

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

7:00 p.m.

March 1, 2018

Co-Chairman John Leverage called the meeting to order with the following Commission members in attendance: Thomas A. Temple, Jr, Matthew Shaffer, E. B. Peterson, Mark Grasset and Elizabeth Jenkins. Seaford Fire Chief, Jack Wilson, and Building Official, Mike Bailey, were also present.

Co-Chairman Leverage turned the meeting over to the Building Official, Mike Bailey.

Mr. Bailey explained the project is a final 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, 6,364 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. 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 received approvals from the State Fire Marshall, Sussex Conservation District and State Department of Drinking Water.

Co-Chairman Leverage solicited any questions or comments from the Commission and/ or public. There were none.

With no questions or concerns Co-Chairman Leverage 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
- Final site plan review for a 6,364-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 received approval from:
  - Sussex Conservation District
  - Office of the State Fire Marshal
  - State Department of Drinking Water

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Planning and Zoning to make a recommendation to Council.

Co-Chairman Leverage called for a motion on the final site plan of Ross Station Event Center.

Mr. Peterson made the motion to recommend approval of the final site plan for the Ross Station Event Center as presented and described. 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;

E. B. (Rick) Peterson stated he approved based on the Findings of Facts;

Matthew Shaffer stated he approved based on the Findings of Facts;

Co-Chairman Leverage stated the motion so passed with all present voting in favor. The Council will review the Commission's recommendations.

Co-Chairman Leverage called for a motion to adjourn the meeting, Mr. Peterson so moved; Mr. Shaffer seconded the motion. Motion was unanimous to adjourn.

Co-Chairman Leverage adjourned the meeting at 7:05 p.m.

By: \_\_\_\_\_

John Leverage

Co-Chairman Planning and Zoning Commission

/sne