

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

7:00 p.m.

May 3, 2018

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

Co-Chairman Leverage 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 stated that St. John's United Methodist Church, TMP # 431-4.00-84.00, are seeking a subdivision to separate the Church and Parsonage from the rest of the Church campus. The church is looking to lease the property and is needing to subdivide the parcels for tax purposes.

The new lot size would be 15, 614 sq. ft., zoning R2 medium density residential, and will meet all zoning requirements for a new lot in R2 zoning. (Minimum lot size 4,500 sq. ft.)

Mr. Bailey stated that Carlyle Windley, representing St. John's Church, was present to answer any questions.

Co-Chairman Leverage solicited any questions or comments from commission members.

Mr. Peterson asked if the tenants of the subdivided lot will be allowed to use the existing parking lot surrounding the property for parking.

Carlyle Windley, stated yes. The tenant will have full use of the parking lot.

With no further questions or comments from the commission members or public, Co-Chairman Leverage closed the public hearing at 7:02 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: St. Johns U.M.C. Lot Subdivision
- Owners: St. Johns United Methodist Church
- Property is located at 239 N Conwell St
- Tax Map & Parcel 431-4.00-84.00
- Zoning: R-2 Medium Density Residential
- New Lot Size 15,614 sq. ft.
- New lot meets all zoning requirements for a new lot in R-2 zoning. (Minimum lot size 4,500 sq. ft.)

- Planning and Zoning to make a recommendation to Council.

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Co-Chairman Leverage called for a motion.

Mr. Peterson made the motion to recommend approval of the subdivision to separate the Church and Parsonage from the rest of the Church campus. Mr. Grasset seconded the motion.

Co-Chairman Leverage called for a roll call vote:

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;
Stacie Spicer stated he approved based on the Finding of Facts;

Co-Chairman Leverage 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, Co-Chairman Leverage called for a motion to adjourn the meeting of Planning and Zoning. Mr. Peterson so moved; Mr. Temple seconded the motion. Motion was unanimous to adjourn.

Chairman Sammons adjourned the meeting at 7:04 p.m.

By: _____
John Leverage
Co-Chairman Planning and Zoning Commission

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