

**MINUTES OF THE MEETING
OF THE CITY OF SEAFORD
PLANNING AND ZONING COMMISSION**

7:00 p.m.

June 6, 2019

Commission member, Rick Peterson called the meeting to order with the following Commission members in attendance: Jose Santos, Mark Grasset, Al Temple, Matthew Shaffer and Stacie Spicer. Assistant Fire Chief Tommy Lecates and Building Official, Mike Bailey was also present.

Rick Peterson closed the regular meeting of Planning and Zoning at 7:01 p.m. and opened the Public Hearing. He then turned the meeting over to the Building Official, Mike Bailey.

Mr. Bailey first introduced Jose A. Santos to the Commission members. Mr. Santos was appointed to serve on the Planning and Zoning Commission by Mayor and Council.

Mr. Bailey then presented New Business #1, The City of Seaford, located at 414 High St., Tax Map and Parcel # 331-5.00-4.00 are requesting to subdivide a 7- acre lot from the larger parcel in the Ross Business Park.

Mr. Bailey stated that the parcel is located on Venture Dr and is zoned M1- Light Industrial. The request to subdivide the existing parcel to create a new 7 acre parcel will meet the area and bulk requirements; 2 acre minimum and 200 ft. of road frontage.

Mr. Peterson solicited any questions or comments from the commission; there were none.

Mr. Peterson solicited any questions or comments from the public; there were none.

Mr. Bailey presented New Business #2, Nanticoke Memorial Hospital, located at 801 Middleford Rd., Tax Map and Parcel # 331-7.00-1.00, 2.00 and portion of 77.00, are requesting a Final Site Plan review for a proposed expansion of their existing parking lot, across from the Hospital, from 42 parking spaces to 95 spaces.

Mr. Bailey stated that the referenced address is zoned R-2 Medium Density Residential. The Hospital received a variance from Board of Adjustment in October 2018 to reduce parking space size to 9' x 18'. Onsite Stormwater management will be provided with an outfall to Williams Pond. They have already received approval from the Sussex Conservation.

Mr. Peterson solicited any questions or comments from the commission.

Mr. Peterson asked if there was any safety measures for the crosswalk given that 95 parking spaces will mean more foot traffic crossing Middleford Rd.

Mr. Bailey stated yes. The crosswalk has been improved over the last couple of months; there is now a button that can be pushed when crossing over that has flashing lights to alert of people crossing and added landscaping to act as a buffer.

Mr. Peterson solicited any questions or comments from the public; there were none.

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Mr. Bailey presented New Business #3, Seaford Townhomes LLC, Tax Map and Parcel # 531-13.06-47.00 and 47.02, are requesting a Sketch Site Plan review for a proposed apartment complex to be located on an existing lot on Porter St., Seaford, De.

Mr. Bailey stated that the referenced property is located on N Porter St. and is zoned R-3 High Density Residential. The proposed apartment complex to be named, Cedar Run, received a variance from Board of Adjustment in November 2000 to reduce the site are from minimum 1 acre to existing .7 acre. Twelve parking spaces are shown on the proposed plan, however code will require 16; 2 per unit. The property is in a Well Head Protection Zone so additional Storm Water design will be required as well as approvals from the State Fire Marshal, Sussex Conservation and the City Engineer for Storm Water.

Mr. Peterson solicited any question or comments from the commission.

Mr. Peterson asked if the prior approved variance is still valid.

Mr. Bailey stated yes.

Mr. Lecates asked if the apartments are single or two story.

Mr. Bailey stated they are two story.

Mr. Peterson asked if the property has enough land to provide the 16 required parking spaces instead of 12.

Mr. Bailey stated yes, there should be enough room for the additional spaces.

Mr. Peterson also raised some questions in concern of the storm water runoff for the apartment complex. Porter Street had work done to address flooding issues in previous years and a lot of money was spent to help combat the issue.

Mr. Bailey stated that the apartment complex will have to have a storm water design approved by the City's engineer that will reduce Stormwater to drain into Porter Street.

Mr. Peterson solicited any questions or comments from the public; there were none.

