data as it is described on the preliminary record plat.	
	8	The final EDU estimate will be based on the number of fixtures and the corresponding total number of fixture units.	
	9	The City will be requesting that an easement be provided for a future water main to be installed from Holly Hill Road to the southern boundary of the property. We will confirm the location and width of the easement prior to the submission of the final record and site construction plans.	
L-101	1	The location of the LH shed shown here does not correspond with the location as it is shown on sheet C-001.	
General	1	We do not find any of the review comments above to be such that they would restrict the proposed conditional use or the overall proposal and we do not object to allowing these review comments to be addressed with the submission of the final record plat and site construction	

DAVIS, BOWEN & FRIEDEL, INC. Project Review Comments	Submittal Phase: <u>Conditional Use &amp; Preliminary Site</u>	Submittal No.: <u>2</u>
	Reviewer: <u>Scott Adkisson</u>	Project Title: <u>Crop Production Services</u>

	plan(s).	
--	----------	--

Reviewer Signature: 



 Proposed CU Site Plan  
 Municipal Boundary



Drawn by: WRP Date: 05/10/16

Title:  
 Conditional Use & Preliminary Site Plan  
**Crop Production Services**  
 Location & Zoning Map

Filepath: CondUseSitePlan\_CropProductionServices.mxd

## **CROP PRODUCTION SERVICES / NEW FACILITY / HOLLY HILL ROAD**

### **CONDITIONAL USE APPLICATION**

#### **Conditional Use Application – Item #3**

Goals of the Proposal:

To maintain the operation of an existing successful business in downtown Milford located at 250 N Rehoboth Blvd, Milford, DE named Crop Production Services and relocate the entire facility to the 34.17 acre subject parcel on Holly Hill Road. This will allow the business to maintain operations for future growth, expansion and service to the local agriculture community.

Sections of the City of Milford Code which require approval of the application:

The plans will meet all City of Milford rules, regulations, and zoning requirements outlined in the City of Milford Zoning Code last updated February 29, 2016. More specifically adhering to the zoning requirements of §230-17. I-2 General Industrial District and Article IX- Conditional Uses - Criteria for evaluation §230-48. Special attention will have to be garnered to §230-19.5 – Source Water Protection District of the Milford Code.

Relationship of the arrangement of the site and use of adjoining properties:

With the current operation on 3 acre facility expansion in downtown Milford, the proposed location on Holly Hill Road offers the space for efficient operation, and future potential that can be realized at this location. This will allow the various storage buildings to be located separating the various materials adding to the safety and operational efficiency of the business but due to the property size, still allowing enough buffering area from all adjacent properties. Also, being adjacent to a rail line and an existing industrial operation makes a very compatible neighborhood for this facility. The proximity to the rail offers the possibility of future deliveries of materials via rail line, thence taking truck traffic off local roadways and better serving the agricultural community. Given the proposed location of this facility outside of downtown area, it is a more appropriate location for better service and access to the farming community.

#### **Conditional Use Application – Item #4**

fertilizer/chemical storage and distribution center

Employees: 20 normal / 25 peak season

Hours of operation: 7:00 am to 4:00 pm normal / 7:00 am to 7:00 pm peak

Peak season: April, May & June

Crop Production Services is a fertilizer/chemical storage and distribution center that serves the local agriculture industry, we do not manufacture fertilizer or chemical materials at our facility. We purchase fertilizer materials from our suppliers that we physically blend to produce certain grades. These finished grades are then sold to farmers and used in routine agricultural operations.

In our dry fertilizer plant, the various fertilizer materials are loaded into a rotary fertilizer blender, which is similar to a cement mixer. The products are physically blended in various quantities, and loaded onto trucks. The fertilizer is then taken to farms for application to fields by either the farmer or by us.

The process is the same for our liquid fertilizers, except we use a large vat for blending the liquid fertilizer materials.

In addition, we do not manufacture chemicals at our facility. We store various agricultural chemicals at our facility which are also used in routine agricultural operations. These chemicals are protected by both primary and secondary containment until they are taken to farms and applied on fields.

According to C.F.R. 1910.1200 (c) of Title 29 of Code of Federal Regulations "Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer is not considered a hazardous chemical."

**§ 230-17. - I-2 General Industrial District.**

In an I-2 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of the I-2 General Industrial District shall be to provide locations for the development of large or heavy manufacturing, warehousing, wholesale and research establishments, which may include those that may produce some objectionable conditions, and also to concentrate the more intensive industrial uses in areas that would least impact neighboring zoning districts or uses.
- B. Permitted uses. Permitted uses for the I-2 District shall be as follows:
  - (1) All items allowed in the I-1 District.
  - (2) Heavy manufacturing, assembling, converting, altering, finishing, cleaning or any other processing, handling or storage of products or materials, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.
  - (3) Research, design and development laboratories.
  - (4) Wholesale storage and warehousing.
  - (5) Building contractors' yards.
  - (6) Large public utility facilities, or major uses thereof.
- C. Prohibited uses. The following are expressly prohibited in an I-2 District:
  - (1) Residences.
  - (2) Manufacturing uses involving primary production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: carbide, ammonia, aniline dyes, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (manufactured and natural) of an explosive nature, potash, petro chemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, gelatin, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); soaps, including fat rendering; and starch.
  - (3) Dumps, junkyards, automobile salvage and dismantling plants/yards, public storage areas or operations for the storage or resale of used automotive or other machine parts.
  - (4) Operations involving slaughterhouses, stockyards or slag piles.
  - (5) Quarries, stone crushers, screening plants and all associated uses.
  - (6) The following processes: nitrating of cotton or other materials; magnesium foundry; milling or processing of flour; large-scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; distillation of wood or bones; and reduction and processing of wood pulp and fiber, including paper mill operations and sawmills.
  - (7) Storage of explosives and bulk or wholesale storage of gasoline above ground.
- D. Conditional uses. The following uses are permitted in the I-2 District in accordance with the provisions within Article IX (conditional use portion) of this chapter:
  - (1) Airfields or airpark facilities.
  - (2) Tractor-trailer storage and parking facilities.
  - (3) Farm machinery and truck manufacture, sales, storage and repairs.

(4) Fertilizer storage and distribution centers.

- (5) Heating, ventilating, cooling and refrigeration manufacturing.
- (6) Trash compaction: transfer station and solid waste management system, not to include hazardous waste.
- (7) Recycling or collection facilities for paper, glass, plastics and metal.
- (8) Grain storage and processing.
- (9) Meat processing, chicken processing and seafood processing.
- (10) Aluminum recycling and smelting (small scale).
- (11) Food and vegetable cleaning, canning and freezing.

E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the Planning Commission.

- (1) Accessory uses shall not be permitted without a principal use.
- (2) Any uses not permitted, as previously listed, are prohibited.
- (3) All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except in areas approved by the Planning Commission during the site plan review hearing.
- (4) In a planned industrially zoned I-2 District, no building/structure, accessory structure or sign shall be located closer than 250 feet to any existing nonindustrial district boundary.
- (5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.
- (6) Fencing is required in any and all areas which would pose a threat to public safety and the security of the facility. All fencing shall be properly maintained.
- (7) All front yard areas shall be maintained in a neat and attractive condition. All side and rear yard areas shall be kept uncluttered and free from any conditions that would constitute a safety hazard for employees or anyone visiting the site.
- (8) All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.
- (9) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks or chimneys and internal combustion engines must comply with the requirements set forth by the DNREC, State of Delaware.
- (10) Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of DNREC, State of Delaware.
- (11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.
- (12) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.
- (13) The proposed use shall not endanger the surrounding facilities or communities to the possibility of fire or explosion. All uses shall comply with state regulations which control or govern their

operation. There shall be no allowances for the storage of radioactive materials or those materials deemed to be toxic or dangerous.

(14) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties.

(15) All I-2 District projects and proposals are subject to site plan review by the Planning Commission.

**F. Area and height regulations.**

(1) Minimum lot area shall be 2 1/2 acres.

(2) Maximum lot coverage shall be 50%, with the remainder being that of grass and landscaped areas. Parking areas shall be landscaped.

(3) Minimum lot width shall be 150 feet.

(4) Maximum building height shall be 50 feet.

(5) Minimum front yard setback shall be 75 feet.

(6) Minimum side yard setback shall be 50 feet.

(7) Minimum rear yard setback shall be 50 feet.

(8) Off-street parking. See Article IV of this chapter.

(9) Landscape screening. See Article V of this chapter.

(10) Sign requirements. See Article VI of this chapter.

(11) Accessory structures shall occupy no more than 10% of the lot area.

(12) Accessory structures shall be located in the side and rear lot areas.

(13) Accessory structures shall be located at least 50 feet from the rear lot line.

**§ 230-19.5. - Source Water Protection District.**

A. The purpose of the Source Water Protection District is to protect public health and safety in the City of Milford by minimizing contamination of aquifers, preserving, and protecting existing and potential sources of drinking water supplies. The district shall be established in delineated wellhead protection areas around all public water wells and excellent groundwater recharge potential areas located within the corporate limits of the City of Milford.

