

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

7:00 p.m.

June 4, 2020

Chairman, Wayne Sammons, called the meeting to order with the following Commission members in attendance: Mark Grassett, Al Temple, Rick Peterson, Matthew Shaffer, Stacie Spicer and Scott Pickinpaugh. Building Official, Mike Bailey and Jack Wilson, Seaford Fire Chief, was also present.

Chairman Sammons 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 presented New Business #1, Pennro LLC., on behalf of Lakeshore Motor Company LLC, located on Sussex Highway, Tax Map and Parcel # 331-3.00-193.00, 193.12, 193.13 are requesting a Preliminary Site Plan review for a proposed 24,000 sq. ft. Automobile sales and service center.

Mr. Bailey stated that the commission has reviewed this project previously and there has not been any significant changes to the plans since that time. The property is located north of the Herrs Chip Facility on Sussex Highway. The proposed 24,000 sq. ft. sales and service center will be fully sprinkled and will provide 267 paved parking spaces; 1 parking space per 200 sq. ft., 120 required by code. Onsite storm water management will be provided and the project will require extension of water, sewer and electric to the site. Required approvals for the project include, State Fire Marshal, Sussex Conservation, DelDot and the City's Engineer for water and sewer extensions.

Mr. Bailey stated that Ken Christenbury, Axiom Engineer, was present to answer questions in regards to the project.

Chairman Sammons asked if the proposed lot, from Sussex Highway to Alternate 13, will be utilized in its entirety including entrances.

Mr. Christenbury stated yes. Entrances will be provided from both roadways and they will work with DelDot to initialize the entrances/exits and turn lane for the property.

Chairman Sammons asked if everything will be housed in the same building, ex: Service center and Sales department.

Mr. Christenbury stated yes.

Chairman Sammons asked if the exit from the property onto Sussex Highway will be south bound only.

Mr. Christenbury stated yes; you will only be able to exit onto the highway south bound.

Seaford Fire Chief, Jack Wilson, asked about the access to the fire hydrant.

Mr. Christenbury stated that there will be a hydrant on the corner of the property.

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Chairman Sammons solicited any further questions from the commission members; there were none.

Chairman Sammons solicited any questions from the public; there were none.

Mr. Bailey presented New Business #2, PTV 1125 LLC., located at 23463 Sussex Highway, Tax Map and Parcel # 331-5.00-63.00 are requesting a Sketch Site Plan review for a proposed demolition of two existing commercial buildings with paved parking and new construction of a 4,070 sq. ft. 7-11 Convenience store with fuel canopies, gas pumps, car wash and parking.

Mr. Bailey stated that the existing Dover Pools site will be fully demolished. The project will included a 4,070 sq. ft. convenience store with fuel canopy's and 33 paved parking spaces; 21 required by code. Onsite stormwater management will be provided and the project will require approvals from the State Fire Marshal, DelDot and Sussex Conservation.

Mr. Bailey stated that Jon Falkowski, Engineer with BMO, was present to answer any questions in regards to the project.

Chairman Sammons asked if they will tie into the access road that is behind the proposed project site.

Mr. Falkowski stated that access to that road is not proposed currently as part of the project. The developer that owns the property would have to build out the road in order for them to tie into it. However, they have been granted easements for access points from Taco Bell.

Mr. Peterson asked how many fuel stations will be included in the project.

Mr. Falkowski stated that there will be 16 fuel stations total; 8 regular gas and 8 diesel.

Chairman Sammons asked if there will be overnight parking for commercial trucks.

Mr. Falkowski stated no.

Mr. Bailey presented New Business #3, Delaware Property Ventures LLC., located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 is seeking a Final Site Plan review for the proposed development of five (5) warehouse buildings with associated parking.

Mr. Bailey stated that the commission members have reviewed this project previously and that no new changes to the plans have been made. The project includes four 9,960 sq. ft. warehouse and one 8,100 sq. ft. warehouse with two loading docks. Onsite storm water management will be provided as well as 55 paved parking spaces; 48 required by code. The project has received approvals from the State Fire Marshal, Sussex Conservation and the City Engineer for Storm Water.

