

Milford



August 1, 2014

## **Downtown Development District Program How to Use this Application Form**

This application is a Microsoft Word document that has been modified. The text in the document is “locked” meaning that you can’t edit it. The fields where you are supposed to enter information are “open” allowing you to type or paste information into these fields. The fields that can be edited are in gray.

First, we recommend that you save this document with a unique file name that includes the name of your jurisdiction. An example would be “DDD-Application-Dagsboro.” Then you can work on the document without fear of overwriting it, and when you send it to us we will know who it came from (and we won’t be in danger of overwriting it).

Some of the fields are informational in nature, such as places to type in the name and address of your jurisdiction. It should be relatively straightforward to type this information in and save it. Some of the fields are check boxes, which are similarly straightforward.

Many of the fields are questions that ask you to respond in either 100 or 750 words. You might find it helpful to write and edit your responses in a separate Word document and then paste them in to the application once they are complete. The 100 word statement is to be used internally for review and in printed materials where we need a concise description of each proposed District. Almost all other questions are suggested to be no more than 750 words, which is about a page and a half of text (using 12 point font). In these responses it is important to clearly and concisely answer each question. Your District Plan can go into much more detail about each topic, and it is appropriate and expected that you will reference your District Plan in these 750 word responses. There is no penalty for exceeding 750 words, but if you find that you are writing much more than 750 words please consider putting the additional information in your District Plan.

There are numerous attachments mentioned throughout this application. The most obvious one will be the District Plan. The application also asks for various maps, spreadsheets, letters of support, resolutions and data to be attached associated with particular questions. Please compile all of the attachments into one Adobe Acrobat (.pdf) document. It would be wonderful if you could include a table of contents, and organize these attachments in the order of the questions.

It is likely that when you are done with the application form (Word document) and the attachments (.pdf document) the combination of both documents will be larger than 15mb, which is the limit for external email in the State system. In these cases, we will arrange for you to have access to a sftp file transfer site to upload your documents. Email the OMB Application Team at [OMB\\_APP\\_Team@state.de.us](mailto:OMB_APP_Team@state.de.us) to request an account and a password to upload the file. You must include the following information in your email in order for the OMB Application Team to process your account access: Name, Company, Email Address, and Phone Number.

OSPC will provide technical assistance with Census data and GIS mapping if requested by local governments that can demonstrate the need for the assistance. We will provide assistance to all local governments on the technical aspects of completing this application and transmitting / uploading finished applications. To request assistance or if you have questions about any part of this application or the program in general please contact your Circuit Rider Planner at the Office of State Planning Coordination, (302) 739-3090.



# *Downtown Development Districts*

## **Application for Designation as a District**

### **Section I General Guidelines**

The Downtown Development Districts Act of 2014 (the Act) was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments<sup>1</sup> that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

<sup>1</sup> Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee). The Committee will make recommendations to the Governor, who will then designate between one and three Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive grants to offset 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Grant funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mrs. Constance C. Holland, AICP  
Director  
Office of State Planning Coordination  
122 Martin Luther King Jr. Blvd, S.  
Dover, DE 19901

**Application Due Date for  
FY15 Cycle:  
November 1, 2014**



# Downtown Development Districts

## Application for Designation as a District

### Section II Specific Requirements

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)<sup>2</sup>. Districts must be no more than 85 acres in area for jurisdictions with a population under 9,000<sup>3</sup> persons, no more than 170 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 225 acres in area for jurisdictions with a population over 30,001 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. The applicant must fully describe the rationale for choosing the boundaries as a part of this application. Guidelines for preparing District boundaries are found elsewhere in this application.

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the

<sup>2</sup> Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

<sup>3</sup> Population to be based on the 2010 US Census.

plan and land use regulations support the application for the District.

The Act identifies three components of the application for designation as a District:

- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

**Need and Impact:** The applicant must describe the need for the economic incentives that will be available in designated District. The need must be documented through the use of relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

**District Plan –** The local government must present a District Plan that will be used to guide development activities and



# Downtown Development Districts

## Application for Designation as a District

revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government’s certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

Changes to the District Plan must be reviewed by the Committee. District designation may be rescinded if the District Plan is not adhered to.

The quality of the **District Plan** will account for 30% of the consideration given to scoring each application.

**Local Incentives** – The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Grant funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

### Section III Application Instructions

**Check List** - self-explanatory.

**Information Sheet** - The local government must supply the jurisdiction's name, mailing address, and phone numbers. The applicant must provide the date of the last update of the



## *Downtown Development Districts*

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### **Application for Designation as a District**

comprehensive plan and briefly describe the District being proposed.

**Map of the Proposed District** – The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps should be created with GIS software, and the associated computer files should be made available to aid our review of the proposal. Districts must be contiguous, and be no more than 85 acres in area for local governments with a population under 9,000 persons, no more than 170 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 225 acres in area for jurisdictions with a population over 30,001 persons. There are guidelines detailed elsewhere in this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

**Summary of Need and Impact** – The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.

**Summary of District Plan** – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this

form, along with any relevant supporting documentation.

**Written Documentation from Supporting Organizations** – The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

**Summary of Local Incentives** – The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

**Legislative Body Resolution** – The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation.



## *Downtown Development Districts*

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Application for Designation as a District

# Application Cover Sheet and Check List

Jurisdiction Name:

Milford, Delaware

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Date of Application 10/30/14

Date Received \_\_\_\_\_

### Check List for Application Materials

- Application Cover Sheet and Check List.**
- Information Sheet.**
- Map of the Proposed District (GIS files encouraged).**
- Map of Future Land Use in Proposed District (GIS files encouraged)**
- Map of Zoning in Proposed District (GIS files encouraged)**
- Summary of Need and Impact (with attachments).**
- Summary of District Plan (with attachments).**
- Written Documentation from Supporting Organizations.**
- Summary of Local Incentives (with attachments).**
- Legislative Body Resolution.**



# Downtown Development Districts

## Application for Designation as a District

### Information Sheet

Municipality / County: Milford /Sussex

Contact Person for Application	
Name: <u>Richard Carmena</u>	
Address: <u>201 S Walnut Street</u> <u>Milford, DE 19963</u>	
Phone: <u>302-424-3712</u>	
Email: <u>citymanager@milford-de.gov</u>	
Signature	Date

Proposed District Administrator (if different)	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Date of certified Comprehensive Plan 2008

Population of the municipality or county (as per 2010 US Census) 9,559

Population of proposed District (based on 2010 US Census Block data) 928

Area of proposed District in acres appx 148

Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials

<p>Proposed DDD is the heart of the town center of Milford. The heart of this neighborhood is the Riverwalk, along the Mispillion River. It combines the water experience in an urban environment, with its wide pedestrian pathways and closeness to the retail shopping opportunities. Other characteristics of this neighborhood include overlap of the three Historical Districts which give this neighborhood added character and charm. The DDD overlays with the Downtown Milford, Inc project area and includes various levels of residential housing as well as the traditional central business district.</p>
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# *Downtown Development Districts*

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## Application for Designation as a District

### Map of the Proposed Downtown Development District

**Instructions:** Prepare a map of the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

- The maximum size of the District is 85 acres for local governments with populations below 9,000, 170 acres for local governments with a population between 9,000 and 30,000, and 225 acres for local governments with populations over 30,001 (population as per the 2010 US Census).
- Districts must be contiguous.
- Districts must include the streets and right-of-ways within it. These count towards the maximum acreage.
- Enclaves within District boundaries are not acceptable.
- Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable, and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.
- If any portion of the proposed District is in the floodplain, the FEMA floodplain map must be included as a layer on the map. Contact OSPC for technical assistance if needed.

Attach the map of the proposed Downtown Development District

Attach a map showing the future land use in the proposed District from the municipality's or county's certified Comprehensive Plan. Attach a map showing the zoning or land use regulations that apply to lands within the District. Discuss how the plan and land use regulations support the application for the District.

It is encouraged that the map(s) be created using GIS software. If the municipality or county is able to use this software, please submit digital files to our office to supplement the application and aid us in our review. Please contact OSPC if you need assistance and / or to arrange to electronically transfer the files.

District Boundaries Map Attached

GIS data is available and will be electronically transferred to OSPC

Name of person who created the map: David Edgell, Delaware Office of State Planning Coordination

Phone (302) 739-3090

Email David.Edgell@state.de.us



## *Downtown Development Districts*

### Application for Designation as a District

#### **Map of the Proposed Downtown Development District - continued**

Describe the rationale for choosing the boundaries of the proposed District (please limit your response to 750 words or less).

The Downtown Development District (DDD) is the heart and soul of Milford centered around the Riverwalk, along the Mispillion River. It combines the water experience in an urban environment, with its wide pedestrian pathways and closeness to retail shopping opportunities in the downtown. The DDD is focused around the Main Street of Milford in the Central Business district and is the genesis for recent city-wide branding of “River Town. Art Town. Home Town.”, which is being used as an economic driver for revitalization of the downtown area. Other major characteristics of this neighborhood include the Historical Districts which give this neighborhood added character and charm. The DDD also is next to major employers consisting of the Dentspy/Caulk Company, Bayhealth and ancillary medical facilities and additional employment and commercial development that will pair well with incoming major employers in the DDD.

Per existing plans, opportunity exists to :

- Enhance the Riverwalk, with a nature center and visitors as well as additional proposed residential development along the River
- Expansion of the existing three Historical Districts and improvement to existing historic residential and commercial properties in the DDD
- Development of pedestrian/bicycle connection with the existing Riverwalk connecting other neighborhoods with this valuable resource
- Maintaining the existing residential neighborhoods in stable condition

Milford recognizes that maintaining the appearance and functionality of the existing developed properties in the DDD is an important adjunct to the goal of providing employment, housing and shopping within convenient distances to people living and working in the City. The DDD area includes the largest number of properties that would benefit from a concentrated redevelopment effort as the neighborhoods are some of the most economically reduced areas in the City . The City is dedicated to keeping the older residential neighborhoods attractive places for young persons and families, and to maintain affordable housing central to work places, shopping, community and recreational facilities.

Low Density Residential Districts are included in the DDD and represent typical single family detached dwellings and duplex development with a density range between 1 and 6 dwelling units per gross acre. These units receive full urban services. Other dwelling types and densities may be allowed as part of a Density Bonus by providing additional Open Space and amenities of development or through a conditional use of a Planned Urban Development by City Council.

Moderate Density Residential District in the DDD represent a category that allows a density range between 5 and 16 dwelling units per gross acre. Typical residential types would include single family detached dwellings, attached single family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments and loft style units. Regarding the Traditional Neighborhood Developments (TND), a variety of housing types are



## *Downtown Development Districts*

### **Application for Designation as a District**

found in this type of development and some of key features include small front setbacks bringing structures closer to the street, as well as access from rear alleys to allow for the placement of granges in the rear of the houses. Availability of open space and walkable sidewalks are also key components.

The area of the Vinyard shipyard is included in the District Plan and is identified as a Key Priority Project, and a key component of phase 1 of the plan is to attract & preserve and protect this valuable historic resources and to use the shipyard as a catalyst for mixed use development in the DDD.

Per attached census information the DDD has a high poverty rate, low home ownership and a high number of vacant buildings in need of repair or revitalization, including a high number with notable code violations.

Priority in the first phase will be given to properties that fall into either the documented historical districts or the areas defined on the attached DMI map that fall within the boundaries of the Downtown Milford, Inc Project area.