B. Superimposed district; effect on other provisions.

(1) To enable the Source Water Protection District to operate in harmony with the land use component of the City's Comprehensive Plan, subdivision and zoning regulations, the Source Water Protection District is created as a special district to be superimposed on other districts contained in the City of Milford's Zoning Ordinance.

(2) The requirements and provisions established in this district shall prevail over conflicting requirements of the zoning and subdivision ordinances.

C. Source water protection area maps

(1) Overlay maps prepared or provided by the Department of Natural Resources and Environmental Control (DNREC) delineating wellhead protection and excellent groundwater recharge potential areas in the City of Milford are included as a part of the City's Official Zoning Map and shall be designated as the Source Water Protection District.

(2) The maps shall be utilized by the administrative official in determining whether a lot or parcel lies within the source water protection district as described in Subsection D of this section. The lack of an indication on this map as to whether certain property is within or outside of the boundaries

of this overlay district shall not be constructed as a conclusive determination that said property is within or outside the boundaries of the source water protection overlay district. Rather, the controlling factor in making such a determination shall be the description contained in Subsection E of this section.

D. Source water protection standards.

- (1) For a confined wellhead, the wellhead protection area shall be 150 feet from the wellhead.
- (2) For an unconfined wellhead generating fewer than 50,000 gallons a day, the wellhead protection area shall be 150 feet from the wellhead.
- (3) For an unconfined wellhead generating greater than 50,000 gallons a day, the wellhead protection area shall be delineated by the State of Delaware, Department of Natural Resources and Environmental Control, Division of Water Resources, Source Water Assessment and Protection Program.
- (4) The area contained within a source water protection area shall be divided into zones:
  - (a) Zone 1: a surface area extending in a radius of 150 feet around the wellhead.
  - (b) Zone 2: the remaining surface area of a delineated wellhead protection area outside of Zone 1.
  - (c) Zone 3: excellent groundwater recharge areas.
- (5) Zone 1 requirements.
  - (a) Permitted uses.
    - [1] Infrastructure, equipment, buildings, access and other uses associated with the well, distribution and treatment facilities of the water system and their maintenance.
    - [2] Wells existing prior to December 31, 2007. No other structures or uses shall be permitted in Zone 1 unless the application, which shall demonstrate the proposed structure or use will not harm or potentially harm the public drinking water supply, is approved as a conditional use by City Council.
  - (b) Prohibited uses.
    - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas
- (6) Zone 2 requirements.
  - (a) Permitted uses.
    - [1] Uses permitted in the underlying zoning district may be permitted under an approved conditional use that protects the public drinking water supply for the City and meets the minimum requirements for stormwater management, impervious cover, above ground and underground storage tanks.
  - (b) Prohibited uses.
    - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas
  - (c) Stormwater management.
    - [1] Stormwater shall be treated by an approved stormwater quality management practice in accordance with current requirements of the *Delaware Sediment and Stormwater Regulations* dated October 11, 2006 or as later revised.
    - [2] For all new construction, all structures shall be required to discharge roof drains into recharge systems. Recharge systems shall be in accordance with section 10.0 of the *Delaware Sediment and Stormwater Regulations* dated October 11, 2006 or as later revised.

- (d) Impervious cover.
  - [1] Wellhead protection areas should not exceed 20% impervious cover. New development in this zone may exceed the 20% impervious cover threshold within wellhead protection areas, but shall be no more than 50% impervious cover, provided the applicant submits an environmental assessment impact report as provided for in Subsection 230-19.5F indicating the additional impervious area will not have an adverse impact on the drinking water supply.
- (e) Underground storage tanks (UST).
  - [1] Underground storage tanks with a capacity greater than 110 gallons containing petroleum, and residential and agricultural USTs with a capacity greater than 1,100 gallons containing heating fuel or motor fuel shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained, and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems, or as later revised. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
  - [2] Underground storage tanks with a capacity greater than 110 gallons containing a hazardous substance as defined in CERCLA § 101(14) shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
- (f) Above ground storage tanks.
  - [1] Aboveground storage tanks with a capacity greater than 12,499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than 39,999 gallons containing diesel, heating fuel or kerosene shall be permitted in a delineated wellhead area if the ASTs are designed, constructed, operated and maintained with the applicable requirements in the Delaware Regulations Governing Aboveground Storage Tanks.

**(7) Zone 3 requirements.**

- (a) Permitted uses.
  - [1] Uses permitted within the underlying zoning district unless prohibited by this section.
  - [2] Hazardous waste storage, treatment, and disposal facilities, hazardous waste generators, sanitary and industrial facilities as defined in the Delaware Regulations Governing hazardous waste, vehicle repair, salvage operations, waste sludge storage or application, solid waste landfills, tire piles and dredge spoil sites shall not be permitted in Zone 3.
- (b) Prohibited uses.
  - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas
- (c) Stormwater management and impervious cover.
  - [1] There are no requirements contained in this section in order for the development to occur provided the impervious cover of that portion of the parcel within the excellent recharge area is 35% or less.
  - [2] Impervious cover of that portion of the parcel within the excellent recharge area that is greater than 35% but no more than 60% is allowed provided the applicant demonstrates

through a report prepared by a registered professional geologist or registered professional engineer familiar with the hydro geologic characteristics of the City of Milford and the surrounding areas using climatic water budget that post-development recharge quantity will meet or exceed the existing (pre-development) recharge quantity. Efforts to mitigate discharges to pervious surfaces shall count towards the formula used to compute post-development mitigation of any discharges. These practices shall address water quality as well as overall water quantity.

- [3] For all new construction, infill, and redevelopment within the town center as defined in Figure 14D, Neighborhood Map-Town Center, as it is delineated in the 2008 Comprehensive Plan impervious cover may exceed 60%. All structures are required to discharge roof drains into underground recharge systems or permeable surfaces that allow discharges to infiltrate into the ground. The site plan is to consist of BMPs that include such items as pervious pavers, pervious concrete and infiltration practices designed to assure that recharge is maximized. The practices shall address water quality as well as overall water quantity.
  - [4] Discharge from roof drains, containment areas or impoundments that have run-off from an area that may contain contaminants from mechanical systems shall be segregated and treated prior to discharge.
- (d) Underground storage tanks (UST).
- [1] Underground storage tanks with a capacity greater than 110 gallons containing petroleum, and residential and agricultural USTs with a capacity greater than 1,100 gallons containing heating fuel or motor fuel shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained, and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems, or as later revised. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
  - [2] Underground storage tanks with a capacity greater than 110 gallons containing a hazardous substance as defined in CERCLA §101(14) shall be permitted in Zone 3 if the USTs are designed, constructed, maintained and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
- (e) Above ground storage tanks.
- [1] Aboveground storage tanks with a capacity greater than 12,499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than 39,999 gallons containing diesel, heating fuel or kerosene shall be permitted in Zone 3 if the ASTs are designed, constructed, operated and maintained with the applicable requirements in the Delaware Regulations Governing Aboveground Storage Tanks.

**Table 01: Land Use Restrictions and Uses Source Water Protections Areas.**

Activities shall be subject to the land use restrictions contained within this [article] that will protect the quality and quantity of ground water supplies. All uses not permitted in the underlying zone district are prohibited.

No - Prohibited

Yes - Allowed

C - Conditional

Land Use	Well Head Protection Area		Excellent Ground-Water Recharge Potential Area
	Zone 1	Zone 2	Zone 3
Aboveground Storage Tanks	NO	C	C
Automobile body/repair shop	NO	NO	C
Chemical processing/storage facilities	NO	NO	C
Dredge Spoil Sites	NO	NO	C
Dry cleaner	NO	NO	NO
Electrical/electronic manufacturing facility	NO	NO	C
Equipment maintenance/fueling areas	NO	NO	C
Fleet/trucking/bus terminal	NO	NO	C
Gas station	NO	C	C
Hazardous Waste: Treatment, Storage & Disposal Facilities	NO	NO	C
† Dry Wells/sumps	NO	C	YES
†† Injection wells	NO	C	C
Junk/scrap/salvage yard	NO	NO	NO
Machine shop	NO	NO	C
Metal plating/finishing/fabricating facility	NO	NO	C
Mines/gravel pits	NO	NO	C

On-Site wastewater treatment and disposal systems	NO	NO	C
Salvage operations	NO	NO	NO
Sanitary and Industrial Landfills	NO	NO	NO
Tire Piles	NO	NO	NO
Underground storage tanks	NO	C	C
Vehicle repair	NO	NO	C
Vessel storage	NO	NO	C
Waste sludge storage or application	NO	NO	C
Wood preserving/treating facility	NO	NO	NO

† Dry wells/sumps, except for single-family residences directing gutter downspouts to a drywell

†† Injection wells other than those used in the remediation of ground water contamination that inject oxygen-releasing compounds

