



*Kent County*  
*Department of Public Works*

**MEMORANDUM**

DATE: August 16, 2022

TO: Kent County Levy Court Commissioners

FROM: Diana T. Golt, P.E., Public Works Director *dtg*

RE: PROPOSED CONTRACT USER—SOUTHWOOD ACRES & SOUTHERN MEADOWS  
(KCSDD1/DOUBLE RUN AREA)

RECEIVED

AUG 12 2022

LEVY COURT

The Engineering Division received a request for County sanitary sewer (SS) service from Southwood Acres, LLC, owners of the two properties: Parcel No. SM-00-121.00-01-15.00 & 19.11-000. The proposal requests connection of two mobile home parks and a clubhouse equating to 201 Equivalent Dwelling Units (EDUs). The properties are located at the southeast intersection of Irish Hill Road and Lexington Mill Road. Please refer to the attached map dated May 2022.

Based on the Technical Feasibility Study (TFS), dated May 23, 2022, the proposed sanitary sewer requires a pump station, associated 4in. force-main (FM), and a connection to the existing 24 in. FM. There is adequate capacity in the existing, downstream County sewer systems to serve this proposal.

The applicant/owner accepted the TFS and is responsible for the design, permitting, and construction of the proposed infrastructure. Additionally, the owners/developers of the properties are required to pay the fees for residential/commercial sewer permits and Main System Capital Improvement Fee (aka County wide impact fees) per EDU. In this case, the District Expansion Fee is not required as the proposed connection is to the bypass transmission system. The developer/owner is responsible for maintaining their internal collection and pump station systems. Kent County's responsibilities will begin at the State right of way and continue downstream.

Based on the above information, staff recommends approval of the proposed Contract User for Southwood Acres and Southern Meadows. See attached contract user agreements. The proposal was presented to the SAB at their regularly scheduled meeting on Wednesday, August 3, 2022.

The department recommends the following motions:

1. "Move to approve the Contract User Agreement with Southwood Acres, LLC for the County to provide sewer services to Southwood Acres and Southern Meadows."
2. "Authorize the President of Levy Court to execute the Contract User Agreement upon receipt of the County Attorney's concurrence."

Reviewed and Concurred:

*Susan Durham, CPA, Finance Director*  
*Approved at the Levy Ct Bus mtg 8/16/22 as recommended by - 1 absent (GWS) Diana Golt*

Attachments: Map, Contract User Agreement

V:\Public Works\CONTRACTS - CONTRACT USERS\CU - Mobile Home Parks\SOUTHWOOD ACRES LLC\SAB & LC\LC Memo - Southwood Acres & Southern Meadows - 081622.doc