Attach a map showing the future land use of the District from the local government's certified Comprehensive Plan.

Map Attached

GIS data is available and will be electronically transferred to OSCP

Attach a map showing the zoning or land use regulations that apply to lands within the District

Map Attached

GIS data is available and will be electronically transferred to OSPC



## *Downtown Development Districts*

### Application for Designation as a District

#### **Map of the Proposed Downtown Development District - continued**

Discuss how the plan and land use regulations support the application for the District (Please limit your response to 750 words or less).

Per the attached Town Center Map, which identifies land use in the DDD that has been approved by the state per the 2008 Comprehensive Plan, the plan supports the future land use in the district. Much of the DDD is dedicated to strong commercial growth in the downtown, which is supported by the efforts of Downtown Milford, Inc to spur retail, art, and other economic businesses in this commercial area surrounding the Town Center. These business drivers will be the main focus of efforts in the DDD. In addition, there is a significant amount of low density residential as well as a small portion of moderate density residential that will provide opportunities for residential owners and developers to take advantage of the investment rebates and incentives provided by the DDD grant monies. The Low Density Residential District represents typical single family detached dwellings and duplex development with a density range between 1 and 6 dwelling units per gross acre. These units receive full urban services. Other dwelling types and densities may be allowed as part of a Density Bonus by providing additional Open Space and amenities of development or through a conditional use of a Planned Urban Development by City Council. The Moderate Density Residential District represents a category that allows a density range between 5 and 16 dwelling units per gross acre. Typical residential types would include single family detached dwellings, attached single family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments and loft style units. Regarding the Traditional Neighborhood Developments (TND), a variety of housing types are found in this type of development and some of key features include small front setbacks bringing structures closer to the street, as well as access from rear alleys to allow for the placement of garages in the rear of the houses. Availability of open space and walkable sidewalks are also key components. Efforts will be made in the coming months to reevaluate the downtown areas for more mixed use development in anticipation of the DDD opportunity.

Town Center Map, Att 2

Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, BID taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (Please limit your response to 750 words or less).



## *Downtown Development Districts*

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### **Application for Designation as a District**

The DDD includes small parts of all three of the designated historic districts in Milford. Properties in the historic districts will benefit from the reservation of historic tax credits for the DDD and will have priority access to these credits over other properties that may apply. The municipal departments and commissions will continue to work with private groups to recognize properties which are of significance to the Nation, to the State of Delaware or to the community. If requested to assist private preservation efforts, the City will support property owners' requests for federal funding for historic preservation in addition to the DDD offerings.

The DDD overlays with the Project Area Map for Downtown Milford, Inc (DMI). The role of Downtown Milford, Inc., a designated Delaware Main Street program, in the on-going business and cultural development will be evident. The program will bring governmental resources, expanded community partnerships, continued philosophical and financial "buy-in" from the City of Milford, and strong support from residents. It will serve as a facilitator to the community and numerous civic organizations to help improve all phases of downtown revitalization and growth, including proactive business development, coordinating downtown activities, expanding services, and offering a peaceful, attractive, diverse, and active place to enjoy.

Per the 2008 Comprehensive Plan, a goal of the City of Milford is to Coordinate with Downtown Milford Inc.

to integrate downtown redevelopment efforts with the parks, cultural resources and economic development plans of the City of Milford. The DDD program incentives will complement and supplement these partnership efforts.

Milford Historic Districts, Att 4  
Downtown Milford, Inc Project Map, Att 5



# *Downtown Development Districts*

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## **Application for Designation as a District**

### **Summary of Need and Impact**

**50%**

**Instructions:** Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, *however* please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need** for the Downtown Development District designation in your community (please limit your response to 750 words or less).

Milford is ready to meet the future. The economic goal of the City is to facilitate growth of the local economy that is sustainable and balanced, expediting the growth of new businesses, expansion of existing businesses, and the attraction of businesses to the area. To accomplish this task, the City welcomes State investment of Downtown Development District (DDD) legislation to spur capital growth in the private sector and in residential areas. The challenge of the municipality is to be able to meet the needs of the town with the financial support necessary to bring jobs and to provide the organizational support to assure economic development progresses in an effective manner.

Current Census data which is attached to this application, indicate the DDD has a population of approximately 928 persons with 302 housing units with a variety of structure and density options. In 2010, the DDD shows a vacancy rate of 14.6%, and over 65% of the housing units being renter occupied. This vacancy rate is double that of the City of Milford at 7%. Additionally, the rate of properties in the DDD that are aged at 1949 or earlier, is 33% and is double that of the City of Milford rate at 14.2%. A rough estimate of the census tract data shows that 15.9% of the population are living in at or below the poverty rate, which is higher in the DDD than the City at 14.3%.

The median home values in the City of Milford are around \$194,000 as compared to the homes in the DDD which are valued much lower at around \$169,000. In addition, the areas in the DDD represent a population whose is at low to moderate income at nearly 40%, which is almost two and a half times the rate of the City at 14.5%.

Crime rates in Milford for 2013 indicate that felonies city-wide were at 321 incidences for the year. Already in 2014, the total for felonies were at 373 indicating a rise in crime in this area of police reporting.



## *Downtown Development Districts*

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### **Application for Designation as a District**

These statistics validate the need for investment into the DDD in both in residential areas as well as in the commercial areas. The DDD is an area where job growth and economic policies from the DDD grants will spur investment dollars, drive up home values and overall improve the quality of life for the residents. Improved homes, investment in business and retail and focus on the downtown area can also have the added benefit of community pride and personal investment, which in turn should be a catalyst for reduced crime and vagrancy in the DDD, as pride swells.

Census Data, Milford DE Att 6

Crime Report, Milford DE 2013 Att 7

Crime Report, Milford DE 2014 Att 8



# *Downtown Development Districts*

## Application for Designation as a District

### Summary of Need and Impact – continued 50%

Attach relevant data to that demonstrates and documents the **need for** the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the summary spreadsheet provided, and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

Required Data from the US Census

<b>The municipality or county as a whole</b>			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	
<b>The Census Tract(s) that contains the proposed District</b>			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	% Low / Mod Income
<b>The Census Block(s) that most closely correspond to the proposed District</b>			
Total Population	% Homeownership	% Vacancy	

Summary spreadsheet and other documentation attached

Please provide any other data that support the municipality’s application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

Suggested Data from a Variety of Sources

Blight	Condemned Properties	Code Violations
Crime Statistics	Economic Analysis	CDBG Program Statistics
Market Studies	Redevelopment Authority Activities	Public Works Projects
Education Data	Infrastructure Condition or Need	Other

Additional data and documentation attached



## *Downtown Development Districts*

### Application for Designation as a District

### Summary of Need and Impact – continued 50%

Describe how the attached data demonstrates the **need for the** Downtown Development District designation in your community (please limit your response to 750 words or less).

Current Census data indicates the DDD has a population of approximately 928 persons with 302 housing units with a variety of structure and density options. In 2010, the DDD shows a vacancy rate of 14.6%, and over 65% of the housing units being renter occupied. This vacancy rate is double that of the City of Milford at 7%. Additionally, the rate of properties in the DDD that are aged at 1949 or earlier, is higher than the City of Milford rate at 14.2%. A rough estimate of the census tract data shows that 15.9% of the population are living in at or below the poverty rate, which is higher in the DDD than the City at 14.3%.

Based on population estimates from the Office of State Planning using the 2% Growth Scenario, approximately another 1000 people will be added to the population of the City of Milford by 2015. Using the average family size of 3.07 persons per dwelling unit, approximately 325 units would need to be constructed or 65 units per year which is similar to what is being constructed at present. The 4% growth scenario would require the doubling of the number of constructed units to increase the population projection in 2015. So far this does not seem to be happening for the City of Milford. Extrapolating this to the DDD, the need is even greater for continued growth and revitalization of existing properties.

There are many reasons for the City of Milford to be concerned about affordable housing. Perhaps it is the right thing to do. All hardworking people should be able to live in safe, decent housing and still have enough money for groceries and other basic necessities. Everyone needs a stable home to succeed in life, especially children. In addition, affordable housing for all income levels is important to our local economy. Attracting and retaining a good workforce is one of the most difficult challenges any business faces if it is to remain competitive. Poor housing availability in a community makes this a very difficult task. Those who live here contribute to the local economy by shopping and patronizing businesses. Also, a lack of affordable housing can have a negative effect on the environment and our quality of life. If a local housing stock cannot accommodate the needs of community's employees, then those folks will live outside of Milford and commute to work, thereby affecting our air quality and adding to our existing traffic congestion. Finally, affordable housing can build social capital in the community.

Describe the potential positive impacts of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach



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### **Application for Designation as a District**

supporting documentation if applicable (please limit your response to 750 words or less).

Designation for the City of Milford would mean opportunity to meet the future we are planning. The economic benefits would be manifest in the opportunity for the City to offer incentives to local businesses for relocation, growth and expansion in Milford as the State investment helps to offset the municipality's financial cost to recruit and incentivize these businesses. Additionally, pride of place is important in maintaining a healthy community. Revitalization the traditional main street and town center of Milford, is a commitment to the true heart of a small town and will help to develop and support pride in Milford. Downtown revitalization activities should be designed to impact all aspects of the downtown or central business district, producing both tangible and intangible results. Improving economic management, strengthening public participation, and making downtown a fun place to visit are as critical to a downtown's future as recruiting new businesses, rehabilitating buildings, and expanding parking. Downtown is more than an economic asset. It is also a community's crossroads, a place in our hearts and minds that evoke strong emotions and helps define our identity. Downtowns have always had a special place in the minds of Americans – we often think fondly of such events as colorful 4th of July parades, shopping trips where we gazed at wonderful storefront displays or merely strolled amidst the hustle and bustle of pedestrian-filled sidewalks. Many consumers are tired of the homogeneity and impersonality of shopping malls and chain stores. People value personal attention, name recognition, and exemplary service - all potential features of traditional commercial districts. Main Street is the most important symbol of a community's economic health, local quality of life, sense of pride, and preservation of community history. These are all critical factors in attempting to influence industrial, commercial and professional business decision-makers to invest in your community. Investment in the DDD, means improvement for the City as a whole. Long-term revitalization promotes the growth of profitable businesses that hire local residents. These businesses not only enhance the local tax base but they consume public services at rate less than that of local residents. Thus, they have a positive impact on the local tax structure. Tax dollars have already been spent on the existing infrastructure of downtown; the continued use, and reuse, of land in downtown protects precious greenfields and open space. A healthy Main Street core protects property values in surrounding residential neighborhoods. Decay and blight are like a disease. Once blight begins in one area of a town, the decay can, and often does spread to adjacent areas. Main Street provides an important civic forum, where members of the community can congregate. Parades, special events and celebrations held there reinforce a sense of community. Main Street provides unique opportunities for networking, a key asset in a knowledge based economy. The creative class, which drives the knowledge-based economy of the 21<sup>st</sup> century, is actively seeking out places where they can congregate and exchange new ideas and information. The assets in downtowns are ideal places for this type of networking. In total, investment in the DDD will bring added benefits to the entire City, by bringing about valuable and measurable change in all aspects of quality of life.



# *Downtown Development Districts*

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## **Application for Designation as a District**



# *Downtown Development Districts*

## Application for Designation as a District

### Summary of District Plan 30%

**Instructions:** through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for grants and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided as a separate document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (please limit your response to 750 words or less).

