

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

7:00 p.m.

December 7, 2017

Chairman Wayne Sammons called the meeting to order with the following Commission members present, Elizabeth Jenkins, Thomas A. Temple, John Leverage, E. B. Peterson, Matthew Shaffer and Stacie Spicer. Building Official, Mike Bailey, was also present.

Chairman Sammons stated that New Business #1, will be discussed after New Business 2 and 3. He then turned the meeting over to Mike Bailey, Building Official.

Mr. Bailey presented New Business #2, Walmart, 22899 Sussex Hwy, is seeking a preliminary and final site plan review for the construction of a 21'-3" by 46'-9" modular box at the front right corner of the existing Walmart store and will reduce parking by eight spaces.

Mr. Bailey stated that the modular box addition will be for the new online ordering pickup. It will cause a total loss of 6 Spaces at the location of the proposed modular addition with a loss of 2 regular spaces and the addition of 10 spaces dedicated to "Pick Up"; totaling 8 parking spaces lost. Mr. Bailey stated that currently the site is 30 spaces over the required amount, therefore losing the designated spaces will not cause an issue with parking spaces required.

Chairman Sammons solicited any questions or comments from the members or public. .

Mr. Bailey stated that Lisa Maday, with Petrillo Architect, was present to help answer any questions the board members may have.

Mr. Leverage asked if the designated pickup parking spaces will be marked.

Mrs. Maday stated yes. The spaces will be marked, as well as the building so that customers will know where to go to retrieve their order.

Mr. Leverage asked what the structure of the modular box will be made of.

Mrs. Maday presented a drawing to the members, and stated that the structure will be metal panels. The box will be insulated, have cement flooring, and the metal panels will be orange.

Mr. Peterson asked if the traffic pattern will remain the same for entering/ exiting Walmart.

Mr. Bailey stated yes, it will remain the same.

Mr. Leverage asked what customers are able to pick up from this building.

Mrs. Maday stated that this is a grocery only, pick up area. Customers will place their order online or thru an app, and will be able to drive up to the building, and an employee will bring out their order to them. She also stated that employees can access the Walmart store directly from the building for items that may not be in that particular building.

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Mr. Leverage asked if the pick-up operates 24 hours.

Mrs. Maday stated no. Other Walmart's that currently offer this operate 10 a.m. to 8 p.m. and this would be the same.

Mr. Sammons asked if there are other Walmart's locally on the Eastern Shore that offer this currently.

Mrs. Maday stated that the Easton, Maryland Walmart currently does, as well as the Walmart in Camden, Delaware.

Chairman Sammons solicited any other questions or comments from commission members or the public. There were none.

Mr. Bailey presented Finding of Facts:

- Walmart, 22899 Sussex Hwy, is seeking a preliminary and final site plan review for the construction of a 21'-3" by 46'-9" modular box at the front right corner of the existing Walmart store and will reduce parking by eight spaces.
- New modular box addition for new online ordering pick-up
- Total loss of 8 parking spaces
- Site is 30 spaces over the required amount

Chairman Sammons called for a motion. Mr. Peterson made a motion to approve the preliminary and final site plan review for the construction of a 21'-3" by 46'-9" modular box at the front right corner of the existing Walmart store and will reduce parking by eight spaces. Mr. Temple seconded the motion.

ROLL CALL VOTE:

Commissioner Elizabeth Jenkins stated she approved based on the Findings of Facts;
Commissioner Thomas A. Temple, Jr. stated he approved based on the Findings of Facts;
Commissioner John Leverage stated she approved based on Finding of Facts;
Commissioner E. B. (Rick) Peterson stated he approved based on the Findings of Facts;
Commissioner Matthew Shaffer stated he approved based on the Findings of Facts; and,
Commissioner Stacie Spicer stated she approved based on the Findings of Facts.

Chairman Sammons stated the Commission voted unanimously in favor of the motion.

Mr. Bailey presented New Business #3, Two Farms Inc., 500 High Street, is seeking a preliminary and final site plan review for a proposed 4,649 sq. ft. convenience store with fuel pumps, associated parking and landscape improvements.

Mr. Bailey stated the existing site of Royal Farms located at 500 High Street and two adjacent houses will be demolished. A new 4,649 sq. ft. store to be built with new storm water system to be installed, new fuel tanks, pumps and new water and sewer services. Fencing in Liew of landscaping will be installed as a buffer between Royal Farms and remaining residential properties.

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The consolidation of lots includes, 431-5.00-214.00, 431-5.00-208.01, 431-5.00-216.00 and part of 431-5.00-208.00 to be sold by the City to Royal Farms, into one larger parcel for the new store. The remainder of 431-5.00-208 will be deeded back to the City.

Mr. Bailey stated that Mike Riemann, with Becker Morgan Architect, was present to help answer any questions the board members may have.

Chairman Sammons solicited any questions or comments from the members or public.

Mr. Leverage asked if there will be an increase in parking spaces with the new construction.

Mr. Riemann stated yes. There is approximately 11-12 parking spaces now, and the new parking will offer approximately 34.

Mr. Leverage asked when the construction process will occur.

Mr. Riemann stated that they are hoping to have the project out to bid in January, and normally starts the construction process 30-60 days following.