E. Boundary determination for source water protection areas.

- (1) All subdivision and land development plans depicting development or land disturbance submitted for City review shall be evaluated for the existence of source water protection areas. All such areas are as depicted on source water protection area maps maps/overlays are available from Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources, Source Water Assessment and Protection Program (SWAPP). If a SWPA exists within a proposed development site, the boundaries of these areas shall be delineated on the plan by the applicant's State of Delaware professional engineer or professional geologist.
- (2) DNREC SWAPP may, when based on sound science and information, revise and update the overlay maps of wellhead protection areas.
- (3) The Delaware Geological Survey (DGS) may, when based on sound science and information, revise and update the overlay maps of good or excellent groundwater recharge potential areas.
- (4) When there appears to be a conflict between the mapped boundary and actual site conditions, the applicant may engage the services of professional geologist to prepare a report intended to determine more accurately the precise boundary of the source water protection area. The Report shall include:
  - (a) A detailed topographic layout of the subdivision and/or area to be developed and prepared by a state-registered professional land surveyor or professional geologist;

- (b) Evidence derived from a site-specific investigation that may include aquifer testing, test borings, test pits, observation wells, groundwater elevations, and topography surveys as appropriate for the type of source water protection area that clearly demonstrates that the area in question does not meet the definition of a source water protection area as defined.
- (c) Any challenges to the delineations of the good or excellent groundwater recharge potential areas must follow the methods used in the Delaware Geological Survey publication: Report of Investigations No. 66, Groundwater Recharge Potential Mapping in Kent and Sussex Counties, Delaware. The challenge must be approved by DGS and DNREC SWAPP.
- (d) Notwithstanding any other section of this chapter, if an owner initiates a precise boundary delineation pursuant to this section, any and all time review limitations shall be stayed pending the submission of the complete report contemplated by this section. Following submission of the report and all supporting documents, DNREC shall have 90 days to finally approve or disapprove the exploratory sketch plan submission or such further time as deemed necessary by the Department, but not to exceed an additional 90 days.

F. Environmental impact assessment report.

- (1) New development may exceed the 20% impervious cover threshold within the Source Water Protection Area Zone 2, but be no more than 50% impervious, provided the applicant submits an environmental assessment report including a climatic water budget and systems to augment recharge that assure water quality as well as quantity. The environmental impact assessment must document that postdevelopment recharge will be no less than predevelopment recharge when computed on an annual basis.
- (2) Commonly, the applicant offsets the loss of recharge due to impervious cover by constructing recharge basins that convey pretreated rooftop runoff for infiltration to groundwater. Refer to Supplement 1, entitled Groundwater Recharge Design Methodology, for the details of how to design recharge facilities in Delaware source water protection areas.
- (3) A Delaware registered professional engineer and/or professional geologist prepares an environmental assessment report, usually containing the following elements of planning, design, construction, and maintenance of groundwater recharge facilities:
  - (a) Site description of proposed development within the water resource protection area.
  - (b) Climatic water balance comparing predevelopment and postdevelopment recharge potential.
  - (c) Subsurface exploration, including borings, test pits, and infiltration tests.
  - (d) Design of groundwater recharge facilities that assure water quality as well as quantity.
  - (e) Construction and maintenance considerations.
  - (f) Recommended groundwater monitoring plan.
  - (g) Water management agreement between the applicant and the town, city, or county providing for monitoring and maintenance of the recharge system. The applicant will abide by the Groundwater Management Agreement as written in DNREC Supplement 1 to the Source Water Protection Guidance Manual for the Local Governments of Delaware: Groundwater Recharge Design Methodology, dated May 2005 or as later revised.

G. Nonconforming uses. Nonconforming uses may continue in a source water protection area in the form in which they existed at the time of the adoption of this section, unless they pose a direct hazard to the City's water supply, as determined by the Water and Wastewater Department upon advice from the Delaware Division of Public Health, or are causing some foreign substances (oil, salts, chemicals, or other substances) to be introduced into the City's water supply, as determined by the Water and Wastewater Department upon advice from DNREC's Division of Air and Waste Management and/or Division of Water Resources. In the latter case, the Building Department shall issue a mandatory cease and desist to stop the offending activity within the area. Nonconforming existing underground or aboveground storage of oil, petroleum, and petroleum products shall require secondary containment

pursuant to the State of Delaware regulations governing underground storage tanks or for aboveground storage of petroleum products secondary containment facilities capable of capturing the material stored on the site, for existing facilities that are proposed either to be upgraded or replaced.

H. Replacement and new wells.

- (1) The replacement of any existing public water supply well that was not required to meet this wellhead protection requirement at the date of its original installation and that has failed shall be exempt from meeting this wellhead protection requirement.
- (2) All public water supply wells within a housing development, subdivision, or strip development recorded on or after the implementation of the Delaware Regulations Governing the Construction and Use of Wells, dated April 6, 1997, or as later revised, shall be located at least 150 feet within the subdivision's or development's outermost property lines.

**ARTICLE IV - Off-Street Parking and Loading**

§ 230-20. - General provisions.

- A. Establishment of off-street parking area. The establishment of any off-street parking area having a capacity of four or more automobiles shall be subject to the approval of the Code Official and further subject to the following requirements. It shall:
- (1) Have a buffer strip at least five feet wide between it and any adjacent residential lot.
  - (2) Be attractively landscaped and screened from neighboring residential lots.
  - (3) Not extend into any required front yard areas, except for the driveways.
  - (4) Be used solely for the periodic parking of private passenger (noncommercial) vehicles.
- B. Parking space size. Parking space sizes shall be in accordance with § 230-21.
- C. Parking spaces in driveways. Driveways shall be considered as constituting off-street parking space for one-family detached, semidetached or townhouse dwellings in residential districts, provided that sufficient space is available in such driveways to meet the requirements of this section.
- D. Location of parking spaces. All parking spaces shall be set back 15 feet from any street line. Parking spaces shall be located so that no spaces are a greater distance than 600 feet from the building or use to which they are assigned, provided that this requirement shall not apply to parking spaces for auditoriums, stadiums, assembly halls, gymnasiums and other places of assembly or industrial, wholesaling and manufacturing establishments.
- E. Parking spaces assigned to more than one use. Parking spaces for separate buildings or uses in all zoning districts may be combined in a single lot, provided that the number of parking spaces in the lot shall equal the sum of the parking spaces required for each building and use, except that the parking spaces required for places of assembly may include parking spaces assigned to other uses, provided that the place of assembly shall not be used at a time when the other uses are carried on.
- F. No off-street parking required in the C-2 Central Business District. No on-site, off-street parking shall be required in the C-2 District for newly constructed establishments or existing structures. Existing municipal parking facilities shall provide the necessary parking areas for downtown shoppers. The location of the municipal parking lots are:
- (1) North Walnut Street and Northeast Front Street.
  - (2) Park Avenue and Northeast Front Street and Denney Row.
  - (3) Park Avenue and North Washington Street.
  - (4) Southeast Front Street between South Walnut Street and Church Street.
  - (5) Southeast Front Street and South Washington Street.

- G. Parking lot and garage maintenance. Ground cover, shrubs, trees and landscape screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.
- H. Fractional spaces. When the application of a unit of measurement for parking space or loading space to a particular use or structure results in a fractional space, any fraction under 1/2 shall be disregarded and fractions of 1/2 or over shall be counted as one parking space or loading space.
- I. Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yards five feet from the property line if it does not take up space normally occupied by an automobile. All vehicles requiring a trailer for transportation must be stored on a registered trailer.
- J. Points of ingress and egress. When the parking garage buffer strip is adjacent to any public street upon which the lot has frontage, the fifteen-foot buffer strip which extends for the full frontage of the lot may be interrupted only at points of ingress and egress. Only one accessway shall be permitted for each 100 feet of frontage upon a public road. Such accessway shall be not less than 25 feet and not more than 32 feet in width. No two accessways on the same lot shall be placed within 75 feet of each other.

§ 230-21. - Parking and loading standards.