The DDD designation would center and focus attention on redevelopment to the traditional downtown area of Milford, the center of life in Milford. The goals of the DDD plan are to encourage home ownership, residential revitalization and preservation while utilizing the benefits of the state funds and added local incentives. In addition, the goals of the DDD plan are to encourage approved development in the commercial areas as outlined by the City of Milford Comprehensive plan, utilizing local incentives, state value added benefits with the DDD grants and assistance from Downtown Milford, Inc to bolster the benefits package. The main objective of the plan is to continue promotion and support for the district as a diverse, beautiful, recreational, economically sustainable and experiential place for locals, visitors, businesses, and residents who embrace the branding of “River Town. Art Town. Home Town”, and these incentives will help the town take pride in downtown whereas it was lacking in the recent past.



# *Downtown Development Districts*

## Application for Designation as a District

### Summary of District Plan – continued 30%

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (please limit your response to 750 words or less).

Partnering with Downtown Milford, Inc, The Greater Milford Chamber of Commerce, identified State Office stakeholders, Local Tourism Offices and other community groups, the City of Milford will lead the charge to economic growth. With a dedicated committee, lead by the City Manager and Economic Development Director, these stakeholders will be included in the planning and management of the the District Plan. In order to achieve success with this designation, each area identified in the City Economic Development Plan must have a qualified representative at the table. Manufacturing, HealthCare, Culture, and Recreation.

The City of Milford's Economic Development Director / Planner will head up the work of the DDD and ensure that all provisions of the plan are carried out. Milford recognizes that maintaining the appearance and functionality of the existing developed properties is an important adjunct to the goal of providing employment, housing and shopping within convenient distances to people living and working in the DDD. Redevelopment of underutilized properties will continue to be promoted through the City’s Planning Department. The City will coordinate with Downtown Milford, Inc., to integrate downtown redevelopment efforts with the Parks, Cultural Resources and Economic Development Plans included in the DDD Plan. The City will also coordinate with the Delaware Economic Development Office to expand opportunities to keep constructed facilities fully utilized.

List key implementation strategies for the District Plan. Please also list any known projects or proposals that can be underway within six to twelve months of District designation. Key Priority Projects<sup>4</sup> should be identified, if applicable. See the Checklist for more details (please limit your response to 750 words or less).

Key implementation areas will include the Vinyard Shipyard Preservation in keeping with the State Strategies per the Comprehensive Plan. Noting that to recognize the Mispillion River, its tributaries and floodplain as valuable environmental and economic assets. The surface and groundwater systems should be both protected and utilized for the public benefit and to promote

<sup>4</sup> Key Priority Projects are specific projects identified in the District Plan that are considered to be potential catalysts for other redevelopment activity and / or contribute to superior urban design or other benefits to the District.



## *Downtown Development Districts*

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### **Application for Designation as a District**

Milford's unique look and cultural assets as important components of the City's quality of life. In addition, preference will be given to properties along the Walnut Street and Front Street intersections of the DDD, with attention given to the redevelopment of 100 S Walnut Street once the structure is demolished to encourage anchor growth on the East Side of the DDD.



# *Downtown Development Districts*

## Application for Designation as a District

### Summary of District Plan – continued 30%

List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

The most successful redevelopment program has been through the public/private partnership with Downtown Milford, Inc., (DMI) a non-profit organization. The group has assisted in implementation of Milford’s streetscape projects, as well as working with private developers on the conversion or renovation of existing buildings in the center of the city. Downtown Milford, Inc. is an established National Main Street organization that operates within the proposed DDD. Over the past 20 years, the City of Milford has partnered with DMI to revitalize the downtown area through streetscape projects, economic development programs like Project Pop-up with DEDO, as well as partnerships on countless events and festivals to bring life and community to the DDD area. During DDD designation, this partnership will continue in the same way, as the City of Milford and DMI work together to recruit and support new businesses, attention to historical preservation and access to funds from the DDD grants, as well as increased focus on residential improvements of existing structures in the DDD area.

Att 9, DMI Letter of Support

Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

Written documentation attached from all other organizations



## *Downtown Development Districts*

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### Application for Designation as a District

### Summary of District Plan – continued 30%

Describe any actions your local government has taken to ensure energy efficient and environmentally sensitive development, and to prepare for flooding and sea level rise, if applicable. How will these efforts be implemented in the proposed District? (please limit your response to 750 words or less).

The City of Milford has worked to put in numerous solar panel fields inside the City limits. None of these are in the DDD, but the effects are recognized throughout the City. In addition, the DDD includes the Mispillion Riverwalk, which is the culmination of 30 years of effort by the City to protect and preserve an environmentally sensitive area for use as an economic driver. Currently, the City of Milford does not have a sea level or flooding plan. This issue will be addressed in 2015 with the hiring of a new City Planner.

Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (please limit your response to 750 words or less).

<http://stateplanning.delaware.gov/strategies/>

The proposed Milford DDD is in Level 1 in the State Strategies, and has been identified in The Town of Milford's approved 2008 comprehensive plan as a downtown area / town center. Other chapters of the comprehensive plan address redevelopment in the downtown and correspond to the goals of the DDD Program for making downtown Milford a better place to work, live, and play. Milford has been in the process of implementing their comprehensive plan and is currently awaiting approval for an updated 2013 Comprehensive Plan to coincide with the DDD legislative initiatives.



# *Downtown Development Districts*

## Application for Designation as a District

### Summary of Local Incentives 20%

**Instructions:** The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Attach the Local Incentives. The following table includes **suggested** local incentives. Please attach any that are relevant, and others that have not been listed.

Suggested Local Incentives

Fee or Tax Reductions	Regulatory Flexibility	Permit or Licensing Reform
Special Zoning Districts	Exemptions from Local Ordinances	Streamlined Permitting
Other		

Written documentation attached for all Local Incentives

List the Local Incentives that are already in place. Please detail the geographic extent of each incentive (i.e. is the incentive available throughout the entire jurisdiction, or only in certain geographic areas?)

Local Incentive	In effect since (approx.)	Geographic area covered
Ordinance 2013-10, Sewer Code	11/25/13	DDD and City of Milford
Ordinance 2013-11/Water Code	11/25/13	DDD and City of Milford
Ordinance 2013 -12/Electric Tariff	11/25/13	DDD and City of Milford



## *Downtown Development Districts*

### Application for Designation as a District

### Summary of Local Incentives - continued 20%

List any of the existing Local Incentives that will be modified to have specific benefits to properties in the proposed District.

Local Incentive	How modified?	Geographic area covered
\$35,000 revolving low interest loan fund for small businesses through DMI	funded up from \$14,000	DDD Only
		DDD Only

List the Local Incentives that are new and will be available only in the proposed District.

Local Incentive	Date enacted (or proposed date of adoption)	Geographic area covered
Downtown Milford, Inc Revolving Loan Fund	Upon designation	DDD Only
Downtown Milford, Inc Project Pop Up	Upon designation	DDD Only
		DDD Only



## *Downtown Development Districts*

### Application for Designation as a District

		DDD Only
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### Summary of Local Incentives - continued 20%

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

Local Incentive	Funding Source
Downtown Milford, Inc Revolving Loan Fund	DMI Board of Directors Increase to Funding
Downtown Milford, Inc. Project Pop Up	Economic Development Funds, DMI

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

<p>Ordinance 20 I 3 - I 0/Sewer Code</p> <p>The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings, ...</p> <p>The sewer impact fee described in Subsection C shall be waived for permits issued for repairs or rehabilitation of existing structures. The waiver shall be for a maximum of 5 EDUs per project. The city will continue to collect the impact fee charged by Kent County. Waiver does</p>
--



## *Downtown Development Districts*

### **Application for Designation as a District**

not apply to new construction.

To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months

**Waiver of Sewer Impact Fees for Commercial Entities:**

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 EDU)
- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 EDU's)
- Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3 EDU's)
- Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 EDU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 EDU's)

Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

Ordinance 2013-11/Water Code

The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings and to further stimulate the local economy, it is the City of Milford's desire to have a waiver of water impact fees for an indefinite period of time.

The water impact fee described in §222-31H shall be waived for permits issued for repairs or rehabilitation of existing structures. The waiver shall be for a maximum of 5 EDUs per project. Waiver does not apply to new construction.

To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months

**Waiver of Water Impact Fees for Commercial Entities:**

To encourage new business and the expansion of existing businesses, the business must



## *Downtown Development Districts*

### **Application for Designation as a District**

create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 EDU)
- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 EDU's)
- Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3 EDU's)
- Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 EDU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 EDU's)

Agreement shall be executed by the commercial customer relative to the creation and retention of jobs.

Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

Ordinance 20 I 3 - I 2/Electric Tariff

The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings; and desires to further stimulate the local economy, it is the City of Milford's desire to extend the waiver of electric impact fees for an indefinite period.

The electric impact fee established under this Appendix shall be waived for permits issued for repairs or rehabilitation of existing structures. Waiver does not apply to new construction. To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months
- 

Waiver of Electric Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 ESU)
- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 ESU's)
- Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3



## *Downtown Development Districts*

### **Application for Designation as a District**

ESU's)

- Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 ESU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 ESU's)

Agreement shall be executed by the commercial customer relative to the creation and retention of jobs. Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

These incentives help to offset start up costs associated with development and will encourage developers to work in the DDD and with the City of Milford for expedited paths to success for their business, both financially and administratively.

Downtown Milford, Inc incentives:

- \$35,000 Revolving Loan Program - United States Department of Agriculture (USDA) funded \$14,000 revolving loan program is in place and actively used since 1997. We will seek to increase this amount up to \$35,000 to accommodate new and expanding small businesses located in downtown Milford.
- DMI driven 'Project Pop-Up'. Since 2011 we have actively partnered with Delaware Economic Development Office's (DEDO) state level program. This program offers three months' rent free premises and mandatory business training for the selected business. We have hosted three successful businesses in downtown Milford. If Milford becomes a DDD, we would institute a DMI driven 'Project Pop-Up' to encourage new businesses to open in Milford. We would partner with DEDO for the business training, but the project implementation and control would lie with DMI.
- Access National Main Street Center (NMSC) Economic Development and Historic Preservation Expertise. DMI has good credibility with NMSC as we are semi-finalists for the 2015 NMSC sponsored 'Great American Main Street Award' (GAMSA). Additionally we have applied for a NMSC Technical Assistance Grant to expand the diversity of our members and businesses to include minority and underprivileged residents/businesses in our downtown area. If Milford becomes a DDD, we would have additional leverage to seek NMSC ongoing technical expertise in economic development and historic preservation as this supports a primary NMSC policy – substantial, ongoing and impactful partnerships.



## *Downtown Development Districts*

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### Application for Designation as a District

### **Summary of Local Incentives - continued 20%**

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).

The Local Incentives that are already in place with the City of Milford that include impact fee waivers in the form of sewer, electric and water indicators will work together with the added incentives provided for by the DDD grants to spur economic growth and development. Assistance from Downtown Milford Inc's low interest loan fund as well as their locally sourced Economic Development program Project pop-up will add to the package of assistance available to businesses looking to open or expand their programs in Milford. In addition, local fee waivers will combine with DDD grant monies to support residential growth and revitalization, with the added benefit of Historic Tax Credits for qualifying properties.



## *Downtown Development Districts*

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### **Application for Designation as a District**

### **Legislative Body Resolution**

**Instructions:** Attach a resolution that has been adopted by the legislative body of your municipality or county. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution 10/27/2014

Resolution Number 2014-15 Downtown Development District

Resolution Attached.

