

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

7:00 p.m.

June 1, 2017

Vice Chairman 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. Charles D. Anderson, Assistant City Manager was also present.

Vice Chairman Leverage stated the Commission is reviewing a request from ACTS Life Communities, and then turned the meeting over to Assistant City Manager Anderson.

Assistant City Manager Anderson introduced the representatives for the project under review tonight: Mr. Michael Synczyszyn, ACTS; Mr. George Clemes, Executive Director of ACTS, and Mr. Cliff Mitchell, engineer from Vandermark & Lynch. Assistant City Manager Anderson explained this is a final site plan review for the *Welcome House* and site upgrades at 1001 Middleford Road. The property is zoned R-4 Institutional Residential District. Assistant City Manager Anderson described the site as it currently exists. He then explained the proposed changes. A *Welcome House* will be built at the entrance to the site, along with additional fencing, as safety amenities. The *Welcome House* will sit back from the entrance from Middleford Road. Associated paving will be added on both sides of the structure. No changes are being made to the access point to the DeIDOT road, so DeIDOT will not review the project. The ingress lanes has two lanes to avoid back up on Middleford Road. Mr. Mitchell added the new accesses were laid out for Fire Department vehicles to go in and out. Assistant City Manager Anderson noted the project is under review by the State Fire Marshall's office. It was also reviewed by Sussex Conservation due to the increase of over 5000 sq. ft. of impervious surface added to the site. The Sussex Conservation District has given its approval of the project.

Assistant City Manager Anderson presented specifics regarding the *Welcome House* – it has one room, two doors and a bathroom; it will be manned around the clock. He then discussed the fencing additions. Currently, fencing runs along Middleford Road. It will be extended around the west side of the site, thru the Memorial Drive entrances and around the back. Mr. Mitchell added that there are three access points controlled by the person in the gate house with other options for deliveries. Mr. Peterson asked if people are required to have passes to enter? Mr. Clemes explained the plan is to have residents and staff to have passes. The *Welcome House* is manned by a person who will review who is coming onto the site. There was a brief discussion about the visitors and how notification to the residents will be handled. Mr. Clemes noted it is not required that we contact people, this is just a level of security for our residents.

Vice Chairman Leverage called for public comment. There being none he asked for the presentation of the Findings of Facts.

**Findings of Facts:**

- Property Owners: ACTS Retirement Communities, Inc.
- Final Plan Review – *Welcome House* Addition
- Located along Middleford Road and is identified as TMP# 331-7.00-17.00

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- Zoned: R-4 High Institutional Residential
- State agency approvals will be required from:
  - State Fire Marshal,
  - Sussex Conservation District, - Complete
- The project will comply with the area and bulk requirements of the district.

Vice Chairman Leverage called for a motion on the final site plan of ACTS – Life Communities, Inc.

Mr. Peterson made the motion to recommend approval of the final site plan, as presented. Mr. Temple seconded the motion.


**ROLL CALL VOTE:**

Mark Grasset stated he approved bases on the Findings of Facts;  
Elizabeth Jenkins stated she approved based 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; and,  
Stacie Spicer stated she approved based on the Findings of Facts.

Vice Chairman Leverage stated the motion so passed with all present voting in favor. The Council will review the Commission's recommendation at the June 27, 2017 Regular Council meeting.

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

Vice Chairman Leverage adjourned the meeting at 7.11 p.m.

By:   
John Leverage  
Vice Chairman Planning and Zoning Commission

/wjp