With no further questions or comments from the commission members or public, Mr. Peterson closed the public hearing at 7:12 p.m. and re-opened the regular meeting of Planning and Zoning.

Building Official, Mike Bailey then presented finding of facts.

Agenda item #1

Findings of Facts:

- Project: City of Seaford Land Subdivision
- Owners: City of Seaford
- Property Location - Venture Dr
- Tax Map & Parcel 331-5.00-4.00
- Zoning: M1 Light Industrial
- Subdivision of existing parcel to create new +/- 7 Acre Parcel

- Meets area and bulk requirements 2 acre minimum, 200 ft. road frontage minimum
- Planning and Zoning to make a recommendation to Council

Mr. Peterson called for a motion.

Mr. Temple made the motion to recommend approval to subdivide a 7- acre lot from the larger parcel in the Ross Business Park. Mr. Grassettt seconded the motion;

Mr. Peterson called for a roll call vote:

ROLL CALL VOTE:

Stacie Spicer stated she approved based on the Findings of Facts;
Matt Shaffer stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Mark Grassettt stated he approved based on the Findings of Facts;
Jose Santos stated he approved based on the Findings of Facts;

Mr. Peterson stated the motion so passed with all present voting in favor. The Council will review the Commission's recommendations.

Agenda item #2

Findings of Facts:

- Project: Nanticoke Memorial Hospital Parking Lot Expansion
- Owners: Nanticoke Memorial Hospital
- Property Location – Middleford Rd
- Tax Map & Parcel 331-7.00-1.00,2.00 p/o 77.00
- Zoning: R2 Medium Density Residential
- Variance granted in 2018 to reduce parking space size to 9'x18'
- Existing parking lot has 42 space will expand to 95 spaces.
- Received approval from Sussex Conservation for Storm Water

- Planning and Zoning to make a recommendation to Council.

Mr. Peterson called for a motion.

Mr. Grassettt made a motion to approve the requested final site plan review for a proposed expansion of the existing parking lot, from 42 parking spaces to 95 spaces. Mr. Temple seconded the motion;

Mr. Peterson called for a roll call vote:

ROLL CALL VOTE:

Stacie Spicer stated she approved based on the Findings of Facts;
Matt Shaffer stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Mark Grassettt stated he approved based on the Findings of Facts;
Jose Santos stated he approved based on the Findings of Facts;

Mr. Peterson stated the motion so passed with all present voting in favor. The Council will review the Commission's recommendations.

Agenda item #3

Findings of Facts:

- Project: Cedar Run Apartments
- Owners: Seaford Townhomes LLC
- Property Location – Porter Street
- Tax Map & Parcel 531-13.06-47.00 & 47.02
- Zoning: R3 High Density Residential
- Variance granted in 2000 to reduce minimum lot size from 1 acre to .7 acre
- 2 Story 8 unit apartment building
- Requires 16 parking spaces (2 per unit)
- Property is in a Well Head Protection Zone. Additional storm water design will be needed
- Requires Approval from:
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water

- Planning and Zoning to make a recommendation to Council.

Mr. Peterson called for a motion.

Mr. Shaffer made a motion to approve of the sketch site plan review for a proposed apartment complex to be located on an existing lot on Porter St., Seaford, De. Mr. Temple seconded the motion;

Mr. Peterson called for a roll call vote:

ROLL CALL VOTE:

Stacie Spicer stated she approved based on the Findings of Facts;
Matt Shaffer stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Mark Grassett stated he approved based on the Findings of Facts;
Jose Santos stated he approved based on the Findings of Facts;

Mr. Peterson stated the motion so passed with all present voting in favor. The Council will review the Commission's recommendations.

With no further agenda items to discuss, Mr. Peterson called for a motion to adjourn the meeting of Planning and Zoning. Mr. Temple so moved; Mrs. Spicer seconded the motion. Motion was unanimous to adjourn.

Mr. Peterson adjourned the meeting at 7: 17 p.m.

By: _____

E.B. (Rick) Peterson
Planning and Zoning Commission Member

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