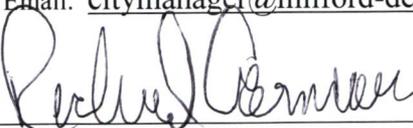


# Downtown Development Districts

## Application for Designation as a District

### Information Sheet

Municipality / County: Milford /Sussex

Contact Person for Application	
Name: <u>Richard Carmena</u>	
Address: <u>201 S Walnut Street</u> <u>Milford, DE 19963</u>	
Phone: <u>302-424-3712</u>	
Email: <u>citymanager@milford-de.gov</u>	
	<u>10/31/2014</u>
Signature	Date

Proposed District Administrator (if different)	
Name: _____	
Address: _____	
Phone: _____	
Email: _____	
Signature	Date

Date of certified Comprehensive Plan 2008

Population of the municipality or county (as per 2010 US Census) 9,559

Population of proposed District (based on 2010 US Census Block data) 928

Area of proposed District in acres appx 148

Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials

<p>Proposed DDD is the heart of the town center of Milford. The heart of this neighborhood is the Riverwalk, along the Mispillion River. It combines the water experience in an urban environment, with its wide pedestrian pathways and closeness to the retail shopping opportunities. Other characteristics of this neighborhood include overlap of the three Historical Districts which give this neighborhood added character and charm. The DDD overlays with the Downtown Milford, Inc project area and includes various levels of residential housing as well as the traditional central business district.</p>
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Downtown Development District Application  
 Census Data Spreadsheet Template

Name of Town / City / County: Milford

	City	Tract(s)	Block(s)
Total Population	9,599	7,756	928
Median Household Income	44,982	42,520	
Poverty Rate, All People	14.3	15.9	
% Housing Built 1949 or earlier	14.2	33	
% Homeownership***	54.7	59.7	31.7
% Rental***	45.3	47.5	68.2
% Vacant Housing Units***	7.8	7	14.6
Median Home Value	194,000	169,250	
% Low / Mod Income	14.3**	39.5	

\* percentage built 1949 or earlier  
 \*\* percentage below poverty level  
 \*\*\*Totals may not add to 100% due to census data sources margin of error

Census Tract(s) that include proposed District:			
425			
501.04			

Census Blocks that most closely correspond to proposed District:									
2017	2028	2022	2015	2029	2030	2035	3019	3017	
2036	2031	2023	2032	1064	1063	1062	3021	3004	
1061	1066	1060	1065	2034	2033	1067	3018	3026	
1070	1066	1067	1002	1001	1000	3020	3005	3002	

Census Tract Worksheet		Tract # 425		Tract #501.04		Totals	
Total Population	3,455	4,311					7,766
Median Income	33,000	52,041					
Poverty Rate	17.7	14.1					
Age of Structures*	20.2	45.7					
% Homeownership	41	78					
% Rental	59	36					
Vacancy	9.1	5					
Median Home Value	169,600	168,900					
% Low / Mod Income	40	39					

Census Block Worksheet							
Block	2017	2028	2022	2015	2029	2030	2035
Total Population	14	15	29	6	0	45	41
Housing Units Owned	1	2	5	0	0	3	2
Housing Units Rented	4	1	4	9	0	12	12
Housing Units Occupied	5	3	9	9	0	15	14
Housing Units Vacant	0	0	1	0	0	3	1

2016
2005

	2016	2011	2012	2011	1064	1063	1062	1046	1068	1060	1066	2034	2013	1067	1070	1066	1057	1002	1001	1000	3020	3010	3021	3018	3011	3017	3004	3026	3002	3016	3005	Totals
50	53	42	13	123	57	43	23	4	16	18	7	21	3	0	0	0	0	9	5	0	0	0	6	10	0	10	27	60	61	12	928	
3	7	4	2	5	6	8	3	0	0	4	2	3	0	0	0	0	0	2	0	0	0	0	2	13	0	3	2	6	4	4	96	
14	11	13	6	23	11	5	2	1	9	4	2	8	2	0	0	0	0	3	1	0	0	6	1	14	0	2	3	10	11	2	206	
17	18	17	8	28	17	13	5	1	9	8	4	11	2	0	0	0	0	5	1	0	0	6	3	27	0	5	5	15	15	6	302	
3	6	2	1	1	3	0	2	10	1	2	1	5	0	0	0	0	0	2	0	0	0	0	1	3	0	1	0	1	2	0	52	

## **City of Milford, DE**

### **Downtown Development District (DDD) Plan**

#### **District Description**

The Town of Milford identified a district centered on Main Street, the core of their traditional historic downtown Central Business District. The town has a population of approximately 9500 people so per the guidelines for the DDD, they chose a district under 170 acres at approximately 148 acres. This area includes the intersection at the heart of town, with residential areas of low and medium density near the borders of the district. The Downtown Development District (DDD) is the heart and soul of Milford centered on the Riverwalk, along the Mispillion River. It combines the water experience in an urban environment, with its wide pedestrian pathways and closeness to retail shopping opportunities in the downtown. The DDD is focused around the Main Street of Milford in the Central Business district and is the genesis for recent city-wide branding of “River Town. Art Town. Home Town.”, which is being used as a economic driver for revitalization of the downtown area.

Other major characteristics of this neighborhood include the Historical Districts which give this neighborhood added character and charm. The DDD also is adjacent to major employers consisting of the Dentspy/Caulk Company, Bayhealth and ancillary medical facilities and additional employment and commercial development that will pair well with incoming employers in the DDD, as well as the workforce needed for these industries.

#### **Development / Redevelopment Strategy**

A major goal of the DDD is to increase home ownership and it is linked to the objective of coordinating homeownership incentives in the District between local incentives, DSHA programs, and the DDD funds. In addition, current property owners of historic properties will be educated and encouraged to take advantage of key State Historic Tax Credits and preservation

opportunities with DDD grant funding. Assistance with these preservation efforts will be led by DMI and the Milford Historical Preservation Group.

Per existing plans, opportunity exists to :

- Enhance the Riverwalk, with a nature center and visitors as well as additional proposed residential development along the River
- Expansion of the existing three Historical Districts and improvement to existing historic residential and commercial properties in the DDD
- Development of pedestrian/bicycle connection with the existing Riverwalk connecting other neighborhoods with this valuable resource
- Maintaining the existing residential neighborhoods in stable condition

Milford recognizes that maintaining the appearance and functionality of the existing developed properties in the DDD is an important adjunct to the goal of providing employment, housing and shopping within convenient distances to people living and working in the City. The DDD area includes the largest number of properties that would benefit from a concentrated redevelopment effort as the neighborhoods are some of the most economically reduced areas in the City . The City is dedicated to keeping the older residential neighborhoods attractive places for young persons and families, and to maintain affordable housing central to work places, shopping, community and recreational facilities.

Low Density Residential Districts are included in the DDD and represent typical single family detached dwellings and duplex development with a density range between 1 and 6 dwelling units per gross acre. These units receive full urban services. Other dwelling types and densities may be allowed as part of a Density Bonus by providing additional Open Space and amenities of development or through a conditional use of a Planned Urban Development by City Council.

Moderate Density Residential District in the DDD represents a category that allows a density range between 5 and 16 dwelling units per gross acre. Typical residential types would include single family detached dwellings, attached single family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments and loft style units.

Regarding the Traditional Neighborhood Developments (TND), a variety of housing types are found in this type of development and some of key features include small front setbacks bringing structures closer to the street, as well as access from rear alleys to allow for the placement of

granges in the rear of the houses. Availability of open space and walkable sidewalks are also key components.

Per attached census information the DDD has a high poverty rate, low home ownership and a high number of vacant buildings in need of repair or revitalization, including a high number with notable code violations.

Priority in the first phase will be given to properties that fall into either the documented historical districts or the areas defined on the attached DMI map that fall within the boundaries of the Downtown Milford, Inc Project area. These areas are all in need of revitalization.

The residential neighborhoods are among the poorest in the city and the buildings are mostly in need of repair, which the community feels is hampering economic development activities on the Main Street. The town has been working with DMI for many years to redevelop vacant commercial properties along the Main through ways. The Vinyard Shipyard, and properties on Walnut and Front Streets in the DDD are identified as Key Priority Project areas and include 100 S Walnut Street. A key component of the first phase will be to assist the current owner in recruiting tenants for the new building, pending demolition. Milford used relevant data to support the need for the creation of the district. With Census and other data, we were able to submit verifiable evidence that the proposed District has a high poverty rate, low homeownership, many vacant buildings and a high number of structures that are old, but historic and worthy of preservation.

Current Census data indicates the DDD has a population of approximately 928 persons with 302 housing units with a variety of structure and density options. In 2010, the DDD shows a vacancy rate of 14.6%, and over 65% of the housing units being renter occupied. This vacancy rate is double that of the City of Milford at 7%. Additionally, the rate of properties in the DDD that are aged at 1949 or earlier, is higher than the City of Milford rate at 14.2%. A rough estimate of the census tract data shows that 15.9% of the population are living in at or below the poverty rate, which is higher in the DDD than the City at 14.3%.

Based on population estimates from the Office of State Planning using the 2% Growth Scenario, approximately another 1000 people will be added to the population of the City of Milford by

2015. Using the average family size of 3.07 persons per dwelling unit, approximately 325 units would need to be constructed or 65 units per year which is similar to what is being constructed at present. The 4% growth scenario would require the doubling of the number of constructed units to increase the population projection in 2015. So far this does not seem to be happening for the City of Milford. Extrapolating this to the DDD, the need is even greater for continued growth and revitalization of existing properties.

There are many reasons for the City of Milford to be concerned about affordable housing. Perhaps it is the right thing to do. All hardworking people should be able to live in safe, decent housing and still have enough money for groceries and other basic necessities. Everyone needs a stable home to succeed in life, especially children. In addition, affordable housing for all income levels is important to our local economy. Attracting and retaining a good workforce is one of the most difficult challenges any business faces if it is to remain competitive. Poor housing availability in a community makes this a very difficult task. Those who live here contribute to the local economy by shopping and patronizing businesses. Also, a lack of affordable housing can have a negative effect on the environment and our quality of life. If a local housing stock cannot accommodate the needs of community's employees, then those folks will live outside of Milford and commute to work, thereby affecting our air quality and adding to our existing traffic congestion. Finally, affordable housing can build social capital in the community.

The area of the Vinyard shipyard is included in the District Plan and is identified as a Key Priority Project, and a key component of phase 1 of the plan is to attract & preserve and protect this valuable historic resources and to use the shipyard as a catalyst for mixed use development in the DDD.

The DDD includes small parts of all three of the designated historic districts in Milford. Properties in the historic districts will benefit from the reservation of historic tax credits for the DDD and will have priority access to these credits over other properties that may apply. The municipal departments and commissions will continue to work with private groups to recognize properties which are of significance to the Nation, to the State of Delaware or to the community.

If requested to assist private preservation efforts, the City will support property owners' requests for federal funding for historic preservation in addition to the DDD offerings.

The DDD overlays with the Project Area Map for Downtown Milford, Inc (DMI). The role of Downtown Milford, Inc., a designated Delaware Main Street program, in the on-going business and cultural development will be evident. The program will bring governmental resources, expanded community partnerships, continued philosophical and financial "buy-in" from the City of Milford, and strong support from residents. It will serve as a facilitator to the community and numerous civic organizations to help improve all phases of downtown revitalization and growth, including proactive business development, coordinating downtown activities, expanding services, and offering a peaceful, attractive, diverse, and active place to enjoy.

