

Preliminary Land Use Service (PLUS) Application
Municipal Comprehensive Plans
Pre-update review request

Delaware State Planning Coordination
122 William Penn Street • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-6958

PLUS 2009-05-01

Please complete this “PLUS application in its entirety. **All questions must be answered. If a question is unknown at this time or not applicable, please explain.** Unanswered questions on this form could lead to delays in scheduling your review. This form will enable the state staff to review the project before the scheduled meeting and to have beneficial information available for the applicant and/or developer at the time of review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090. Possible resources for completing the required information are as follows:

www.state.de.us/planning
www.dnrec.state.de.us/dnrec2000/
www.dnrec.state.de.us/DNRECeis/
datamil.delaware.gov
www.state.de.us/deptagri/

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Name of Municipality: Town of Milton	
Address: 115 Federal Street Milton, DE 19968	Contact Person: Robin Davis
	Phone Number: 302-684-4110
	Fax Number: 302-684-8999
	E-mail Address: rdavis@ci.milton.de.us

The municipality requests that the enclosed plan be reviewed to provide suggestions for revisions and improvements. The review is also to notify the municipality of any code changes since the certification of this plan that should be included in the scheduled update.

Date of Most Recently Certified Comprehensive Plan:

**October 2003 and the plan is currently located at
http://www.ci.milton.de.us/media/COMPREHENSIVE_PLAN.pdf**

Information prepared by: (PREVIOUS PLAN) Nutter and Associates	
Address: 507 C South Boulevard Salisbury, MD 21801	Contact Person: Dave Nutter
	Phone Number: 443-260-2760
	Fax Number: 443-260-4716
	E-mail Address: dnutter@aol.com

Maps Prepared by: (PREVIOUS PLAN) University of Delaware-Institute for Public Administration	
Address:	Contact Person: Martin Wollaston
	Phone Number: 302-831-4930
	Fax Number:

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	E-mail Address: martinw@udel.edu
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General Plan Approval Process

- Step 1: Draft prepared by local government.**
- Step 2: Planning Commission and/or Legislative Body approves draft plan to send to PLUS.**
- Step 3: PLUS meeting, application submitted by 1st business day of the month for that month's meeting.**
- Step 4: State comments submitted to local government within 20 business days of meeting.**
- Step 5: Local government replies to state comments in writing and submits revised plan (if necessary) to the Office of State Planning Coordination (O S P C) for review.**
- Step 6: OSPC requires 20 working days to reply to revised plan. State sends a letter accepting changes or noting discussion items or if no changes are necessary see step 7.**
- Step 7: Certification letter will be sent within 10 business days of final submission to OSPC.**
- Step 8: The local jurisdiction shall adopt the plan as final following certification. Plan is effective on the date of adoption.**
- Step 9: A copy of the final document and written notification of adoption is to be sent to OSPC.**

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Comprehensive Plan / Amendment Checklist¹

Please check yes or no as to whether the following information has or has not been included in the comprehensive plan and indicate page numbers where information may be found.

Public Participation	Yes	No	Page # / Sections
Public Participation Summary and Results		X	

Population Data and Analysis	Yes	No	Page #
Past Population Trends	X		9
Population Projections	X		9
Demographics	X		12-13
Position on Population Growth		X	

Housing	Yes	No	Page #
Housing Stock Inventory	X		14
Housing Pipeline	X		10-11
Housing Needs Analysis	X		15
Position on Housing Growth		X	
Affordable Housing Plan		X	

Annexation	Yes	No	Page #
Analysis of Surrounding Land Uses	X		27-28
Annexation Plan	X		56-59, EX G

Redevelopment Potential	Yes	No	Page #
Identification of Redevelopment Areas and Issues	X		49-52
Redevelopment Strategy	X		49-52
Community Development Strategy	X		45,53, 54,61

¹ Please go to the following website for detailed checklist information:
<http://www.state.de.us/planning/services/circuit.shtml>.

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Community Character	Yes	No	Page #
History of the Town or City	X		6-8
Physical Conditions	X		20-28
Significant Natural Features	X		16-19
Community Character	X		6-8
Historic and Cultural Resources Plan	?		51
Community Design Plan	X		47-52
Environmental Protection Plan		X	

Land Use Plan	Yes	No	Page #
Existing Land Use	X		Ex E
Land Use Plan	X		47-52

Critical Community Development and Infrastructure Issues	Yes	No	Page #
Review of Community Conditions	X		20-28
Inventory of Community Infrastructure	X		20-28
Inventory and Analysis of Community Services	X		20-28
Water and Wastewater Plan	X		41-45, 54-55
Transportation Plan	X		34-39
Community Development Plan	X		20-28
Community Facilities Plan	X		20-28

Intergovernmental Coordination	Yes	No	Page #
Description of Intergovernmental Relationships	X		60
Intergovernmental Coordination Strategy	X		60
Analysis and Comparison of Other Relevant Planning Documents		X	

Economic Conditions	Yes	No	Page #
Economic Base / Major Employers	X		14-15
Labor Market	X		13
Income and Poverty	X		13
Economic Development Plan	?		20- 27,45

Open Space and Recreation	Yes	No	Page #
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Inventory of Open Space and Recreation Facilities	X		40-41
Open Space and Recreation Plan	?		53-54

Implementation Strategies	Yes	No	Page #
Evaluation of Current Codes and Ordinances	X		56
Zoning Map Revisions	X		56
Zoning and Subdivision Code Revisions	X		56
Implementation Plan	X		56-61
Coordination with Other Government Agencies	X		60

Other State Programs, Policies, and Issues	Yes	No	Page #
Total Maximum Daily Loads		X	
Corridor Capacity Preservation Program		X	
Agricultural Preservation Program	X		53, Ex D2
Sourcewater Protection		X	

Additional Comments:

The titles do not match the adopted Comprehensive Plan Chapters and several items ran into multiple locations; therefore, it was very difficult to pin point the topic in the document. We provided the best page numbers found for an easier review.

Summary:

The Town is requesting a pre-PLUS application meeting to discuss the mandatory requirements for the Comprehensive Plan Update. The Town is open to recommendations as well; however, please identify the difference between required and recommended in the comments. Any assistance provided for additional resources within each agency to obtain information for the document would be appreciated.