

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

7:00 p.m.

December 5, 2019

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

Commission member 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 then presented New Business #1, AUI Power, located at 213 Nesbitt Dr., Tax Map and Parcel # 531-10.00-236.18 is seeking a Preliminary Site Plan review for a proposed 29,900 sq. ft. building with associated parking.

Mr. Bailey stated the property is zoned M-1 light industrial. The proposal includes a 29,900 sq. ft. building with offices and warehouse space. Seventy-two paved parking spaces will be provided; 30 required by code. The existing storm water system on site will be modified and expanded and there will also be a fenced in material storage yard. The project requires approvals from the State Fire Marshal, Sussex Conservation and the City Engineer.

Mr. Bailey also stated, Bob Kane, with AUI Power, was present to answer any questions.

Commission member Rick Peterson solicited any questions or comments from the commission members;

Fire Chief, Jack Wilson, asked if the presented lot was located next to Flow Smart; another business within the Industrial Park.

Mr. Bailey stated yes.

Commission member Rick Peterson solicited any questions or comments from the Public; there were none.

Mr. Bailey presented New Business #2, Cedar Run Homes LLC, located at Porter St., Tax Map and Parcel # 531-1306-47.00 & 47.02 is seeking a Preliminary Site Plan review for a proposed eight (8) unit apartment building.

Mr. Bailey stated that the property is zoned R-3 high density residential. The project received a variance from Board of Adjustment in November 2000 to reduce the site area from minimum 1 acre to existing .7 acre. The project will also include sixteen (16) parking spaces as shown; code requires two per unit (16). The property is in a Well Head Protection Zone and the Storm Water system is still being designed. The project requires approval from the State Fire Marshal, Sussex Conservation and the City Engineer for Storm Water.

Mr. Bailey also stated that Frank Ward and John Murray were present to answer any questions.

Minutes of the Meeting of the
City of Seaford Planning and Zoning Commission
December 5, 2019

2

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

Mr. Peterson asked about the Storm Water system, because of the flooding issues that occur on Porter Street.

Mr. Bailey stated that GMB, the City's Engineer for Storm Water, will be working with the Mr. Murray on the design for the storm water to ensure no impact on the downstream system.

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

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 Preliminary Site Plan review for the proposed development of five (5) warehouse buildings with associated parking.

Mr. Bailey stated that the property is zoned M-1 light industrial. Mr. Bailey stated that the project will include four (4) proposed 9,960 sq. ft. warehouses and one (1) 8,100 sq. ft. warehouse, two loading docks and 48 spaces; required by code. It will also have onsite Storm Water management and required approvals from the State Fire Marshal, Sussex Conservation and the City Engineer for Storm Water.

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

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

Mr. Bailey presented New Business #4, Sussex Montessori School, property located at 24960 Dairy Lane, Tax Map and Parcel # 531-10.00-40.00 are requesting a Final Site Plan review for a proposed Montessori School to located at the property.

Mr. Bailey stated that the property is zoned C-2 highway commercial. The project received a variance for the school for Board of Adjustment in February 2019. The project will include the renovation and use of existing buildings on site to start. Phase one will include a 6,706 sq. ft. existing building and 20, 861 sq. ft. of new building, and will provide 85 paved parking spaces. Phase two will include 5, 585 sq. ft. existing building and 5, 585 sq. ft. of new building. Phase three will include a 5, 640 sq. ft. new building and a 16,000 sq. ft. new building in the future. The property will require extension of City utilities (water, sewer, electric) and have received approvals from DelDot, State Fire Marshal, Sussex Conservation and the City's Engineer for Stormwater.

Mr. Bailey also stated that Mark Chura, representing the School, and Carlton Savage, project Engineer, were present to answer any questions.

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

Mr. Peterson asked if the students being dropped off by bus and by parents were in the same location.

Mr. Savage, came forward to show the bus route and the route that parents will use. He explained that they are located in two different areas of the property once you've entered from the road.

With no further questions or comments from the commission members, Mr. Peterson solicited any questions or comments from the public; there were none.

With no further questions of comments, Commission member Rick Peterson closed the Public Hearing portion of the meeting at 7:13 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: AUI Power Preliminary Site Plan Review
- Owners: AUI Power
- Property Location – Nesbit Dr
- Tax Map & Parcel 531-10.00-236.18
- Zoning: M1 Light Industrial
- Parking spaces provided: 72
- 29,900 sq. ft. Building with offices and warehouse space.
- Onsite Stormwater management to be modified and expanded
 - Project requires approval from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - City Engineer for Storm Water
 - Planning and Zoning to make a recommendation to Council.

Commission member Rick Peterson called for a motion;

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

Mr. Peterson called for a Roll Call vote:

ROLL CALL VOTE:

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

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: 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

Minutes of the Meeting of the
City of Seaford Planning and Zoning Commission
December 5, 2019

4

- Variance granted in 2000 to reduce minimum lot size from 1 acre to .7 acre
- 2 Story 8 unit apartment building
- Providing 16 parking spaces (2 per unit)
- Property is in a Well Head Protection Zone. Storm water still being designed.
 - Requires Approval from:
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water
 - Planning and Zoning to make a recommendation to Council.

Commission Member Rick Peterson called for a motion;

Mr. Shaffer made a motion to approve the requested Preliminary Site plan as presented. Mr. Temple seconded the motion;

Mr. Peterson called for a Roll Call vote:

ROLL CALL VOTE:

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

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: 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 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.

Commission Member Rick Peterson called for a motion;

Mrs. Spicer made a motion to approve the requested Preliminary Site plan as presented. Mr. Temple seconded the motion;

Mr. Peterson called for a Roll Call vote:

ROLL CALL VOTE:

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

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

Agenda item #4

Findings of Facts:

- Project: Final Site Plan Review Sussex Montessori School
- Owners: Sussex Montessori School Inc.
- Property is located at 24960 Dairy Ln
- Tax Map & Parcel 531-12.00-40.00
- Zoning: C-2 Highway Commercial
- Variance approved in February
- Phase 1: 6,076 sq. ft. existing buildings
 - 20,861 sq. ft. new buildings
- Phase 2: 5,585 sq. ft. existing buildings
 - 5,585 sq. ft. new building
- Phase 3: 5,640 sq. ft. new building
- Future: 16,000 sq. ft. new building
- Providing 85 paved parking spaces for Phase 1
- City utilities to be extended (Water, sewer, electric)
 - Project has approval from:
 - DeIDot
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - City's Engineer for Storm Water Management review
 - Planning and Zoning to make a recommendation to Council.

Commission Member Rick Peterson called for a motion;

Mr. Shaffer made a motion to approve the requested Final Site plan as presented. Mrs. Spicer seconded the motion;

Mr. Peterson called for a Roll Call vote:

ROLL CALL VOTE:

Jose Santos stated he approved based on the Findings of Facts;
Al Temple stated he approved based on the Findings of Facts;
Matthew Shaffer stated he approved based on the Findings of Facts;

Minutes of the Meeting of the
City of Seaford Planning and Zoning Commission
December 5, 2019

6

Stacie Spicer stated she 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, Commission member Rick Peterson called for a motion to adjourn the meeting of Planning and Zoning. Mrs. Spicer made a motion to adjourn; Mr. Temple seconded the motion; Motion was unanimous to adjourn.

Commission member Rick Peterson adjourned the meeting at 7: 19 p.m.

By: _____
E.B. Rick Peterson
Planning and Zoning Commission Member

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