Per the 2008 Comprehensive Plan, a goal of the City of Milford is to Coordinate with Downtown Milford Inc. to integrate downtown redevelopment efforts with the parks, cultural resources and economic development plans of the City of Milford. The DDD program incentives will complement and supplement these partnership efforts.

## **Local Incentives**

The town council has already amended Sewer, Water and Electric Fees in the DDD and the City in general to spur job growth and allow developers and job creators a chance to establish good financial standing early in the development stages. These ordinances will remain in effect for the duration of designation with opportunity to add to them as needed to spur growth and utilization of the DDD funding and programs.

The Local Incentives that are already in place with the City of Milford that include impact fee waivers in the form of sewer, electric and water indicators will work together with the added incentives provided for by the DDD grants to spur economic growth and development.

Assistance from Downtown Milford Inc's low interest loan fund as well as their locally sourced

Economic Development program Project pop-up will add to the package of assistance available to businesses looking to open or expand their programs in Milford. In addition, local fee waivers will combine with DDD grant monies to support residential growth and revitalization, with the added benefit of Historic Tax Credits for qualifying properties.

### **Ordinance 20 I 3 - I 0/Sewer Code**

The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings, ...

The sewer impact fee described in Subsection C shall be waived for permits issued for repairs or rehabilitation of existing structures. The waiver shall be for a maximum of 5 EDUs per project. The city will continue to collect the impact fee charged by Kent County. Waiver does not apply to new construction.

To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months

Waiver of Sewer Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 EDU)
- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 EDU's)
- Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3 EDU's)

- Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 EDU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 EDU's)

Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

### **Ordinance 2013-11/Water Code**

The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings and to further stimulate the local economy, it is the City of Milford's desire to have a waiver of water impact fees for an indefinite period of time.

The water impact fee described in §222-31H shall be waived for permits issued for repairs or rehabilitation of existing structures. The waiver shall be for a maximum of 5 EDUs per project. Waiver does not apply to new construction.

To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months

Waiver of Water Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 EDU)

- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 EDU's)
  - Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3 EDU's)
  - Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 EDU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 EDU's)

Agreement shall be executed by the commercial customer relative to the creation and retention of jobs.

Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

### **Ordinance 20 I 3 - I 2/Electric Tariff**

The City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings; and desires to further stimulate the local economy, it is the City of Milford's desire to extend the waiver of electric impact fees for an indefinite period.

The electric impact fee established under this Appendix shall be waived for permits issued for repairs or rehabilitation of existing structures. Waiver does not apply to new construction. To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

- Single Family Residential 6 Months
- Multi-Family Residential 12 Months
- Commercial 12 Months
- 

Waiver of Electric Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

- Creation of 5-9 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (1 ESU)
- Creation of 10-14 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (2 ESU's)
- Creation of 15-19 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (3 ESU's)
- Creation of 20-24 new jobs to last at least 3 years: Exemption of Impact Fee Waiver (4 ESU's)
- Creation of 25+ new jobs to last at least 3 years: Exemption of Impact Fee Waiver (5 ESU's)

Agreement shall be executed by the commercial customer relative to the creation and retention of jobs. Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

These incentives help to offset startup costs associated with development and will encourage developers to work in the DDD and with the City of Milford for expedited paths to success for their business, both financially and administratively.

### **Consistency with other Planning Documents**

The proposed Milford DDD is in Level 1 in the State Strategies, and has been identified in The Town of Milford's approved 2008 comprehensive plan as a downtown area / town center. Other chapters of the comprehensive plan address redevelopment in the downtown and correspond to the goals of the DDD Program for making downtown Milford a better place to work, live, and play. Milford has been in the process of implementing their comprehensive plan and is currently

awaiting approval for an updated 2013 Comprehensive Plan to coincide with the DDD legislative initiatives.

Per the Town Center Map, which identifies land use in the DDD that has been approved by the state per the 2008 Comprehensive Plan, the plan supports the future land use in the district. Much of the DDD is dedicated to strong commercial growth in the downtown, which is supported by the efforts of Downtown Milford, Inc to spur retail, art, and other economic businesses in this commercial area surrounding the Town Center. These business drivers will be the main focus of efforts in the DDD.

In addition, there is a significant amount of low density residential as well as a small portion of moderate density residential that will provide opportunities for residential owners and developers to take advantage of the investment rebates and incentives provided by the DDD grant monies. The Low Density Residential District represents typical single family detached dwellings and duplex development with a density range between 1 and 6 dwelling units per gross acre. These units receive full urban services. Other dwelling types and densities may be allowed as part of a Density Bonus by providing additional Open Space and amenities of development or through a conditional use of a Planned Urban Development by City Council. The Moderate Density Residential District represents a category that allows a density range between 5 and 16 dwelling units per gross acre. Typical residential types would include single family detached dwellings, attached single family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments and loft style units.

Regarding the Traditional Neighborhood Developments (TND), a variety of housing types are found in this type of development and some of key features include small front setbacks bringing structures closer to the street, as well as access from rear alleys to allow for the placement of garages in the rear of the houses. Availability of open space and walkable sidewalks are also key components. Efforts will be made in the coming months to reevaluate the downtown areas for more mixed use development in anticipation of the DDD opportunity.

The DDD includes small parts of all three of the designated historic districts in Milford. Properties in the historic districts will benefit from the reservation of historic tax credits for the DDD and will have priority access to these credits over other properties that may apply. The municipal departments and commissions will continue to work with private groups to recognize properties which are of significance to the Nation, to the State of Delaware or to the community. If requested to assist private preservation efforts, the City will support property owners' requests for federal funding for historic preservation in addition to the DDD offerings.

The DDD overlays with the Project Area Map for Downtown Milford, Inc (DMI). The role of Downtown Milford, Inc., a designated Delaware Main Street program, in the on-going business and cultural development will be evident. The program will bring governmental resources, expanded community partnerships, continued philosophical and financial "buy-in" from the City of Milford, and strong support from residents. It will serve as a facilitator to the community and numerous civic organizations to help improve all phases of downtown revitalization and growth, including proactive business development, coordinating downtown activities, expanding services, and offering a peaceful, attractive, diverse, and active place to enjoy.

## **Coordination**

Per the 2008 Comprehensive Plan, a goal of the City of Milford is to coordinate with Downtown Milford Inc. to integrate downtown redevelopment efforts with the parks, cultural resources and economic development plans of the City of Milford. The DDD program incentives will complement and supplement these partnership efforts.

The most successful redevelopment program has been through the public/private partnership with Downtown Milford, Inc., (DMI) a non-profit organization. The group has assisted in

implementation of Milford's streetscape projects, as well as working with private developers on the conversion or renovation of existing buildings in the center of the city.

Downtown Milford, Inc. is an established National Main Street organization that operates within the proposed DDD. Over the past 20 years, the City of Milford has partnered with DMI to revitalize the downtown area through streetscape projects, economic development programs like Project Pop-up with DEDO, as well as partnerships on countless events and festivals to bring life and community to the DDD area.

During DDD designation, this partnership will continue in the same way, as the City of Milford and DMI work together to recruit and support new businesses, attention to historical preservation and access to funds from the DDD grants, as well as increased focus on residential improvements of existing structures in the DDD area.

### **Discuss Land Use and Urban Design Rules and Regulations**

This application includes text and maps from the State approved 2008 comprehensive plan that identifies the downtown area and set goals for redevelopment.

### **Council Approval**

The City of Milford, City Council reviewed the legislation and Downtown Development District Grant Application and Processes and was in agreement to support a resolution to apply to the program. Resolution # 2014-15 is included with the DDD application and denotes their support.

### **Summary**

The City Council of Milford, Delaware is aware of the hardships that face the Downtown and Central Business District and is supportive of the endeavor to apply for the Downtown Development District Designation. Over the past few years, partnering with Downtown Milford, Inc, the City has taken the first steps towards revitalizing the heart of the City through Streetscapes, economic development efforts and historic preservation endeavor.

The District Plan is an extension of these efforts and will add to efforts already underway. The District Plan contains not only goals and objectives backed up by data and need, but also some

specific projects that the City has identified as a priority for continued successful growth. Milford and the community it serves stand ready to meet our future and are positioned to take full advantage of the Downtown Development District Designation, and this program will provide Milford with additional incentives to help further their efforts and build a strong River Town. Art Town. Home Town.

PUBLIC NOTICE  
Notice of City of Milford Ordinance Adoptions

NOTICE IS HEREBY GIVEN that on November 25, 2013 during the regular meeting of the Milford City Council, Ordinance 2013-10, Ordinance 2013-11 and Ordinance 2013-12 were adopted as follows:

*Ordinance 2013-10/Sewer Code*

WHEREAS, the City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings; and

WHEREAS, the waiver of impact fees authorized by Ordinance 2010-8, Ordinance 2010-17, 2011-16 and 2012-19 led to more projects being launched; and

WHEREAS, City Council has learned that building permit values increased in 2010, 2011, 2012 and 2013 when compared to the same period in 2009; and

WHEREAS, it is the City of Milford's desire to extend the waiver of sewer impact fees for an indefinite period of time.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 185 of the Code of the City of Milford, entitled Sewers, Article III §24 Impact Fee Established, §185-24-D shall be amended by indefinitely extending the deadline with the following conditions:

D. The sewer impact fee described in Subsection C shall be waived for permits issued for repairs or rehabilitation of existing structures beginning DECEMBER 5, 2013. The waiver shall be for a maximum of 5 EDUs per project. The city will continue to collect the impact fee charged by Kent County. Waiver does not apply to new construction.

Section 2. Chapter 185 of the Code of the City of Milford, §185-24-D(1) and §185-24-D(2) shall remain in effect.

§185-24 D (1) To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

Single Family Residential	6 Months
Multi Family Residential	12 Months
Commercial	12 Months

(a) Waiver of Sewer Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

Creation of 5-9 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (1 EDU)
Creation of 10-14 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (2 EDU's)
Creation of 15-19 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (3 EDU's)
Creation of 20-24 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (4 EDU's)
Creation of 25+ new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (5 EDU's)

b) Agreement shall be executed by the commercial customer relative to the creation and retention of jobs.

§185-24 D (2) Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

### Section 3. Dates

Adoption November 25, 2013

Effective December 5, 2013

### *Ordinance 2013-11/Water Code*

WHEREAS, the City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings; and

WHEREAS, the waiver of impact fees authorized by Ordinance 2010-9, Ordinance 2010-18, Ordinance 2011-17 and Ordinance 2012-20 led to more projects being launched; and

WHEREAS, City Council has learned that building permit values increased in 2010, 2011, 2012 and 2013 when compared to the same period in 2009; and

WHEREAS, to further stimulate the local economy, it is the City of Milford's desire to extend the waiver of water impact fees for an indefinite period of time.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 222 §31 of the Code of the City of Milford, entitled Water, shall be amended by indefinitely extending the deadline with the following conditions:

§222-31 I. The water impact fee described in §222-31H shall be waived for permits issued for repairs or rehabilitation of existing structures beginning DECEMBER 5, 2013. The waiver shall be for a maximum of 5 EDUs per project. Waiver does not apply to new construction.

Section 2. Chapter 222 of the Code of the City of Milford, §222-31-I (1) and §222-31-I (2) shall remain in effect.

