

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

7:00 p.m.

July 11, 2019

Chairman Wayne Sammons called the meeting to order with the following Commission members in attendance: Jose Santos, Mark Grasset, Al Temple, Rick Peterson and Matthew Shaffer. Building Official, Mike Bailey was also present.

Chairman Wayne 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 then presented New Business #1, Delaware Property Venture LLC., located on Park Ave., Tax Map and Parcel # 531-10.00-236.10 are requesting a sketch plan review for a proposed development to involve six (6) warehouse buildings with associated parking and site improvements.

Mr. Bailey stated that the parcel is located on Park Avenue in the Industrial Park and is zoned M1-Light Industrial. The six proposed warehouses will be 8,000 sq. ft. with two loading docks and one (1) parking space per 1,000 sq. ft., x 48,000 sq. ft., equal to 48 parking spaces that are required; 48 provided. The site will also include onsite storm water management and requires approvals from the State Fire Marshal, Sussex Conservation and the City's Engineer for Storm Water.

Mr. Bailey stated that Albert Miller, property owner, was present to answer any questions.

Mr. Sammons solicited any questions or comments from the commission;

Mr. Sammons asked if the loading docks are recessed where the trucks will back down to be unloaded.

Mr. Miller stated yes.

Mr. Sammons also asked if the loading docks will be placed between the buildings.

Mr. Miller stated yes. After discussing the options with neighboring tenants, not everyone will need the loading docks to be placed in front of a door to the building, however this will allow use for both tenants in the buildings to have the ability to use the loading dock.

Mr. Sammons asked if each building will be suited for one tenant or multiple tenants.

Mr. Miller stated that each building will be suitable for multiple buildings, up to five tenants. However, the whole space can be available to one tenant if need be.

Mr. Peterson also asked if there was any storm water management issues with the property that is located on the left hand side when entering the Industrial Park.

Mr. Bailey stated that the buildings will have their own onsite management and will have out fall to existing City system that is in the Industrial Park.

Minutes of the Meeting of the  
City of Seaford Planning and Zoning Commission  
July 11, 2019

2

Mr. Grasset also wanted to mention that neighboring buildings share the same address and have very unclear signage for units; he wants to make sure that proper signage will be used.

Mr. Bailey stated yes, proper signage will be used and addressing for the neighboring buildings will be addressed as well to make the locations more clear.

Mr. Sammons stated there was no one present from the public;

With no further questions or comments from the commission members or public, Mr. Peterson closed the public hearing at 7:09 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: 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 Industrial0
- Proposed development of 6 8,000 sq. ft. warehouses
- 2 loading docks
- Providing 48 parking spaces (48 required by code)
- Onsite storm water provided
  - Required approvals
  - State Fire Marshal
  - Sussex Conservation
  - City Engineer for Storm Water
  
- Planning and Zoning to make a recommendation to Council

Mr. Sammons called for a motion;

Mr. Peterson made a motion to approve the requested sketch plan review for the proposed development of six warehouse buildings with parking and site improvements as presented. Mr. Temple seconded the motion;

Mr. Sammons called for a Roll Call vote:

#### **ROLL CALL VOTE:**

Jose Santos stated he approved based on the Findings of Facts;  
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 state he approved based on the Findings of Facts;

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

Minutes of the Meeting of the  
City of Seaford Planning and Zoning Commission  
July 11, 2019

3

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

Mr. Sammons adjourned the meeting at 7: 12 p.m.

By: \_\_\_\_\_  
Chairman Wayne Sammons  
Planning and Zoning Commission Member

/sep