A. Design standards (general).

- (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	As required by State Fire Marshal
60°	9	20	As required by State Fire Marshal
45°	9	18	As required by State Fire Marshal
Parallel	10	20	As required by State Fire Marshal

- (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).
  - (3) All parking spaces for use in conjunction with public parking lots, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.
  - (4) Exceptions to the design standards shall be permitted as follows.
- 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
Retail stores and shops, all types, supermarkets, retail food stores and undertakers	1 per 200 square feet of floor area used or designed for sales on the ground floor, plus 1 per 300 square feet of floor area used or designed for sales on all other floors, plus 1 for each 2 employees
New and used car and boat sales, mobile dwelling unit sales, truck and trailer sales, outdoor equipment and machinery sales, commercial nurseries and auctions	4 per salesperson, plus 1 per per 2 employees during the period of greatest employment
Personal service establishments, laundromats and dry cleaning	1 per 200 square feet of gross floor area
Banks and other financial institutions	1 per 200 square feet of gross floor area, plus 1 for each employee
Business, governmental and professional offices	1 per 100 square feet of gross floor area
Medical and dental offices or clinics <b>[Amended 7-14-1997]</b>	From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics
Hospitals	1 for each bed of planned patient capacity, plus 1 per 3 employees or the shift of greatest employment
Sanatorium or nursing home	1 for every 4 beds
Churches and other places of worship	1 per 5 seats
Indoor and commercial outdoor recreation	1 for each 150 square feet of gross floor, building or ground area devoted to such use or 1 per 4 seats of facilities available for patron use, whichever is applicable to the facility
Restaurants, taverns and similar uses	1 per 3 seating accommodations, plus 1 per 2 employees on the shift of greatest employment

Dwelling, one-family detached, semidetached or mobile home	2 1/2 per dwelling unit
Dwelling, townhouse, garden apartment or multifamily dwelling	2 1/2 per dwelling unit
Rooming and boarding house or converted unit	1 per rented unit
Museum, art gallery and similar use	1 per 4 seats in rooms for public assembly or for each 150 square feet of gross floor area for use by the public, whichever is greater, plus 1 for each 2 employees on the shift of greatest employment
Public library	1 per 400 square feet of gross floor area for public use, plus 1 per 2 employees on the shift of greatest employment
Fire station	25
Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 per 4 fixed seats in the largest assembly room area or for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or 1 per 150 square feet of gross floor area, whichever is applicable to the facility
Social club and fraternal, social service, union and civic organization building	1 per adult attendant, plus 1 per 100 square feet gross floor area devoted to such uses
Public or private school	3 per room used for administrative offices, plus 1 per room used for class instruction, plus 1 for each 5 seats in the auditorium and other places of assembly or facility available to the public
Industrial, manufacturing or wholesaling establishment	1 per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Hotel and motel	1 for each guest room plus 1 for each 3 employees

- (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 3,500 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 spaces shall not be allowed in any front yard of any property.

**ARTICLE V - Landscape Screening**

§ 230-22. - District requirements.

A. Residential districts.

- (1) In any R-1, R-2 or R-3 District a landscape screen and/or fence or wall a minimum of six feet in height shall be planted and/or erected to separate any permitted nonresidential use from any existing residential use on a contiguous lot. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.

- (2) In any R-3 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semidetached residential dwelling on any contiguous lot zoned R-1 or R-2. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.
- B. Commercial districts. In any C-1, C-2 or C-3 District a fifteen-foot buffer area shall be provided within which a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any permitted use from any contiguous lot zoned R-1, R-2 or R-3 or any contiguous lot developed or approved for development for any residential use. Such landscape screen may extend into the lot setback, side yard or rear yard.
- C. Institutional, Industrial and Office Building/Complex Districts: H-1, I-1, I-2, OB-1 and OC-1.<sup>4</sup> ¶
- (1) Each use established in these districts shall set aside at least 20 feet in width immediately adjacent to any street upon which the lot has frontage, and extending for the full frontage of the lot, for purposes of providing for proper site distance and buffering from the public road. Within such area, the owner shall establish and maintain a planting of grass and/or horticultural ground cover. Other landscape materials may be incorporated, provided that there is no obstruction to vision, other than a tree trunk, in the area between two and seven feet above ground level. No use shall be made of this buffer area other than for a single driveway to provide access to the use for each 100 feet of frontage upon a public road. Such driveway shall not exceed 32 feet in width.
- (2) Parking areas may be located in any hard area but shall not be closer than 15 feet to any street line or property line.
- D. Limited Industrial District. At the boundary line between an I-1 District and any R-1, R-2 or R-3 District or any lot developed or approved for development for residential use, there shall be a fifty-foot buffer area which shall include a landscape screen and/or fence or wall a minimum of six feet in height. Such landscape screen may extend into the lot setback, side yard or rear yard.<sup>5</sup> ¶

§ 230-23. - Maintenance.

It shall be the responsibility of the property owner of record or his delegated representative(s) to properly maintain and care for any landscape plan planted or erected.

**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.

§ 230-47. - Application and approval procedures.

- A. The application for a conditional use shall first be made with the Code Official, who shall then forward the materials to the Planning Commission.
- B. The Planning Commission shall study such information and make recommendations to the City Council within 60 days of the Code Official's referral to the Commission after holding a public hearing.

- C. The Council shall then act within 60 days of the receipt of the Commission's recommendation to either approve with conditions or deny such use after holding a public hearing. The Council's decision shall be based on the determination that the location of the use is appropriate, it is not in conflict with the Comprehensive Plan and it is consistent with the purpose and intent of this chapter.

§ 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.

§ 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 § 230-48 and that such use will continue to do so.
- B. Construction or operation shall be commenced within one year of the date of issuance or the use permit becomes void.
- C. A reapplication for a use permit for the same lot or use shall not be considered by the City Council within a period of 365 days from its last consideration. This provision, however, shall not impair the right of the Council to propose a use permit on its own motion.
- D. See fee schedule.
- E. If a conditional use permit is granted under the provisions of this article, the City Council shall direct the Code Official to officially notify the applicant, in writing, of all conditions approved by the Council.
- F. The approval of a conditional use is valid for one year. Unless permits are obtained or construction or use is substantially underway, all provisions of the conditional use are automatically rescinded. Permits may be revoked by the Council for failure to comply with the stated conditions of approval or applicable regulations.

**ARTICLE X - Site Plan Review**

§ 230-50. - Purpose.

The site plan review has a twofold purpose. It is to assure that the large-scale developments are in accord with the Comprehensive Plan and that such developments comply with the regulations of this chapter. Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and design standards, the Comprehensive Plan, and the City's Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of this chapter.

§ 230-51. - Guidelines.

Guidelines for determining what site plans shall be reviewed by the Planning Commission shall be as follows:

- A. Automatic determination of review. Certain types of developments, due to the nature of their impact on the entire community, shall automatically have their site plans reviewed by the Planning Commission, including the following:
  - (1) Residential:
    - (a) Townhouses.
    - (b) Garden apartments.
    - (c) Planned unit developments.
    - (d) Mobile home parks.
  - (2) Commercial: shopping centers.
  - (3) Institutional: hospitals.
  - (4) Industrial: all industrial developments.
- B. Discretionary determination of a review. The Code Official shall have discretion in determining what proposed developments other than those enumerated above shall have their site plans reviewed by the Planning Commission. When making such a decision, the Code Official shall consider but not be limited to the following factors:
  - (1) If the traffic flow will be greatly altered. Flow includes:
    - (a) Pattern.
    - (b) Volume.
    - (c) Hazard involved.
    - (d) Time involved.
  - (2) If parking on a large scale is required.
  - (3) If public utilities or works must be expanded to accommodate the development.
  - (4) If there is a change in the existing land use pattern.
  - (5) If there are incompatible uses within the proposed development or in relation to the abutting districts.
  - (6) If there may be difficulty in meeting existing performance standards.

§ 230-52. - Review procedure.

[Amended 9-8-2008 by Ord. No. 2008-13]

- A. Preliminary approval.
  - (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the City Planner, along with the appropriate fees, as specified in § 230-57.
  - (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. Upon confirmation by the City Planner that all DAC issues have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.

- (3) The Planning Commission shall review the application and shall approve the application with or without conditions, deny the application, or table the application.
- (4) Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

B. Final approval.

- (1) A final plat 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 City Planner, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. The final plan shall also be reviewed by the City Planner for confirmation that the application is designed in accordance with all subdivision, zoning and other land use regulations of the City. The final plan shall also be reviewed by the City Engineer for confirmation that the application is designed consistent with the preliminary plan, if applicable, and in accordance with the construction standards and specifications of the City. Upon confirmation by the City Planner and City Engineer that all issues have been addressed satisfactorily, the application will be scheduled to be heard by the Planning Commission.
- (3) The Planning Commission shall review the application and shall approve the application with or without conditions, deny the application, or table the application.
- (4) Within 90 days of final approval from Planning Commission, the applicant shall record the plat at the County Recorder of Deeds office and provide the City Planner a receipt of the recordation including the deed book and page number. Prior to recording the plat, five copies of the plat must be submitted to the City Planner for stamping and signing. Three sets will be returned to the applicant.
- (5) Upon recordation of the plat, the applicant shall provide the Land Data Manager of the City a mylar copy of the plat including the deed book and page printed thereon.
- (6) Failure to record the plat within 90 days of Planning Commission approval will result in the approval being voided.

C. The site plan review by the Planning Commission shall be limited to those proposed developments enumerated by this chapter and to those proposed developments that require a site plan review as determined by the City Planner. No other site plans shall be considered by the Planning Commission for review.

D. Prior to the Planning Commission holding a public hearing to review the application for the site plan, the City Engineer shall provide a copy of the signed subdivision agreement to the City Planner.

§ 230-52.1. - Site plan expiration.

If construction of approved buildings and improvements is not substantially undertaken within one year of final site plan approval, the site plan approval shall be void. The applicant may, however, request and the Planning Commission may grant a one-year extension for good cause.