§222-31 I. (1) To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

Single Family Residential	6 Months
Multi Family Residential	12 Months
Commercial	12 Months

(a) Waiver of Water Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

Creation of 5-9 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (1 EDU)
Creation of 10-14 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (2 EDU's)
Creation of 15-19 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (3 EDU's)
Creation of 20-24 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (4 EDU's)
Creation of 25+ new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (5 EDU's)

b) Agreement shall be executed by the commercial customer relative to the creation and retention of jobs.

§222-31 I. (2) Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

Section 3. Dates

Adoption November 25, 2013

Effective December 5, 2013

*Ordinance 2013-12/Electric Tariff/Appendix B*

WHEREAS, the City of Milford is encouraging the redevelopment of underused buildings and sites by increasing rehabilitations, upgrades and reuses of existing buildings; and

WHEREAS, the waiver of impact fees authorized by Ordinance 2010-10, Ordinance 2010-19, Ordinance 2011-18 and Ordinance 2012-21 led to more projects being launched; and

WHEREAS, City Council has learned that building permit values increased in 2010, 2011, 2012 and 2013 when compared to the same period in 2009; and

WHEREAS, to further stimulate the local economy, it is the City of Milford's desire to extend the waiver of electric impact fees for an indefinite period.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Appendix B-Electric Tariff-Rules and Regulations shall be amended by indefinitely extending the deadline for the waiver of Electric Impact Fees.

Section 2. Rules and Regulations, Section 3-Customer Advance Usage/Impact Fees and

Deposits, Subsection E(1) is hereby amended as follows:

E. The electric impact fee established under this Appendix shall be waived for permits issued for repairs or rehabilitation of existing structures beginning DECEMBER 5, 2013. Waiver does not apply to new construction.

(1) To qualify for the impact fee waiver, construction must be completed and a certificate of occupancy received in accordance with the following schedule:

Single Family Residential	6 Months
Multi Family Residential	12 Months
Commercial	12 Months

(a) Waiver of Electric Impact Fees for Commercial Entities:

To encourage new business and the expansion of existing businesses, the business must create a minimum of five (5) jobs to employ five (5) full-time employees in the City of Milford in accordance with the following criteria:

Creation of 5-9 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (1 ESU)
Creation of 10-14 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (2 ESU's)
Creation of 15-19 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (3 ESU's)
Creation of 20-24 new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (4 ESU's)
Creation of 25+ new jobs to last at least 3 years:	Exemption of Impact Fee Waiver (5 ESU's)

b) Agreement shall be executed by the commercial customer relative to the creation and retention of jobs.

(2) Any structure that does not receive a certificate of occupancy in accordance with this schedule shall be ineligible for the impact fee waiver and shall pay the required impact fee in full prior to the issuance of a certificate of occupancy.

### Section 3. Dates

Adoption November 25, 2013

Effective December 5, 2013

A complete copy of the Code of the City of Milford is available by request through the City Clerk's Office at Milford City Hall, 201 S. Walnut Street, Milford, DE 19963 or by accessing its website at [cityofmilford.com](http://cityofmilford.com).

By: Terri K. Hudson, MMC  
City Clerk

2013  
stab

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR
FELONY	38	27	18	23	23	18	29	45	40	29	8	23	321
MISD	128	57	72	71	96	78	134	150	161	177	92	75	1291
TRAFFIC	334	373	359	273	199	157	230	313	468	307	263	219	3495
DUI	5	5	3	2	0	3	3	2	5	3	4	3	38
REPRIMAND	156	151	158	122	97	94	88	118	257	103	130	128	1602
SPECIAL DUTY	117	24	64	141	95	88	30	99	123	96	65	53	995
PD ACCIDENTS	15	15	18	16	21	19	19	16	11	18	15	19	202
PP ACCIDENTS	29	27	23	22	35	20	37	22	28	25	24	27	319
PI ACCIDENTS	6	6	8	4	2	4	12	7	8	6	4	7	74
PARKING	21	20	15	21	18	6	8	11	36	27	7	17	207
CPC'S	20	32	35	21	44	60	15	65	61	25	19	49	446

# City of Milford



## Resolution 2014-15 *Downtown Development District*

WHEREAS, under the Downtown Development Districts Act, 22 Del.C. §§ 1901 et seq. (the "Act"), the State of Delaware may designate districts within Delaware's cities, towns, and unincorporated areas that will qualify for significant development incentives and other State benefits; and

WHEREAS, these districts are known as Downtown Development Districts ("Districts"); and

WHEREAS, the State is accepting applications for the designation of the initial round of Districts, with such applications being due on November 1, 2014; and

WHEREAS, under the Act, each applicant must submit a plan that includes the boundaries of, and a detailed planning and development strategy for, the proposed District ("District Plan"); and

WHEREAS, under the Act, each applicant must also propose incentives that address local economic and community conditions, and that will help achieve the purposes set forth in the Act ("Local Incentives"); and

WHEREAS, if an application is successful and the City of Milford, Delaware ("City") receives District designation, the District Plan and Local Incentives proposed by an applicant shall be binding upon the applicant; and

WHEREAS, the incentives associated with designation as a Downtown Development District would greatly benefit current and future residents, businesses, non-profit organizations and others within the City; and

WHEREAS, the Milford City Council of Milford, Delaware strongly believes that it is in the best interest of the City to apply for District designation.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MILFORD:

1. Milford City Council supports the Application for Designation as a Downtown Development District; and
2. The City is authorized to appoint a District Administrator ("Administrator") to file the Application on behalf of the City and to provide such other documents and information as may be necessary or desirable in connection with the Application; and
3. If the Application is successful and the City receives notice that it has been selected for designation as a District:
  - a. The City shall adhere to the District Plan and the Local Incentives contained in the Application for the duration of the District designation; and
  - b. The Mayor of the City of Milford is authorized to execute such documents and enter into such agreements as may be necessary or desirable in connection with the Downtown Development Districts program and the rights and obligations of the City thereunder; and
  - c. The Administrator, or his or her designee(s), is authorized to carry out all District administrative and reporting requirements on behalf of the City for the duration of the Designation.

Mayor Bryan Shupe

Attest

RESOLVED: October 27, 2014



October 22, 2014

**Board of Directors**

**Officers**

SaraKate Hammer  
President

Irvin M. Ambrose  
Vice President

Robert G. Starkey  
Treasurer

Nancy Benson  
Secretary

**Members at Large**

Dan Bond  
Richard Carmean  
Mitch Edmondson  
M.D.

Gary Emory  
Lisa Fitzgerald  
Walter Hepford  
Patricia Sparks

**Executive Director**

Lee Nelson

*DMI is a tax-exempt, non-profit organization as described in section 501 c (3) of the IRS code for 1984, as amended*

The Board of Directors of Downtown Milford Inc (DMI) strongly support the City of Milford's application for Downtown Development District (DDD) Designation for Sussex County.

We have actively partnered with the City of Milford since 1995 to help make Milford a destination known for good quality of life and a great place to live, work, play and shop. More recently in 2013, our 200 volunteers devoted **7,124 hours of service** (equal to 3.4 full time employees) valued at **\$164,000** to make these dreams a reality. This reality was recognized by the **American Planning Association's 2013 award for Great Places in America – Streets** which "celebrates excellence in planning" by designating 'North and South Walnut Street in Milford' as one of the ten best streets in the United States. While this award was given to the City of Milford, all their partners helped make this possible.

The future is equally challenging. If Milford becomes a DDD, DMI will expand the following existing programs to accommodate greater growth and demand:

- **\$35,000 Revolving Loan Program** - **United States Department of Agriculture (USDA)** funded \$14,000 revolving loan program is in place and actively used since 1997. We will seek to increase this amount up to \$35,000 to accommodate new and expanding small businesses located in downtown Milford.
- **DMI driven 'Project Pop-Up'**. Since 2011 we have actively partnered with **Delaware Economic Development Office's (DEDO)** state level program. This program offers three months' rent free premises and mandatory business training for the selected business. We have hosted three successful businesses in downtown Milford. If Milford becomes a DDD, we would institute a DMI driven 'Project Pop-Up' to encourage new businesses to open in Milford. We would partner with DEDO for the business training, but the project implementation and control would lie with DMI.
- **Access National Main Street Center (NMSC) Economic Development and Historic Preservation Expertise**. DMI has good credibility with NMSC as we are semi-finalists for the 2015 NMSC sponsored '**Great American Main Street Award**' (GAMSA). Additionally we have applied for a **NMSC Technical Assistance Grant** to expand the diversity of our members and businesses to include minority and underprivileged residents/businesses in our downtown area. If Milford becomes a DDD, we would have additional leverage to seek NMSC ongoing technical expertise in economic development and historic preservation as this supports a primary NMSC policy – substantial, ongoing and impactful partnerships.

We are focused on an area of 30 square blocks in historic downtown Milford that overlay the DDD, but our vision is to partner with all Milford entities to make Milford a better place to live, work, play and shop. If the City of Milford becomes a Downtown Development District we will help make this happen.

Sincerely,

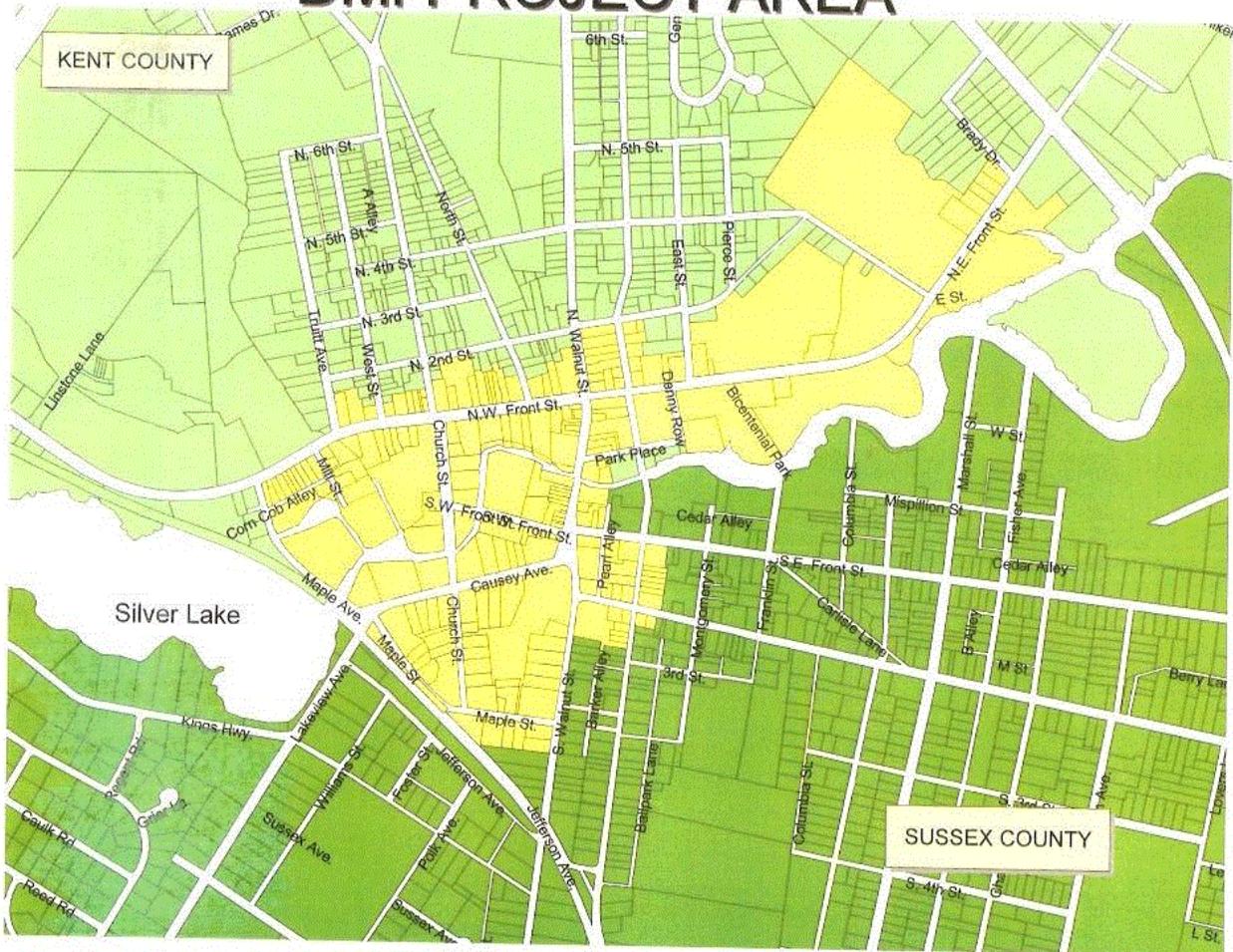
SaraKate Hammer  
President

207 S. Walnut Street (P.O. Box 12) Milford DE 19963  
Phone: (302) 839-1180 E-mail: [Director@downtownmilford.org](mailto:Director@downtownmilford.org)