Chairman Sammons solicited any questions from the Commission members or public; there were none.

With no further questions of comments, Chairman Wayne Sammons, closed the Public Hearing portion of the meeting at 7:19 p.m. and reopened the regular meeting of Planning and Zoning.

Building Official, Mike Bailey then presented finding of facts.

Agenda item #1

Findings of Facts:

- Project: Lakeshore Motor Company LLC
- Property Location – Sussex Hwy
- Tax Map & Parcel 331-3.00-193.00, 193.12 and 193.13
- Zoning: C2 – Highway Commercial
- Proposed development of a 24,000 sq. ft. new automobile sales and service center.
- 267 parking spaces (120 required by code)
- Onsite storm water provided
- Requires extension of City Utilities (Water, Sewer, Electric)
- Required approvals
 - State Fire Marshal
 - Sussex Conservation
 - DELDOT
 - City Engineer for W/S extension
 - Planning and Zoning to make a recommendation to Council.

Chairman, Wayne Sammons, called for a motion;

Mr. Peterson made a motion to approve the Preliminary Site Plan review as presented. Mr. Temple seconded the motion;

Chairman Sammons called for a Roll Call vote:

ROLL CALL VOTE:

Mark Grasset stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Rick Peterson stated he approved based on the Findings of Facts;
Matthew Shaffer stated he approved based on the Findings of Facts;
Stacie Spicer stated he approved based on the Findings of Facts;
Scott Pickinpaugh stated he approved based on the Findings of Facts;

Chairman Sammons 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: 7-Eleven Preliminary Site Plan Review
- Owners: PTV 1125 LLC
- Property Location – 23463 Sussex Hwy
- Tax Map & Parcel 331-5.00-63.00
- Zoning: C2 Highway Commercial
- Parking spaces provided: 33
- 4,070 sq. ft. Convenience Store with Fuel Islands and Car Wash.
- Onsite stormwater management provided.
- Project requires approval from:
 - Sussex Conservation District

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- Office of the State Fire Marshal
- DelDot
 - Planning and Zoning to make a recommendation to Council

Chairman, Wayne Sammons, called for a motion;

Mr. Peterson made a motion to approve the requested Sketch Site Plan review as presented. Mr. Shaffer seconded the motion;

Chairman Sammons called for a Roll Call vote:

ROLL CALL VOTE:

Mark Grasset stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Rick Peterson stated he approved based on the Findings of Facts;
Matthew Shaffer stated he approved based on the Findings of Facts;
Stacie Spicer stated he approved based on the Findings of Facts;
Scott Pickinpaugh stated he approved based on the Findings of Facts;

Chairman Sammons 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: Delaware Property Venture LLC Warehouses
- Owners: Delaware Property Venture LLC
- Property Location – Park Ave
- Tax Map & Parcel 531-10.00-236.10
- Zoning: M1 Light Industrial
- Proposed development of (4) 9,960 sq. ft. Warehouses (1) 8,100 sq. ft. warehouse
- 2 loading docks
- Providing 55 parking spaces (48 required by code)
- Onsite storm water provided
- Received approvals
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water
 - Planning and Zoning to make a recommendation to Council.

Chairman, Wayne Sammons, called for a motion;

Mr. Peterson made a motion to approve the Final Site Plan review as presented. Mr. Grasset seconded the motion;

Chairman Sammons called for a Roll Call vote:

ROLL CALL VOTE:

Mark Grasset stated he approved based on the Findings of Facts;

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Al Temple stated he approved based on the Findings of Facts;
Rick Peterson stated he approved based on the Findings of Facts;
Matthew Shaffer stated he approved based on the Findings of Facts;
Stacie Spicer stated he approved based on the Findings of Facts;
Scott Pickinpaugh stated he approved based on the Findings of Facts;

Chairman Sammons 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, Chairman Wayne Sammons, called for a motion to adjourn the meeting of Planning and Zoning. Mr. Peterson made a motion to adjourn; Mr. Temple seconded the motion; Motion was unanimous to adjourn.

Chairman Wayne Sammons, adjourned the meeting at 7: 24 p.m.

By: _____
Wayne Sammons
Planning and Zoning Chairman

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