

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

7:00 p.m.

April 4, 2019

Chairman Wayne Sammons called the meeting to order with the following Commission members in attendance: Mark Grasset, Al Temple, E.B. Peterson and Stacie Spicer. Building Official, Mike Bailey and Fire Chief Jack Wilson were also present.

Chairman Sammons 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 presented New Business #1, Nesbit Partners LLC., located at 213 Nesbit Dr., Tax Map and Parcel # 531-10.00-236.14, requesting to subdivide the existing lot into two separate parcels.

Mr. Bailey stated that the property owners are requesting to divide the property to include a new parcel size of 4.590 +/- acres and a remaining parcel of 5.112 +/- acres. The parcels meet area and bulk requirements for the zoning, M-1 Light Industrial, 2 acre minimum and 200 ft. lot width minimum.

Chairman Sammons solicited any questions or comments from the commission; there were none.

Chairman Sammons called for any questions from the public; there were none.

Mr. Bailey presented New Business #2, Our Lady of Lourdes Roman Catholic Church, located at 532 Stein Hwy., Tax Map and Parcel # 331-5.19-35.00, requesting a final site plan review for a proposed church building office addition.

Mr. Bailey stated that the office addition will be a two story 4,457 sq. ft. building. The property is zoned R-2 Medium Density Residential, twenty- three paved parking spaces will be provided; 19 parking spaces are required by code. On site storm water management will be provided and they have also received approvals from the State Fire Marshall, Sussex Conservation District and the City's engineer for storm water.

Mr. Bailey also mentioned that Cheri Hochstedler with George, Miles & Buhr Engineering, and a few members of the Lady of Lourdes Church was present to answer any questions.

Chairman Sammons solicited any questions or comments from the commission.

Mr. Peterson asked if the building will include any residential space.

Mrs. Hochstedler stated no, it will only provide offices for the Church.

Chairman Sammons asked if the new structure will have the same design/look of the existing Church. Ex: exterior brick, etc.

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Mrs. Hochstedler stated that the office building will be brick, but be minimal in comparison to the Church, as to not take away from the look of the Church itself. It will however, have the same windows, arch ways, etc.

Chairman Sammons asked if the office building will be connected to the Church.

Mrs. Hochstedler stated yes. It will be connected, will be handicap accessible and include an elevator to the second floor.

Chairman Sammons solicited any questions or comments from the public; there were none.

Mr. Bailey presented New Business #3, Modular On-Site Development, located at E Poplar St, Tax Map and Parcel # 431-5.00-343.00, 344.00 & 345.01 are requesting to subdivide three parcels into nine parcels.

Mr. Bailey stated that all nine parcels are +/- 5,000 sq. ft. and meet area and bulk requirements for the R-2 Medium Density Residential zoning. The minimum lot size requirement is 4,500 sq. ft. with 35 ft. minimum frontage.

Mr. Bailey stated that Anthony Andrews with Modular On-Site Development, was present to answer any questions.

Chairman Sammons solicited any questions or comments from the commission.

Chairman Sammons asked what the proposed lots would be used for.

Mr. Andrews stated that the lots will be used for new constructed homes, similar to one that was just built on King Street. There will also be fencing installed along the property lines to behind the home to add privacy.

Chairman Sammons asked if off-street parking will be available.

Mr. Andrews stated yes. The house will have a drive-way that will be able to provide parking for two vehicles.

Mr. Sammons also asked if the road was used for a bus route.

Mr. Bailey stated yes, he believes it is used for the Elementary school.

Chairman Sammons solicited any questions or comments from the public; there were none.

With no further questions or comments from the commission members or public, Chairman Sammons closed the public hearing at 7:16 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: Nesbit Partners Subdivision

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- Owners: Nesbit Partners LLC
- Property is located at 213 Nesbit Dr
- Tax Map & Parcel 531-10.00-236.14
- Zoning: M-1 Light Industrial
- Subdivide parcel to create 2 parcels
  - New parcel – 4.590 +/- Acres
  - Remaining Parcel – 5.112 +/- Acres
- Parcels meet area and bulk requirements
  - 2 acres minimum
  - 200 ft. lot width minimum
  
- Planning and Zoning to make a recommendation to Council

Chairman Sammons called for a motion.

Mr. Peterson made the motion to recommend approval of the request to subdivide the current lot into two separate parcels. Mr. Temple seconded the motion.

Chairman Sammons called for a roll call vote:

**ROLL CALL VOTE:**

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

**Agenda item #2**

Findings of Facts:

- Project: Our Lady of Lourdes Office Addition
- Owners: Our Lady of Lourdes Roman Catholic Church
- Property is located at 532 E. Stein Highway
- Tax Map & Parcel 331-5.19-35.00
- Zoning: R-2 Medium Density Residential
- Final site plan review for a 4,457 sf two story office building addition with site improvements.
- Parking spaces provided: 23 paved parking spaces provided
- Project received approvals from:
  - Sussex Conservation District
  - Office of the State Fire Marshal
  - City's engineer for storm water
  
- Planning and Zoning to make a recommendation to Council.

Mr. Peterson made the motion to recommend approval of the final site plan review for a proposed church building office addition for Our Lady of Lourdes Roman Catholic Church, 532 Stein Highway. Mr. Temple seconded the motion.

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Chairman Sammons called for a roll call vote:

**ROLL CALL VOTE:**

Mark Grasset stated he approved based on the Findings of Facts;  
Al Temple stated he approved based on the Findings of Facts;  
E. B. (Rick) Peterson stated he approved based on the Findings of Facts;  
Stacie Spicer stated she approved based on the Findings of Facts;

**Agenda item #3**

Findings of Facts:

- Project: Modular Onsite Development Subdivision
- Owners: Modular Onsite Development LLC
- Property is located on E Poplar St
- Tax Map & Parcel 431-5.00-343.00, 344.00, 345.01
- Zoning: R-2 Medium Density Residential
- Subdivide 3 parcels to create 9 parcels
  - All nine parcels are +/- 5,000 sq. ft.
- All nine parcels meet area and bulk requirements
  - 4,500 sq. ft. minimum lot size
  - 35 ft minimum frontage
  
- Planning and Zoning to make a recommendation to Council.

Mr. Peterson made a motion to approve the request for a preliminary site plan review to subdivide three parcels into nine parcels. Mr. Temple seconded the motion.

Chairman Sammons called for a roll call vote:

**ROLL CALL VOTE:**

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

With no further agenda items to discuss, Chairman Sammons called for a motion to adjourn the meeting of Planning and Zoning. Mrs. Spicer so moved; Mr. Temple seconded the motion. Motion was unanimous to adjourn.

Chairman Sammons adjourned the meeting at 7: 21 p.m.

By: \_\_\_\_\_  
Wayne Sammons  
Chairman Planning and Zoning Commission

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