2014  
Stub

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	YTD
FELONY	47	26	19	103	12	44	41	41	40	373
MISD	98	106	93	199	118	171	132	141	180	1238
TRAFFIC	280	294	368	266	306	321	332	340	337	2844
DUI	4	3	2	6	5	6	4	6	5	41
REPRIMAND	155	136	146	124	116	176	134	140	108	1235
SPECIAL DUTY	16	70	282	315	263	164	242	349	261	1962
PD ACCIDENTS	11	16	11	11	18	24	18	17	20	146
PP ACCIDENTS	27	25	21	28	29	24	27	25	38	244
PI ACCIDENTS	6	5	4	6	4	6	8	5	14	58
PARKING	26	20	12	16	15	23	17	29	10	168
CPC'S	20	34	45	49	66	61	48	79	65	467

# DMI PROJECT AREA



# Milford Downtown Development District



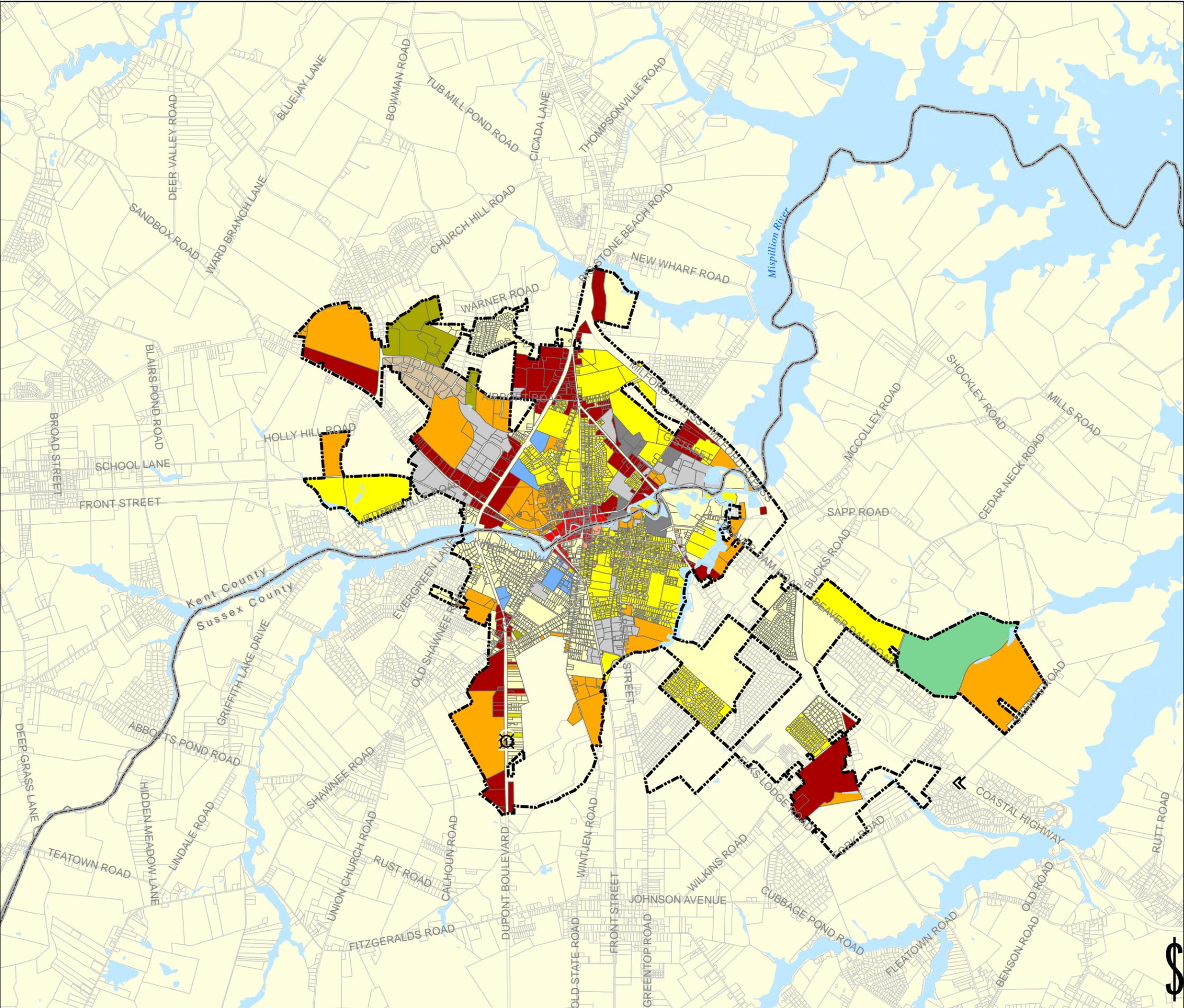
 = Downtown Development District Boundary

Area of Downtown Development District = 148 Acres

Source: Esri, DigitalGlobe, GeoEye, Earthstar, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

# Milford Comprehensive Plan

## Figure 8 Existing Zoning

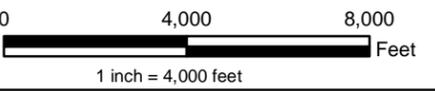


### Legend

- Parcel
- City Boundary
- County Boundary
- Water

### Zoning

- Business Park (BP)
- Community Commercial (C1)
- Central Commercial (C2)
- Highway Commercial (C3)
- Institutional Development
- Institutional Service District (IS)
- Limited Industrial (I1)
- General Industrial (I2)
- Office Building (OB1)
- Office Complex (OC1)
- Single Family Residential (R1)
- Residential (R2)
- Garden Apartments/Townhomes (R3)

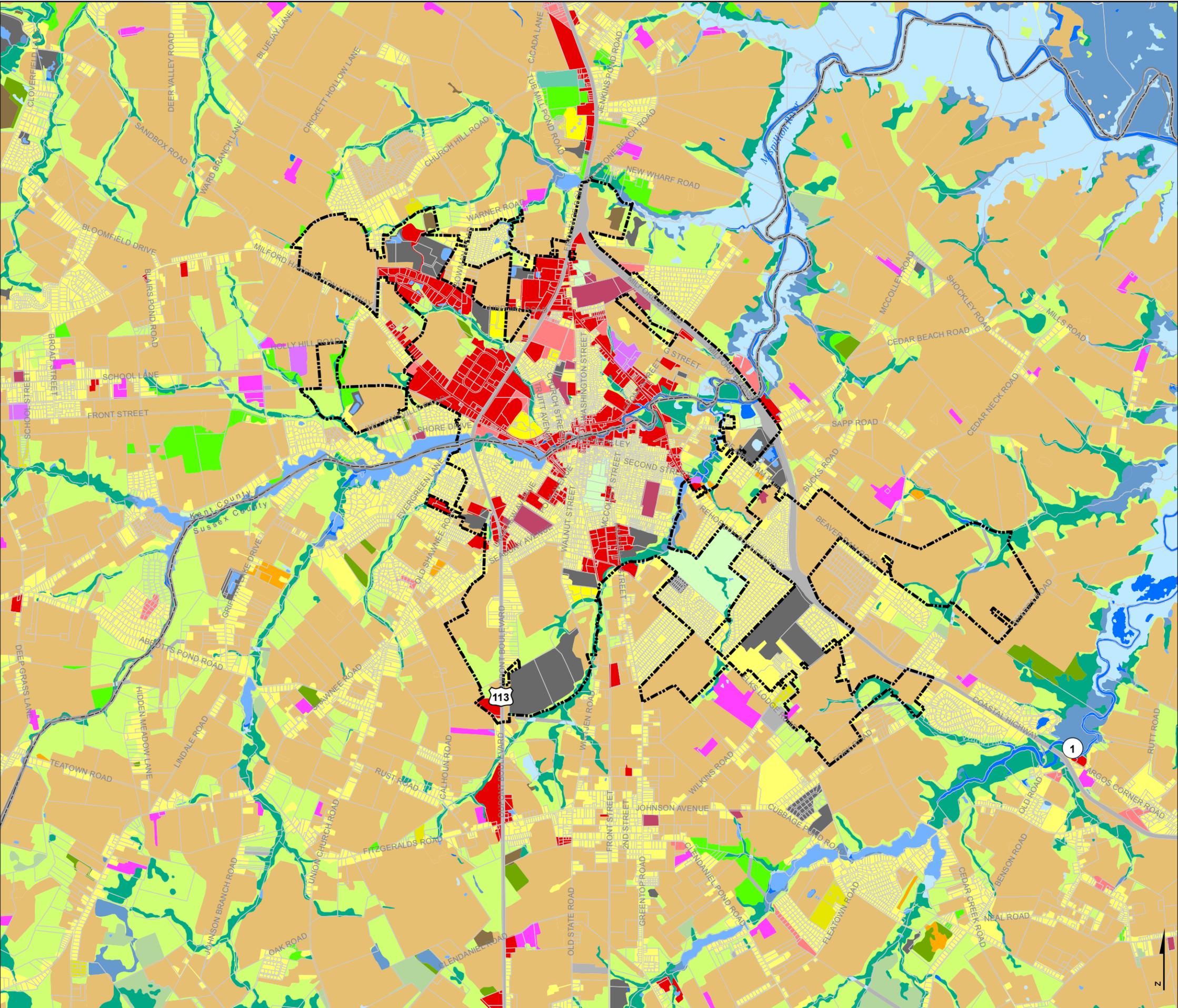


Data Sources:  
 Roads - DelDOT  
 State, County, Municipal Boundaries - State of Delaware  
 Existing Zoning - City of Milford

File Name: R:\DE\_Milford\20611641\GIS\_job\Mapping\MapH\_Existing\_Zoning.mxd  
 May 28, 2008