**CITY OF MILFORD  
PLANNING COMMISSION**

RESOLUTION NO. PC16-007

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
MILFORD, DELAWARE FOR,  
THE APPROVAL OF A PRELIMINARY SITE PLAN FOR  
CROP PRODUCTION SERVICES INC  
AT HOLLY HILL ROAD  
FOR NINE BUILDINGS CONSISTING OF A TOTAL OF 66,140 SQ FT  
IN AN I-2 ZONING DISTRICT  
TAX MAP MD-16-182.07-01-01.00 thru -99.00; MD-16-182.07-02-01.00  
thru -99.00; MD-16-182.07-03-01.00

WHEREAS, the owner and applicant has made application with the City of Milford; and,

WHEREAS, the proposed application shall comply with the standards and regulations of the Code of the City of Milford; and,

WHEREAS, the Planning Commission met and heard said application during a meeting on June 21, 2016; and,

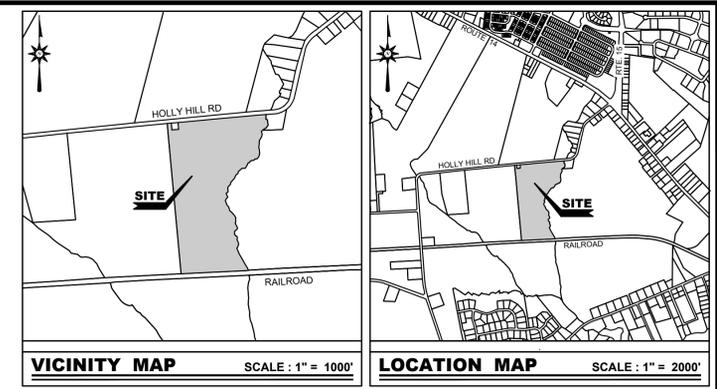
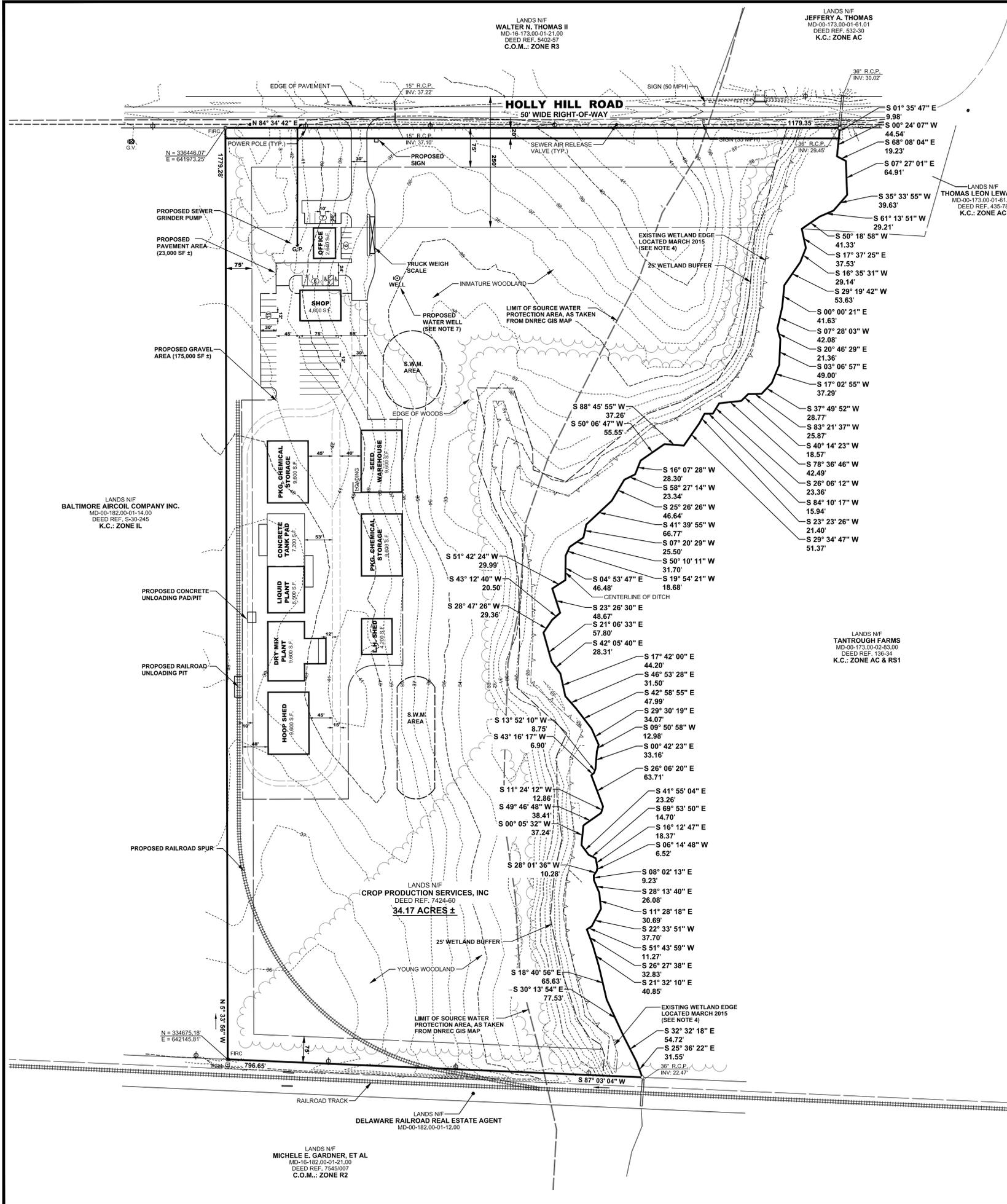
WHEREAS, by a vote of \_\_\_\_\_ approved the application.

NOW, THEREFORE, BE IT RESOLVED, the Planning Commission has approved the application with the following conditions:

1.

APPROVED: \_\_\_\_\_  
Marvin Sharp  
Planning Commission Chairman

SIGNED: \_\_\_\_\_  
Christine Crouch, CMC  
Deputy City Clerk



**SITE DATA**

- OWNER OF RECORD: CROP PRODUCTION SERVICES, INC. C/O MARVIN MARTZ, 250 REHOBOTH BOULEVARD, MILFORD, DE 19963
- ENGINEER / SURVEYOR: BECKER MORGAN GROUP INC., 309 SOUTH GOVERNORS AVE., DOVER, DE 19904
- PROPERTY MAP NUMBER: 5-16-18207-01-0100 thru 9900, 5-16-18207-02-0100 thru 9900, 5-16-18207-03-0100 thru 2300
- DEED SUMMARY: D.R. 7424/060
- PLAT REFERENCE: P.B. 108/43 (AMBERWOOD RESIDENTIAL SUB.)
- TOTAL SITE AREA: 34.17 ACRES ±
- ZONING CLASSIFICATION: EXISTING: I-2 GENERAL INDUSTRIAL DISTRICT (CITY OF MILFORD) SWPOZ - SOURCE WATER PROTECTION OVERLAY ZONE
- PRESENT USE: UNDEVELOPED RESIDENTIAL SUBDIVISION
- PROPOSED USE: FERTILIZER/SEED STORAGE & DISTRIBUTION FACILITY
- SETBACKS: I-2 ZONE, FRONT: 75 FT., SIDE: 50 FT., REAR: 50 FT.
- LOT AREA: MINIMUM: 2.5 AC, EXISTING: 34.17 AC
- LOT WIDTH: MINIMUM: 150 FEET, EXISTING: 1,179 FEET
- PROPOSED BUILDINGS: NINE, BUILDINGS: 66,140 S.F.
- IMPERVIOUS COVERAGE: EXISTING: 0.0 ACRES / 0%, PROPOSED: 6.3 ACRES / 18%
- IMPERVIOUS COVERAGE IN SOURCE WATER ZONE: EXISTING: 0.0 ACRES / 0%, PROPOSED: 6.3 ACRES / 24%
- PARKING CALCULATIONS: INDUSTRIAL: 1 PER 2 EMPLOYEES + 1 PER 200 SF SALES AREA, REQUIRED: 18 STALLS (18 EMPLOYEES + 1,640 SF SALES AREA), PROVIDED: 34 STALLS, HANDICAP PARKING SPACES: 2, TRACTOR TRAILER PARKING: 9
- BUILDING HEIGHT: PERMITTED: 50 FEET, PROPOSED: 50 FEET
- SOURCE OF WATER: ON SITE WELL / FUTURE CITY OF MILFORD
- SOURCE OF SEWER: CITY OF MILFORD SEWER
- SOURCE OF GAS: CHESAPEAKE UTILITIES
- SOURCE OF ELECTRIC: DELAWARE ELECTRIC COOPERATIVE
- ESTIMATED EDUS: 3

**GENERAL NOTES:**

- BOUNDARY AND TOPOGRAPHIC DATA SHOWN HEREON WAS PREPARED BY BECKER MORGAN GROUP, DOVER, DE., IN MARCH OF 2015. VERTICAL DATUM IS BASED ON NAVD 83. HORIZONTAL DATUM IS BASED ON DELAWARE STATE PLANE GROUND COORDINATES NAD 83 (2007).
- THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
- PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
- A WETLANDS DELINEATION WAS COMPLETED BY WATERSHED ECO, NEWARK, DELAWARE AND IS BASED ON A SITE DELINEATION PERFORMED IN MARCH OF 2015 BY JIM MCCULLLEY (PWS 471). THE DELINEATION DETERMINED THAT THERE ARE WETLANDS EXISTENT ON THE SITE.
- THIS SITE IS NOT LOCATED WITHIN THE ONE HUNDRED YEAR FLOOD PLAIN, BASED ON FIRM MAP 10005C0044K, PANEL 44 OF 660, DATED MARCH 16, 2015.
- THIS SITE CONTAINS 26.1 AC OF SOURCE WATER PROTECTION AREA AS TAKEN FROM DNREC GIS MAP.
- ON-SITE WELL TO PROVIDE WATER FOR FACILITY UNTIL CITY WATER MAIN EXTENSION ALONG HOLLY HILL ROAD IS INSTALLED BY THE CITY. PER UTILITY AGREEMENT BETWEEN C.P.S. AND C.O.M., C.P.S. TO TAP INTO CITY WATER MAIN WHEN IT BECOMES AVAILABLE.