Mr. Leverage asked if there will be additional gasoline pumps.

Mr. Riemann stated yes. There is currently two rows of pumps currently and the new facility will offer 3 rows.

Chairman Sammons solicited any other questions or comments from the members or public. There were none.

Mr. Bailey presented Finding of Facts:

- Two Farms Inc., 500 High Street, is seeking a preliminary and final site plan review for a proposed 4,649 sq. ft. convenience store with fuel pumps, associated parking and landscape improvements.
- Entire existing site & 2 adjacent houses will be demolished
- New 4,649 sq. ft. store to be built
- New storm water system to be installed
- New fuel tanks and pumps
- New water and sewer services.
- Fencing to be installed as a buffer between Royal Farms and remaining residential homes.
- Will be consolidating lots:
 - -431-5.00-214.00
 - -431-5.00-208.01
 - -431-5.00-216.00
 - -Part of 431-5.00-208.00 to be sold by The City to Royal Farms
 - Into one larger parcel for the new store.
 - The remainder of 431-5.00-208 will be deeded back to The City
 - Project has Fire Marshal approval
 - Additional approvals from Del Dot and Sussex Conservation are expected.

Chairman Sammons called for a motion. Mr. Peterson made a motion to approve the preliminary and final site plan review for a proposed 4,649 sq. ft. convenience store with fuel pumps, associated parking and landscape improvements. Mr. Leverage seconded the motion.

ROLL CALL VOTE:

Commissioner Elizabeth Jenkins stated she approved based on the Findings of Facts;
Commissioner Thomas A. Temple, Jr. stated he approved based on the Findings of Facts;
Commissioner John Leverage stated she approved based on Finding of Facts;
Commissioner E. B. (Rick) Peterson stated he approved based on the Findings of Facts;
Commissioner Matthew Shaffer stated he approved based on the Findings of Facts; and,
Commissioner Stacie Spicer stated she approved based on the Findings of Facts.

Chairman Sammons stated the Commission voted unanimously in favor of the motion.

Mr. Bailey presented New Business #1, Review and Recommendation of an ordinance to amend Chapter 15, Division 4; Design Standards- Commercial and Industrial Districts of the Municipal Code of Seaford, Delaware relating to Zoning, in the manner following to wit:

CHAPTER 15 – ZONING

ARTICLE 5 – standards and regulations

Division 4 – design standards – commercial and industrial and r-3 districts.

Mr. Bailey stated that adding the language will require future R3 projects to follow the Design Standards in Division 4. Examples to include Off-Street Parking, Screening, Landscaping, and 30% masonry façade requirements.

Chairman Sammons solicited any questions or comments from the members or public.

Mr. Sammons asked if there was a current project that is causing the change in language.

Mr. Bailey stated no. R-3 districts currently have a set of standards, however it is not the same as other commercial standards. The Mayor is preferring that all commercial properties follow the same guidelines and/or requirements.

Mr. Peterson asked if by adding this language, it would be overlapping with other language that is already established in other ordinances.

Mr. Bailey stated that he did not believe so, but would check prior to having the ordinance amended.

Chairman Sammons solicited any other questions or comments from commission members or the public. There were none.

Mr. Bailey presented Finding of Facts:

- Review and recommendation regarding a draft ordinance to amend Chapter 15, Division 4; Design Standards – Commercial and Industrial Districts of the Municipal Code of Seaford, Delaware relating to Zoning, in the manner following, to wit:

Chapter 15 of the Municipal Code of Seaford, Delaware is hereby amended by adding a new language to Division 4 - Design Standards – Commercial and Industrial Districts to include R-3 High Density Residential Districts.

- CHAPTER 15 – ZONING

ARTICLE 5 – Standards and Regulations

Division 4 – Design Standards – Commercial and Industrial and R-3 Districts.

- Future R3 projects will be required to follow the Design Standards in Division 4

Examples to include Off-Street Parking, Screening, Landscaping, and 30% masonry façade requirements.

Chairman Sammons called for a motion. Mr. Peterson made a motion to approve the recommendation of an ordinance to Chapter 15, Division 4; Design Standards- Commercial and Industrial Districts of the Municipal Code of Seaford, Delaware upon review of language in other ordinances. Mr. Temple seconded the motion.

ROLL CALL VOTE:

Commissioner Elizabeth Jenkins stated she approved based on the Findings of Facts;
Commissioner Thomas A. Temple, Jr. stated he approved based on the Findings of Facts;
Commissioner John Leverage stated she approved based on Finding of Facts;
Commissioner E. B. (Rick) Peterson stated he approved based on the Findings of Facts;
Commissioner Matthew Shaffer stated he approved based on the Findings of Facts; and,
Commissioner Stacie Spicer stated she approved based on the Findings of Facts.

Chairman Sammons stated the Commission voted unanimously in favor of the motion.

Chairman Sammons called for a motion to adjourn the meeting of Planning and Zoning. Mr. Peterson made a motion to adjourn. Mr. Shaffer seconded the motion; motion so passed with all present voting in favor. The meeting of Planning and Zoning was closed at 7:29 p.m.

By: _____
Wayne Sammons
Chairman of Planning and Zoning Commission

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