# Milford Comprehensive Plan

## Figure 9 Existing Land Use



**Legend**

- Parcel
- City Boundary
- County Boundary

**Land Use Classification (2007)**

- Single Family Dwellings
- Multi Family Dwellings
- Mobile Home Parks/Courts
- Commercial
- Transportation, Communication, and Utilities
- Industrial
- Mixed Urban or Built-up Land
- Institutional/Governmental
- Recreational
- Farms, Pasture and Cropland
- Orchards/Nurseries/Horticulture
- Confined Feeding Operations/Feedlots/Holding
- Rangeland
- Shrub/Brush Rangeland
- Deciduous Forest
- Evergreen Forest
- Mixed Forest
- Clear-cut
- Open Water
- Man-made Reservoirs and Impoundments
- Forested Wetland - Tidal and Non-tidal
- Scrub/Shrub Wetland - Tidal and Non-tidal
- Emergent Wetland - Tidal and Non-tidal
- Sandy Areas and Shoreline
- Extraction and Transitional

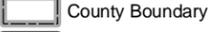
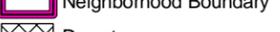
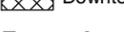
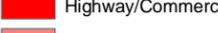
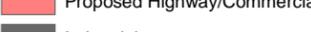
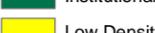
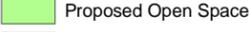
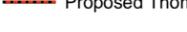


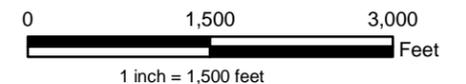
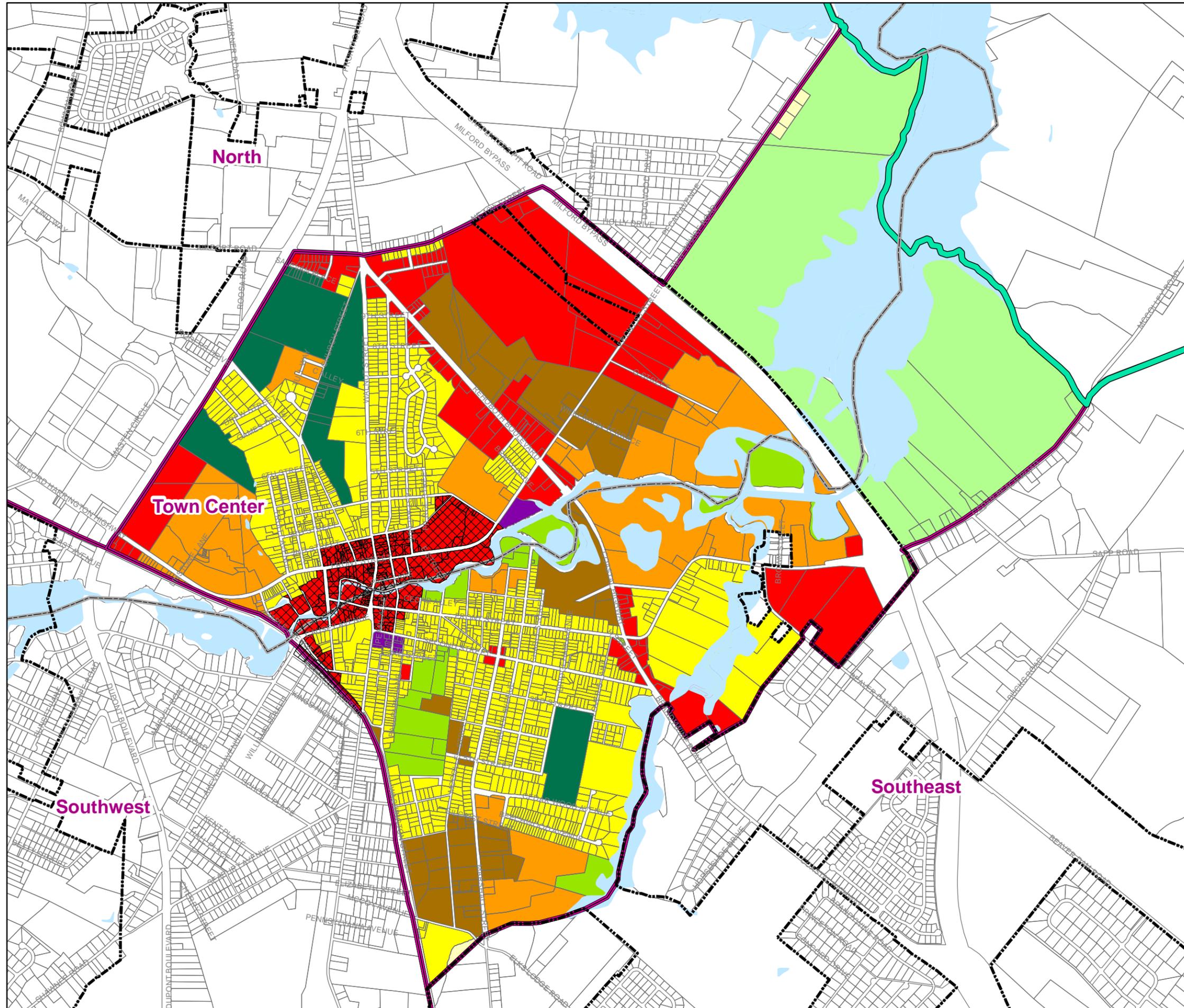
**Data Sources:**  
 Roads - DELDOT  
 State, County, Municipal Boundaries - State of Delaware  
 Land Use Classification - Delaware DataMII  
 (<http://datamii.delaware.gov/>)

# Milford Comprehensive Plan

## Figure 14D Neighborhood Map - Town Center

### Legend

-  City Boundary
  -  County Boundary
  -  Urban Growth Boundary
  -  Water
  -  Neighborhood Boundary
  -  Downtown
- ### Future Land Use
-  Business Park
  -  Government
  -  Employment
  -  Highway/Commercial
  -  Proposed Highway/Commercial
  -  Industrial
  -  Institutional
  -  Low Density Residential
  -  Proposed Low Density Residential
  -  Moderate Density Residential
  -  Proposed Moderate Density Residential
  -  Open Space
  -  Proposed Institutional
  -  Proposed Open Space
  -  Transfer Station
  -  Proposed Thompsonville Intersestion

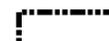


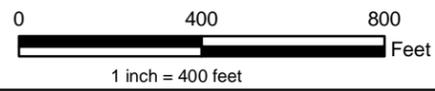
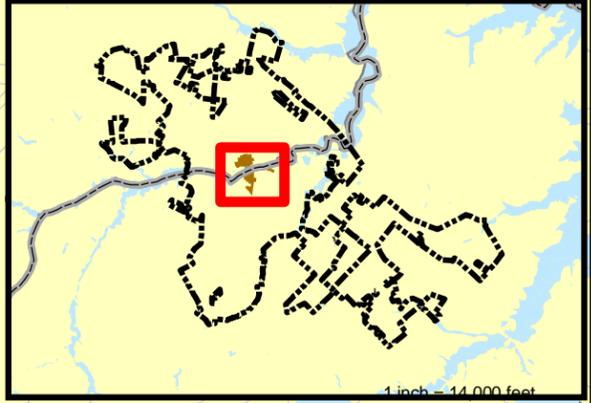
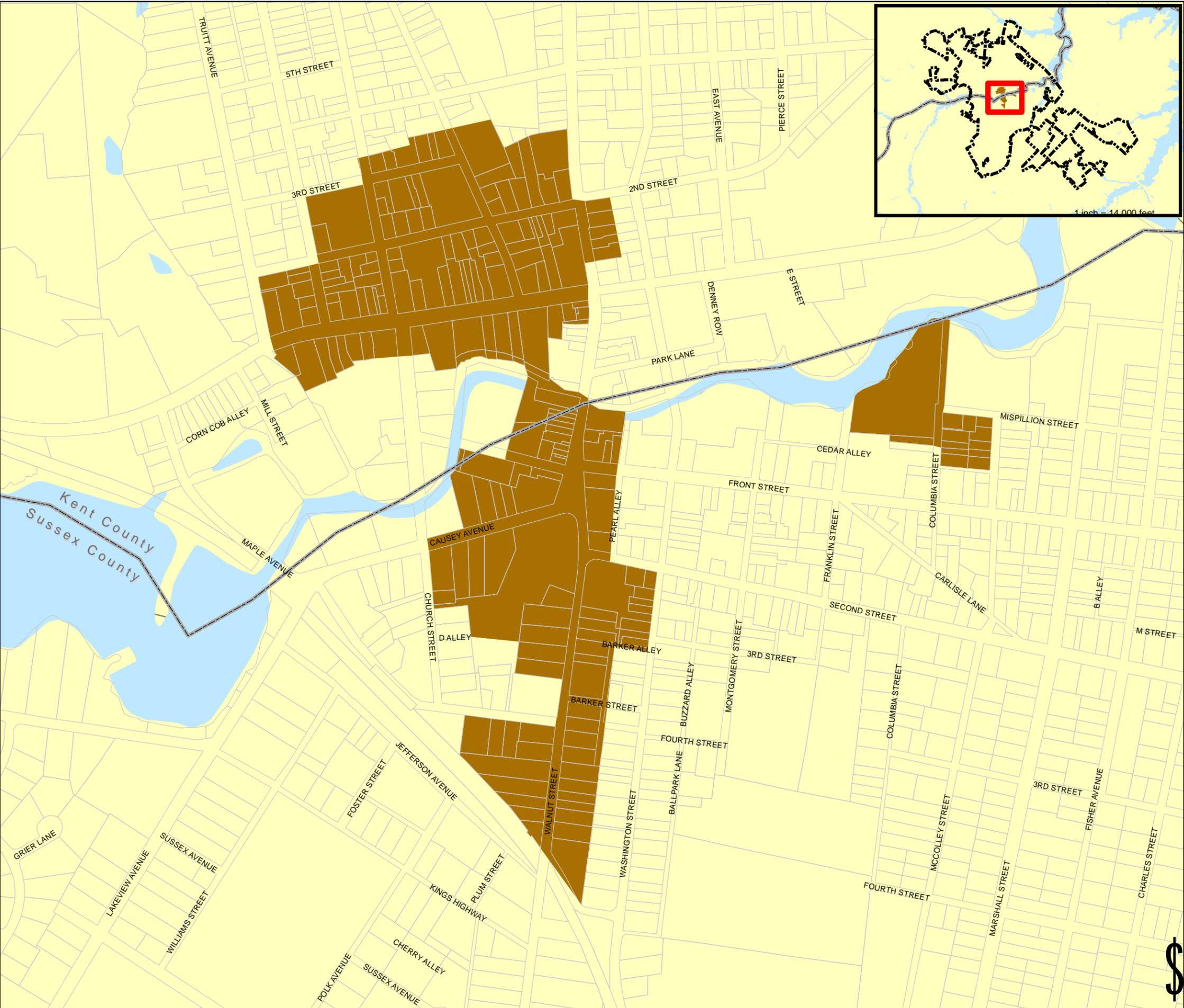
Data Sources:  
 Roads - DELDoT  
 State, County, Municipal Boundaries - State of Delaware  
 Future Land Use, Neighborhood Boundaries - City of Milford

# Milford Comprehensive Plan

## Figure 6 Historic Districts

### Legend

-  Parcel
-  City Boundary
-  County Boundary
-  Water
-  Historic Districts



Data Sources:  
 Roads - DelDOT  
 State, County, Municipal Boundaries - State of Delaware  
 Historic District - City of Milford