**LEGEND**

ITEM	EXISTING	PROPOSED
SANITARY GRAVITY SEWER LINE, SIZE & FLOW DIRECTION	EX. 10" S	10" S
SANITARY SEWER FORCE MAIN, SIZE & FLOW DIRECTION	EX. 10" F.M.	12" F.M.
SANITARY SEWER MANHOLE (S.D.M.H.)	⊙	⊙
SANITARY SEWER CLEANOUT	⊙	⊙
WATER MAIN & SIZE	EX. 10" W.	12" W.
FIRE HYDRANT	⊗ 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 OR RCP)	---	---
CATCH BASIN	⊙	⊙
UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE OR ELECTRIC OR BOTH)	⊙	⊙
UNDERGROUND ELECTRIC	-U-E-	-U-E-
UNDERGROUND TELEPHONE	-U.T.-	-U.T.-
UNDERGROUND GAS MAIN	EX. 2" G	2" G
PAVEMENT TO BE REMOVED	N/A	---
CONCRETE CURB & GUTTER	---	---
CONCRETE SIDEWALK, SLAB / PAVING	---	---
IMPERVIOUS SURFACED ROAD, DRIVE OR LOT	---	---
INDIVIDUAL TREE OR BUSH	EVERGREEN DECIDUOUS	N/A
WIRE FENCE	---	---
CHARLINK FENCE	---	---
WOODKRADE FENCE	---	---
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)	---	---
DRAINAGE DITCH OR SWALE	---	---
EMBANKMENT SIDESLOPES (DOWN)	---	---
CONTOUR	43.55	25.50 T.C. 25.00 B.C.
ELEVATION SPOT SHOT	---	---
BENCH MARK	---	---
PROPERTY OR RIGHT-OF-WAY LINE	---	---
CENTERLINE	---	---
LIGHT POLE	---	---
CONSTRUCTION NOTE	N/A	---

**OWNERS CERTIFICATION**

WE, CROP PRODUCTION SERVICES, 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.

GENERAL MANAGER: MARVIN MARTZ \_\_\_\_\_ DATE \_\_\_\_\_

**ENGINEERS CERTIFICATION**

I, GREGORY V. MOORE, 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.

GREGORY V. MOORE \_\_\_\_\_ P.E. NO. 9311 \_\_\_\_\_ DATE \_\_\_\_\_

**WETLAND CERTIFICATION**

THIS PROPERTY HAS BEEN EXAMINED BY WATERSHED ECO, LLC FOR THE PRESENCE OF SUBAQUEOUS LANDS AND STATE REGULATED WETLANDS AS ESTABLISHED BY THE REVIEWING AGENCIES IN THE FORM OF MANUALS, POLICIES AND PROCEDURES IN PLACE AT THE TIME THAT THE INVESTIGATION WAS CONDUCTED. THE WETLAND INFORMATION CONTAINED IN THIS PLAN SET IS IN ACCORDANCE WITH THIS CRITERIA.

JAMES MCCULLLEY, OWNER & SENIOR CONSULTANT PWS: 000471 \_\_\_\_\_ DATE \_\_\_\_\_

**CITY ENGINEERS APPROVAL**

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD CONSTRUCTION STANDARDS AND SPECIFICATIONS FOR WATER, SEWER AND STREETS. THE OWNER AND HIS ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR DESIGN AND ACCURACY OF INFORMATION SHOWN HEREON.

RANDY DUPLCHAIN, P.E. \_\_\_\_\_ DATE \_\_\_\_\_

**CITY OF MILFORD APPROVAL**

CITY MANAGER: ERIC NORENBURG \_\_\_\_\_ DATE \_\_\_\_\_

**BECKER MORGAN GROUP**

ARCHITECTURE  
ENGINEERING

Dover, DE  
309 S. Governors Ave.  
Dover, DE 19904  
Ph. 302.734.7950  
Fax 302.734.7965

Salisbury, MD  
312 West Main St. Suite 300  
Salisbury, MD 21801  
Ph. 410.546.9100  
Fax 410.546.5824

Wilmington, NC  
3205 Randall Parkway, Suite 211  
Wilmington, North Carolina 28403  
Ph. 910.341.7600  
Fax 910.341.7506

www.beckermorgan.com

PROJECT TITLE

**CROP PRODUCTION SERVICES**

HOLLY HILL ROAD  
MILFORD  
KENT COUNTY, DE

SHEET TITLE

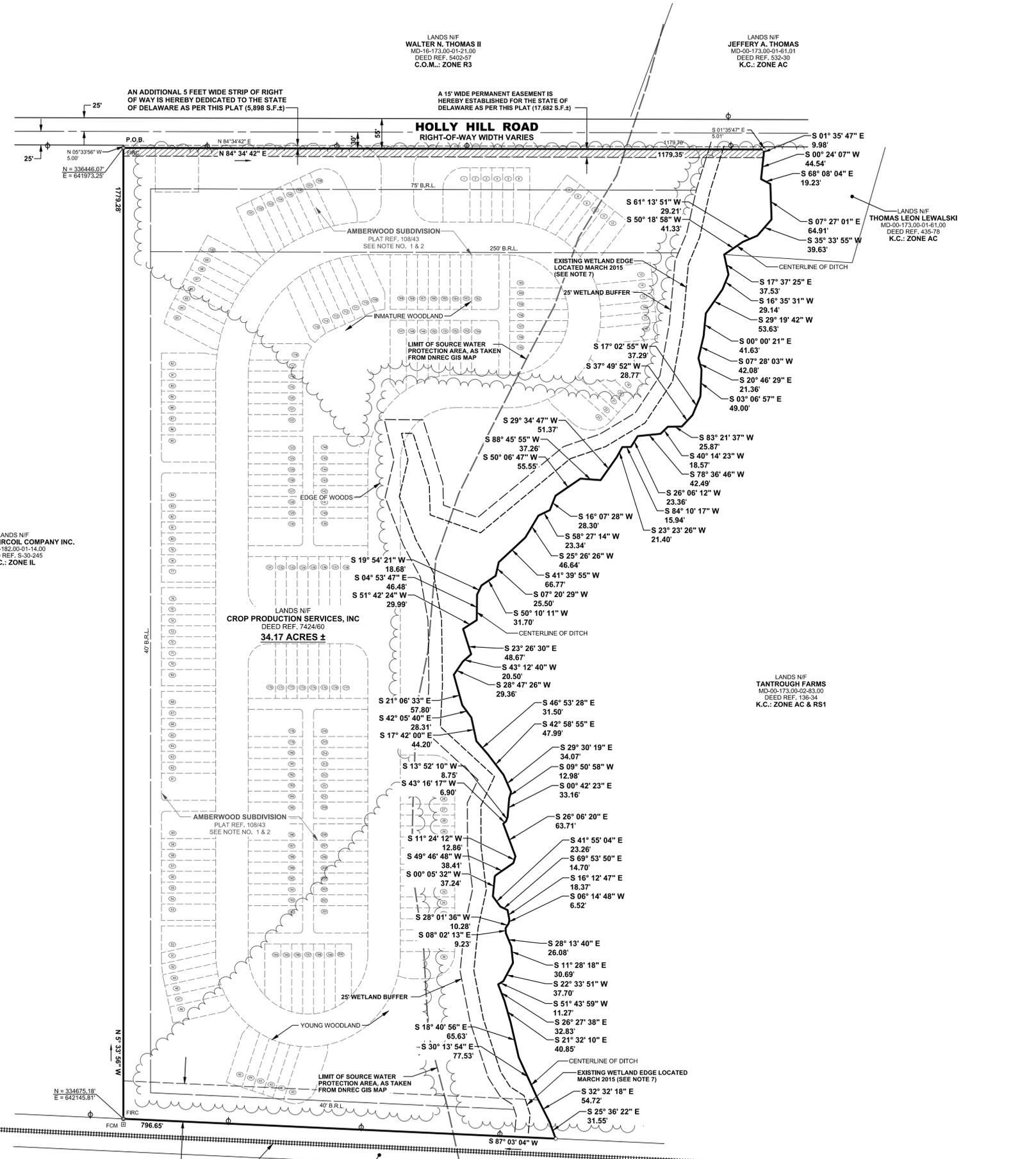
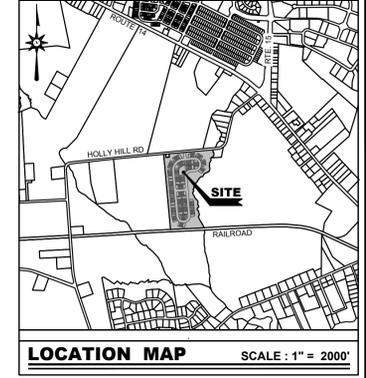
**CONDITIONAL USE / PRELIMINARY SITE PLAN**

