

Minutes of the Special Review Meeting
Milton Library, 121 Union Street
January 23, 2020, 3:00 PM

A meeting of the Special Review Committee to continue discussions on the annexation petition from Milton Attainable Housing, LLC for six parcels located near the southwest corner of Broadkill Road and Country. The meeting was called to order by committee Chair Mike Cote' at 3:00 PM.

Present at the committee meeting were: Richard Trask, Town of Milton Planning and Zoning Commission Chair; Mike Cote'; Town of Milton Councilman, Emory West Jr., Town of Milton Councilman; Kristy Rogers, Town of Milton Town Manager; John Collier, Town of Milton Project Coordinator; and Dorothy Morris, Principal Planner for the Office of State Planning Coordination.

Approval of the minutes with grammatical errors identified ensued, motion by Emory West and seconded by Richard Trask – no dissenters.

Next on the agenda was a question and answer period with Dorothy Morris, Principal Planner for the Office of State Planning Coordination. Ms. Morris handed out the Municipal Annexation Plan of Services form that is required to be followed to ensure proper annexation is recorded and approved by the State of Delaware.

1. Title 22, Delaware Code 101 indicates that any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, must submit a Plan of Services to the Office of State Planning Coordination.
2. The Plan of Services must be received for review and acceptance at least 20 working days prior to the final discretionary action for the Town of Milton.
3. The Plan of Services requires the following be attached to the Plan upon submission:
 - a. Locator Map
 - b. Annexation map from comprehensive plan
 - c. Water facilities plan
 - d. Water provider letter
 - e. Wastewater facilities plan
 - f. Wastewater provider letter
 - g. Electric provider letter
 - h. Police, Fire, EMS letters
 - i. Current municipal budget
 - j. Current municipal audit
 - k. Annexation agreements
 - l. Planning or Annexation Committee report
 - m. Signatures of Mayor and Town Engineer

4. If 10% or greater registered Town voters respond in opposition to the request then a referendum will be required.
5. There is a requirement from the State of Delaware for a PLUS review. John Collier has volunteered to organize the review with the developer.
6. The reason for sending letters to all providers listed above is to ensure the Town of Milton has the capacity to service the project. John Collier will follow-up on the appropriate electric provider to service the project.

Kristy Rogers has volunteered to contact other towns in the area for a copy of a cost/benefit analysis template that may exist.

Finally, questions were developed, and focused at the developer, to try to better understand the scope of the project and use the data as fodder for the cost/benefit analysis to be submitted to the Town Council. John Collier has volunteered to contact developer with the questions.

1. Can Davis Bowen and Friedel, Inc. (DBF) prepare the Municipal Annexation Plan of Services for the Town of Milton?
2. What is the scope of the Milton Attainable Housing, LLC project?
 - a. Configuration of units
 - i. Apartments
 - ii. Condos
 - iii. Townhouses
 - iv. Sale or rental
 - v. Number of units and type
3. Will the construction of the project be phased or will the entire project be developed in total?
 - a. If phase construction is considered how will the phases be configured?
4. What is the intent for the streets and common areas after construction?
 - a. Dedicated to the Town of Milton
 - b. Managed by the HOA
 - c. Managed by Milton Attainable Housing, LLC
5. What is the intent for the street lighting?
 - a. Dedicated to the Town of Milton
 - b. Managed by the HOA
 - c. Managed by Milton Attainable Housing, LLC
6. Have the commercial properties been identified as of yet?
 - a. If so, who are they and what type of commercial businesses are slated?
7. Does DBF know of any municipality close to Milton that have gone through the cost/benefit analysis?

The Special Review Committee meeting was adjourned on a motion by Emory West at 4:05 PM.