

Preliminary Land Use Service (PLUS) Application

Municipal Comprehensive Plans

Delaware Office of State Planning Coordination

122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

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.stateplanning.delaware.gov/

www.firstmap.delaware.gov/

www.dnrec.state.de.us

www.dda.delaware.gov

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Name of Municipality: City of Milford	
Address: 119 S. Walnut St Milford, DE 19963	Contact Person: Rob Pierce
	Phone Number: (302) 424-8396
	Fax Number:
	E-mail Address: rpierce@milford-de.gov

Date of Most Recently Certified Comprehensive Plan: 7/7/2009

Information prepared by:	
Address: 185 Graham Hall, Academy St. University of Delaware Newark, DE 19716	Contact Person: William DeCoursey
	Phone Number: (302) 831-4925
	Fax Number: (302) 831-3488
	E-mail Address: decourse@udel.edu

Maps Prepared by:	
Address: Room 109, Pollution Ecology Lab Hugh R. Sharp Campus University of Delaware 805 Pilottown Road Lewes, Delaware 19958	Contact Person: Nicole Minni
	Phone Number: 302-645-4353
	Fax Number: 302-645-4332
	E-mail Address: nminni@udel.edu

Draft comprehensive plan can be found at

<http://cityofmilford.com/DocumentCenter/View/2370>

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General Plan Approval Process

- Step 1:** Draft prepared by local government.
- Step 2:** Planning Commission and/or Legislative Body approves to send to PLUS at the time the plan is released for public review.
- 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 to 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.
- Step 7:** Once you receive the Office of State Planning Coordination letter stating that all certification items have been addressed, your Planning Commission and Council should adopt the plan pending State certification. We strongly recommend that your Council adopt the plan by ordinance. The ordinance should be written so that the plan will go into effect upon receipt of the certification letter from the Governor.
- Step 8:** Send our office a copy of the ordinance (or other documentation) that formally adopts your plan along with an electronic or paper copy of the final plan. We will forward these materials to the Governor for consideration. At the discretion of the Governor a certification letter will be issued to your town. The plan is effective on the date of adoption.
- Step 9:** Once you receive your certification letter, please forward two (2) bound paper copies and one electronic copy of your plan to our office for our records. It is suggested that you incorporate a copy of the State's PLUS letter and the Governor's certification letter into the final comprehensive plan document.

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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	Y		10-12

Population Data and Analysis	Yes	No	Page #
Past Population Trends	y		29
Population Projections	y		29-31
Demographics	y		31-35
Position on Population Growth	y		36

Housing	Yes	No	Page #
Housing Stock Inventory	y		46-47
Housing Pipeline	y		48-49
Housing Needs Analysis	y		49
Position on Housing Growth	y		51
Affordable Housing Plan	y		50

Annexation	Yes	No	Page #
Analysis of Surrounding Land Uses	y		92-93 & map
Annexation Plan	y		100-102 & map

Redevelopment Potential	Yes	No	Page #
Identification of Redevelopment Areas and Issues	y		23-28 , 66
Redevelopment Strategy	y		23-28
Community Development Strategy	y		27-28

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	y		19-21
Physical Conditions	y		24-27
Significant Natural Features	y		71-73
Community Character	y		19
Historic and Cultural Resources Plan	y		22-23
Community Design Plan	y		24-28
Environmental Protection Plan	y		77-78

Land Use Plan	Yes	No	Page #
Existing Land Use	y		86-87
Land Use Plan	y		95-101

Critical Community Development and Infrastructure Issues	Yes	No	Page #
Review of Community Conditions	y		37-45
Inventory of Community Infrastructure	y		37-45
Inventory and Analysis of Community Services	y		37-45
Water and Wastewater Plan	y		40-43
Transportation Plan	y		52-59
Community Development Plan	y		44-45
Community Facilities Plan	y		44-45

Intergovernmental Coordination	Yes	No	Page #
Description of Intergovernmental Relationships	y		110
Intergovernmental Coordination Strategy	y		110
Analysis and Comparison of Other Relevant Planning Documents	y		91-93

Economic Conditions	Yes	No	Page #
Economic Base / Major Employers	y		62-63
Labor Market	y		63-65
Income and Poverty	y		34-35
Economic Development Plan	y		65-70

Open Space and Recreation	Yes	No	Page #
Inventory of Open Space and Recreation Facilities	y		79-82
Open Space and Recreation Plan	y		84-85

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Implementation Strategies	Yes	No	Page #
Evaluation of Current Codes and Ordinances	y		95-97
Zoning Map Revisions	y		98-100 & FLU Map
Zoning and Subdivision Code Revisions	y		98-100
Implementation Plan	y		100-110
Coordination with Other Government Agencies	y		110

Other State Programs, Policies, and Issues	Yes	No	Page #
Total Maximum Daily Loads	y		72-74
Corridor Capacity Preservation Program	y		54,58
Agricultural Preservation Program	y		83-85
Sourcewater Protection	y		71-75

Additional Comments:

Summary:

Milford is a growing City that wishes to continue thoughtful growth and economic development with the ultimate aim of becoming a regional economic center. The City has an excess of developable lands and considerable potential development already approved in its pipeline. Significant growth is also expected in the City's Southeast neighborhood, which this update makes clear, continues to be governed by the SE Master Plan.

Speaking generally, Milford is bullish on both population, housing, and business growth, but takes an active, thoughtful, considered approach. The City is also keen to redevelop and revitalize its historic city center. The City continues to see tremendous value in its environmental, agricultural, and agri-business assets and has devoted considerable portions of its comp plan, deliberative process, and public outreach towards that end.

Regarding land-use and annexation, Milford is largely satisfied with what it believes is a more than adequate Urban Growth Boundary. FLU was undertaken in a fashion to minimize compulsory rezonings and the City has made considerable efforts to proactively engage with property owners and explain potential rezonings and permitted uses.