ISSUE BLOCK

MARK	DATE	DESCRIPTION
LAYER: STATE: 0001		

PROJECT NO.: 2015004.00  
DATE: 04/18/16  
SCALE: 1" = 100'  
DRAWN BY: A.P.C. | PROJ. MGR.: J.C.D.  
SHEET

**C-001**  
COPYRIGHT: 2015



**SITE DATA**

- OWNER OF RECORD: CROP PRODUCTION SERVICES, INC.  
250 ROBOTH BOULEVARD  
MILFORD, DE 19963  
302-422-3570
- ENGINEER / SURVEYOR: BECKER MORGAN GROUP INC.  
309 SOUTH GOVERNORS AVE.  
DOVER, DE 19904  
302-734-7950
- PROPERTY MAP NUMBERS: S-16-18207-01-0100 thru 9900  
S-16-18207-02-0100 thru 9900  
S-16-18207-03-0100 thru 2300  
D.R. 7424060
- DEED SUMMARY: P.B. 10843 (AMBERWOOD RESIDENTIAL SUB.)
- PLAT REFERENCE: OVERALL PROPERTY = 34.30 ACRES ±  
ROAD R.O.W. DEDICATION = -0.13 ACRES ±  
**TOTAL RESIDUE AREA = 34.17 ACRES ±**
- TOTAL SITE AREA: 34.30 ACRES ±  
ROAD R.O.W. DEDICATION = -0.13 ACRES ±  
**TOTAL RESIDUE AREA = 34.17 ACRES ±**
- ZONING CLASSIFICATION: I-2 GENERAL INDUSTRIAL DISTRICT (CITY OF MILFORD)  
SWPOZ - SOURCE WATER PROTECTION OVERLAY ZONE  
I-2 ZONE  
FRONT: 75 FT.  
REAR: 50 FT.  
SIDE: 50 FT.  
MINIMUM LOT AREA: 2.5 ACRES  
MAX. IMPERVIOUS COVERAGE: 50% I-2 / 35% SWPOZ  
MAX. BUILDING HEIGHT: 50 FEET  
FALLOW UNDEVELOPED RESIDENTIAL SUBDIVISION  
FERTILIZER/SEED STORAGE & DISTRIBUTION FACILITY  
LOCAL (50 M.P.H.)
- SETBACKS: FRONT: 75 FT.  
REAR: 50 FT.  
SIDE: 50 FT.
- BULK REQUIREMENTS: MINIMUM LOT AREA: 2.5 ACRES  
MAX. IMPERVIOUS COVERAGE: 50% I-2 / 35% SWPOZ  
MAX. BUILDING HEIGHT: 50 FEET  
FALLOW UNDEVELOPED RESIDENTIAL SUBDIVISION  
FERTILIZER/SEED STORAGE & DISTRIBUTION FACILITY  
LOCAL (50 M.P.H.)
- PRESENT USE: LOCAL (50 M.P.H.)
- PROPOSED USE: FERTILIZER/SEED STORAGE & DISTRIBUTION FACILITY
- ROAD CLASSIFICATION: LOCAL (50 M.P.H.)
- SURVEY DATUM: NGS MONUMENTS  
VERTICAL: NAVD 88 - 36PRR  
HORIZONTAL: NAD 83 (2011) - CORS
- MONUMENTATION: 2 FOUND  
0 SET
- SURVEY CLASSIFICATION: SUBURBAN SURVEY
- UTILITIES: SEWER - CITY OF MILFORD  
WATER - ON SITE WELL / FUTURE CITY OF MILFORD  
ELECTRIC - CITY OF MILFORD  
GAS - CHESAPEAKE UTILITIES  
COMMUNICATION - COMCAST & VERIZON

- GENERAL NOTES:**
- THIS RECORD PLAT TO SUPERCEDE IN WHOLE THE PREVIOUSLY RECORDED PLAT ENTITLED "AMBERWOOD SUBDIVISION" AS PREPARED BY MORRIS & RITCHE ASSOCIATES, INC. AND RECORDED IN THE RECORDER OF DEEDS OFFICE FOR KENT COUNTY, PLATBOOK 108 PAGE 43, ON DECEMBER 18, 2009.
  - THE PURPOSE OF THIS RECORD PLAT IS TO EXPUNGE ALL LOTS, ROAD RIGHT OF WAYS, OPEN SPACE AREAS AND EASEMENTS ASSOCIATED WITH THE AMBERWOOD RESIDENTIAL SUBDIVISION RECORD PLAT, WHICH WILL TAKE PROPERTY BACK TO ONE PARCEL OF LAND.
  - BOUNDARY AND TOPOGRAPHIC DATA SHOWN HEREON WAS PREPARED BY BECKER MORGAN GROUP, DOVER, DE, IN MARCH OF 2015.
  - THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
  - PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
  - ALL MEASUREMENTS MADE ARE BASED ON A GNSS RTK SITE CALIBRATION SET BY BECKER MORGAN GROUP, DOVER, DE, IN MARCH OF 2015. BOTH VERTICAL AND HORIZONTAL COORDINATES FOR SITE CALIBRATION WERE DERIVED THROUGH A LIMITED CONSTRAINT POST PROCESS OF STATIC GNSS OBSERVATIONS. VERTICAL DATUM IS BASED ON NGS MONUMENT 36PRR (NAVD 88) WITH TIES TO OTHER NEAR BY PASSIVE NGS MONUMENTS. HORIZONTAL DATUM IS BASED ON ACTIVE NGS MONUMENTS - DELAWARE STATE PLANE NAD 83 (2011).
  - A WETLANDS DELINEATION WAS COMPLETED BY WATERSHED ECO, NEWARK, DELAWARE AND IS BASED ON A SITE DELINEATION PERFORMED IN MARCH OF 2015 BY JIM MCCULLEY (PWS 471). THE DELINEATION DETERMINED THAT THERE ARE WETLANDS EXISTENT ON THE SITE.
  - THIS PROPERTY IS NOT LOCATED WITHIN THE ONE HUNDRED YEAR FLOOD PLAIN, BASED ON FIRM MAP 100502044K, PANEL 44 OF 660, DATED MARCH 16, 2015.

- DELDOT NOTES:**
- ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT STANDARDS AND REGULATIONS FOR SUBDIVISION STREETS AND STATE HIGHWAY ACCESS AND SHALL BE SUBJECT TO ITS APPROVAL.
  - SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHALL BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.

**OWNERS CERTIFICATION**  
 WE, CROP PRODUCTION SERVICES, INC., 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 EXTENDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SURVEYORS CERTIFICATION**  
 I, JEFFREY C. DODD, HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR 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 SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

JEFFREY C. DODD \_\_\_\_\_ P.L.S. NO. 782 \_\_\_\_\_ DATE \_\_\_\_\_

**SURVEY LEGEND**

ITEM	EXISTING	PROPOSED
UNMARKED POINT	○	○
IRON PIPE	⊙ FIP	⊙ SIP
IRON PIPE W/ CAP	⊙ FIPC	⊙ SIPC
IRON ROD	⊙ FIR	⊙ SIR
IRON ROD W/ CAP	⊙ FIRC	⊙ SIRC

**ABBREVIATION LEGEND**

ITEM	ABBREVIATION
POINT OF BEGINNING	P. O. B.
TAX PARCEL	T. P.

LANDS N/F  
 BALTIMORE AIRCOIL COMPANY INC.  
 MD-00-182,00-01-14,00  
 DEED REF. S-30-245  
 K.C.: ZONE IL

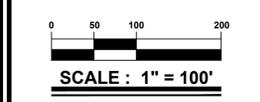
LANDS N/F  
 CROP PRODUCTION SERVICES, INC  
 DEED REF. 7424/60  
 34.17 ACRES ±

LANDS N/F  
 TAN TROUGH FARMS  
 MD-00-173,00-02-83,00  
 DEED REF. 136-34  
 K.C.: ZONE AC & RS1

LANDS N/F  
 MICHELE E. GARDNER ET AL  
 MD-16-182,00-01-21,00  
 DEED REF. 7545/007  
 C.O.M.: ZONE R2

PROJECT TITLE  
 LANDS OF  
**CROP PRODUCTION SERVICES, INC.**  
 HOLLY HILL ROAD  
 CITY OF MILFORD  
 KENT COUNTY, DELAWARE

SHEET TITLE  
**RECORD PLAT**



ISSUE BLOCK

MARK	DATE	DESCRIPTION

PROJECT NO.: 2015004.00  
 DATE: 04/29/2015  
 SCALE: 1" = 100'  
 DRAWN BY: J.C.D. / PROJ. MGR.: J.C.D.  
 SHEET  
**1 OF 1**  
 COPYRIGHT 2014







June 27, 2016

Terri Hudson  
City of Milford  
City Hall  
201 S Walnut Street  
Milford, DE 19963

Dear Ms. Hudson

Last August, the Arena's Inaugural Running of the Goat 5K took place in downtown Milford. The event was a huge success that helped raise monies that went directly to the kids of the Greater Milford Boys and Girls Club through scholarships and enhanced programming. The community support of the event was equally successful with 279 runners and approximately 150 others participating in non-race activities and supporting downtown businesses.

