

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

7:00 p.m.

July 6, 2017

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

Chairman Sammons turned the meeting over to the Building Official, Mike Bailey.

Mr. Bailey explained the project is a preliminary site plan review of the Seaford Historical Society Ross Station Events Center.

Mr. Bailey provided an overview of the history of the project. The project is located at 23669 Ross Station Road; tax map and parcel number 331-5.00-4.03. The Seaford Historical Society owns the land. The site plan for the Ross Station Event Center includes a one-story building, 6,225 sq. ft. building including an open porch, a 3,650-sq. ft. banquet room, with a total occupant load of 225. Twenty-two paved parking spaces will be added for a total of 61 parking spaces as required by code and will include a bus loop parking lot. The Zoning is M-1 light industrial.

The project received two variances from the Board of Adjustment on July 5, 2017; uses by Right in M-1 and building design for type of façade. It also will require approvals from the State Fire Marshall and the Sussex Conservation District State Office of Drinking Water.

Chairman Sammons solicited any questions or comments from the Commission and/ or public.

Chairman Sammons asked if the lot is a closed loop parking lot.

Mr. Bailey stated that there is a walking path from the parking lot, but there is no driving from the lot to the building.

Mr. Peterson asked if the water supply is from the City of Seaford.

Mr. Bailey stated yes, they will be on City of Seaford's water.

Chairman Sammons asked what the purpose of the building is.

Mrs. Maria Heyssel, member of Seaford Historical Society, stated that the building is to provide growth in education, tours, and provide a facility for events and special occasions. The Historical Society thinks this will enhance Seaford since it will be a multi-purpose facility.

Mr. Leverage asked if the building would be available for evening and day events.

Mrs. Heyssel stated yes, the building will be available for both.

Mr. John Wilson, Seaford Assistant Fire Chief, voiced his concerns on the one-way loop entrance. Mr. Wilson stated that the parking lot, being one-way in/out with parking spots, brings possible issues

Minutes of the Meeting of the
City of Seaford Planning and Zoning Commission
July 6, 2017

2

should there be an emergency. With a full parking lot during an event, emergency vehicles will have a problem getting in and out, especially if multiple emergency vehicles are needed. The facility should have another entrance for emergency vehicles, in case a situation should occur.

Chairman Sammons agreed with Mr. Wilson's statement and suggested the Historical Society research on how to approach these safety issues and concerns.

With no further questions or concerns Chairman Sammons asked for the presentation of the Findings of Facts.

Agenda item #1

Findings of Facts:

- Project: Ross Station Event Center
- Owners: Seaford Historical Society
- Zoning: M-1 Light Industrial
- Preliminary site plan review for a 6,225-sf single story building with site improvements.
- Parking spaces provided: 22 paved parking spaces added (61 Total)
- Tax Map & Parcel 331-5.00-4.03
- Property is located on Ross Station Road
- This project received two variances from the Board of Adjustment
- Relief from Uses by Right in a M-1 Light Industrial District
- Relief from the 30% masonry façade requirements of the Zoning Ordinance
- Project requires approval from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - State Office of Drinking Water
 - City's Engineer for Storm Water Management review

Planning and Zoning to make a recommendation to Council.

Chairman Sammons called for a motion on the preliminary site plan of Ross Station Event Center.

Mr. Grasset made the motion to recommend approval of the preliminary site plan for the Ross Station Event Center as presented and described, with recommendations towards resolving safety concerns with parking. Mr. Temple seconded the motion.

ROLL CALL VOTE:

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

Minutes of the Meeting of the
City of Seaford Planning and Zoning Commission
July 6, 2017

3

Chairman Sammons called for a motion to adjourn the meeting, Mr. Peterson so moved; Mr. Temple seconded the motion. Motion was unanimous to adjourn.

Chairman Sammons adjourned the meeting at 7:20 p.m.

By: _____
Wayne Sammons
Chairman Planning and Zoning Commission

/sne