The Committee is hard at work putting together The Arena's Second Annual Running of the Goat 5K. We are writing to you to request closure of the municipal parking lot located at 200 NE Front Street, which is situated in front of the Nelson-Silicato building (home to Arena's and Fur-Baby Boutique). The event is scheduled for Friday, August 19. We are requesting closure of the parking lot at 2 am Friday, August 19 until 2 am Saturday the 20th. We feel this will give the committee and volunteers adequate time to organize, set up, and break down for the event. The committee arrives first thing in the morning to set up, direct vendors for staging, course setup, etc. Parking would be available to the adjacent businesses at Bicentennial Park, street parking, and other nearby lots throughout the City. The committee will make sure to properly notify those businesses that will be primarily affected. We will be working with the City safety officials to ensure the safest environment possible for all attendees which will include children.

Should you have questions regarding the event please feel free to contact Tiffany Schrader, Club Board and 5K committee member at 302-841-0873.

Sincerely,

Boys & Girls Club Director  
Director

*Tiffany Schrader*  
Running of the Goat 5K  
Committee



**BOYS & GIRLS CLUB  
OF DELAWARE**

**GREATER MILFORD CLUB**

July 12, 2016

Mayor and City Council  
201 South Walnut Street  
Milford, DE 19963

101 Delaware Veterans Blvd.  
Milford, DE 19963  
United Way 09507  
www.bgclubs.org

Dear Honorable Mayor and Members of City Council:

RE: Alcohol Ordinance Chapter 77 Waiver & Use of Municipal Parking Lot

Arena's Deli at 200 NE Front Street in Milford is sponsoring a Run the Goat 5K on Friday evening, August 19, 2016 from 5:15pm to 7:00pm on behalf of the Greater Milford Boys and Girls Club.

Following the 5K, we are planning a Post-Race Party in the city parking lot in front of Arena's. Because Chapter 77 of the Milford City Code prohibits the possession of open containers and consumption of alcohol in outdoor and public areas, we respectfully request council grant us permission to allow alcohol at the Post-Party Event until 11:59 p.m. Those consuming alcohol will be wearing wristbands and restricted to a confined area as is required by Delaware State Law. In addition, we will strictly adhere to all related local and state rules and regulations.

Please feel free to contact me at 302-422-4453 for additional information.

*Tod,*

L. Tod Van Eyken,  
Executive Director

**Officers**

Danny Vezmar,  
**President**  
Nicole Silicato-Miller, **Vice President**

**Board of Directors**

Margaux Azzanesi  
Alisha Broughton  
Daphne Bumbrey  
Fred Duffy  
Brennon Fountain  
Joe Gannon  
Scott Hammer  
Dean Johnson  
Stacey Kemp  
Rachael Keys  
Lisa Peel  
Ashley Reynolds  
Tiffany Schrader  
Nicole Silicato-Miller  
Bryan Shupe  
Kelly Stanley  
Bill Turner  
Danny Vezmar  
Stephen Webb

**Executive Director**

L. Tod Van Eyken

**Program Director**

Marlene Duffy

**Aquatic Director**

Sarah Ziccarelli-Smith

**Development Director**

Zaida Guajardo

**Advisory Board**

Linda Chick  
Griff Daniels  
Loretta Edmondson  
Franklin Fountain  
Mark McDaniel  
Bob Voshell

**GREAT FUTURES START HERE.**



ENFORCEMENT & INSPECTIONS DEPARTMENT  
DONALD T. WILLIAMS  
TELEPHONE 302-424-3712, FAX 302-424-3559

201 SOUTH WALNUT STREET  
MILFORD, DE 19963  
[www.cityofmilford.com](http://www.cityofmilford.com)

18 July 2016

Attn: Eric Norenberg  
City Manager

RE: **City Hall Maintenance**  
Quotes for Painting Exterior & Quote for Repairing Back Door Landing

Eric:

Attached you will find five quotes. Four of them are dealing with painting City Hall, while the last quote deals specifically with repairing the back door landing in efforts to stop the water penetration into the basement.

In regards to looking over the painting quotes, I believe it is in the best interest of the city to go with Fresh Coat. I say this for numerous reasons. Their detailed quote, attention to detail, time frame, and of course their reasonable pricing. In summary, they will be stripping the top of the cupola back to its original copper finish and painting the vents; power washing shutters and all areas that require paint; and lastly, paying close attention to details like painting the generator along with the fire bell, and nosing on the stairs at no added cost. The quotes received ranged from \$4,800.85 to \$10,290. Fresh Coat came in as the lowest bidder while maintaining the same standards, if not exceeding the other companies.

In regards to the back door landing, I have also provided a separate quote. This is in effort to stop the water from entering into the basement of City Hall. This quote consists of chipping out the loose concrete, inject seams with urethane sealant, resurface and seal around door and all flatwork associated with landing. In addition, this quote includes the re-pointing and sealing of the front stairs and the stairs leading to City Manager's office. The cost for this work comes in at \$4,025.

The total to refresh City Hall comes to **\$8,825.85**

Please feel free to contact me if you need additional information.

Sincerely,

*Don Williams*

Donald Williams  
Building Inspector, City of Milford  
[dwilliams@milford-de.gov](mailto:dwilliams@milford-de.gov)  
302.424.3712 Ext 312



OFFICE OF THE CITY MANAGER  
ERIC NORENBURG, ICMA-CM  
302.424.3712, FAX 302.424.3558

201 SOUTH WALNUT STREET  
MILFORD, DE 19963  
www.cityofmilford.com

July 20, 2016

TO: Mayor and City Council  
FROM: Eric Norenberg  
SUBJECT: Allocation of Reserve Funds for City Hall Painting and Repairs

### **Purpose**

As mentioned during the budget hearings, City Hall trim, railings, exterior doors, etc. are in need of repainting and portions of the trim has dry rot that must be repaired. In addition, we continue to have water intrusion in the basement during heavy rains. At that time, we did not have firm estimates for these repairs, so funds were not budgeted. Now, we have selected vendors and have firm quotations, so it is recommended that the City Council authorize up to \$10,000 in reserve funds for City Hall painting and to seal cracks, etc. in an effort to prevent continued water intrusion. (Please refer to the attached memo from Don Williams.)

### **Background and Discussion**

In recent years, during heavy rains, water has seeped into the City Hall basement, soaking carpet, etc. After most such events, we have had to summon a contractor to extract the water and run dehumidifiers for several days. Since 2009, the City has brought in a restoration contractor after nine storms (twice this year) for a total expense of \$8,303. (Staff recall that there were other instances of minor water intrusion that did not warrant the calling the contractor for remediation.) Accordingly, it is proposed that improved sealing be done for \$4,025.

In addition, Don has obtained several quotes for repainting City Hall. He has evaluated the vendors and their proposals and recommends proceeding with the low quote of approximately \$4,800 (see memo). Here is the summary of quotations:

<u>Vendor</u>	<u>Quoted Price</u>
Fresh Coat	\$ 4,800.85
Brushstrokes	\$10,290.00
Snobs Painting	\$ 9,920.00
GKJ Painting	\$ 8,300.00

# City of Milford



## RESOLUTION 2016-11

### AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR CITY OF MILFORD CHECKS

WHEREAS, The City of Milford Charter states that the Mayor or his/her designee shall countersign all orders, checks and warrants authorized by Council; and

WHEREAS, A resolution is required to designate certain positions be authorized to sign checks on behalf of the City of Milford accounts

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, AS FOLLOWS:

Section 1. Checks issued for less than the amount of \$10,000 shall only require facsimile signatures

Section 2. Checks issued in the amount of \$10,000 or more, hereby require the live signature of two designees.

Section 3. The live signatures shall be those persons in the positions of the Mayor and City Manager or City Council designee.

Section 4. Such authority shall remain in force until revoked by a future Resolution adopted by City Council.

Section 5. Any prior authorizations not consistent with the positions as stated in this Resolution are hereby superseded.

BE IT FURTHER RESOLVED, that a copy of this resolution be kept on file at the City of Milford Finance Department.

Mayor Bryan W. Shupe

Attest:

City Clerk

Adopted: July 25, 2016