

AGENDA
ANNEXATION COMMITTEE MEETING
City Hall, 414 High Street, Seaford, Delaware
7:00 p.m.
Wednesday, August 12, 2020

The meeting will be streamed via live feed.

To view a live meeting visit one of the links below:

- On our website: www.seafordde.com/meetinglivefeed
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube: <https://www.youtube.com/channel/UCmTD6-NSvIMLwLSg3FUCzIA>

To view this meeting agenda and supporting documentation visit our website:
www.seafordde.com/meetings_and_agendas

Comments and questions may be mailed to:
Councilinfo@seafordde.com

Committee members are encouraged to individually make a visit to the site for review prior to the meeting and the Annexation Committee report to be submitted to Council

7:00 P.M. - Annexation Chairman Vice-Mayor Dan Henderson calls the meeting to order.

New Business

- 1) Present petition for annexation request from Mr. Sapan Shah, for annexing TMP 331-3.00-180.00; 22512 Sussex Highway known as Sunrise Motel.
- 2) Draft Committee report submitted for review and changes if needed.

Old Business

- 1) None

Vice-Mayor Henderson call for a motion to adjourn the Annexation Committee meeting.

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Posted – TNT
7/29/2020

Date: 06-15-2020

Name and address of applicant:

Sapan Shah
22512 Sussex Hwy, Seaford.

Phone Number: 628-0155

Mayor and City Council
Attn: City Manager
414 High Street
PO Box 1100
Seaford, DE 19973

To Whom It May Concern:

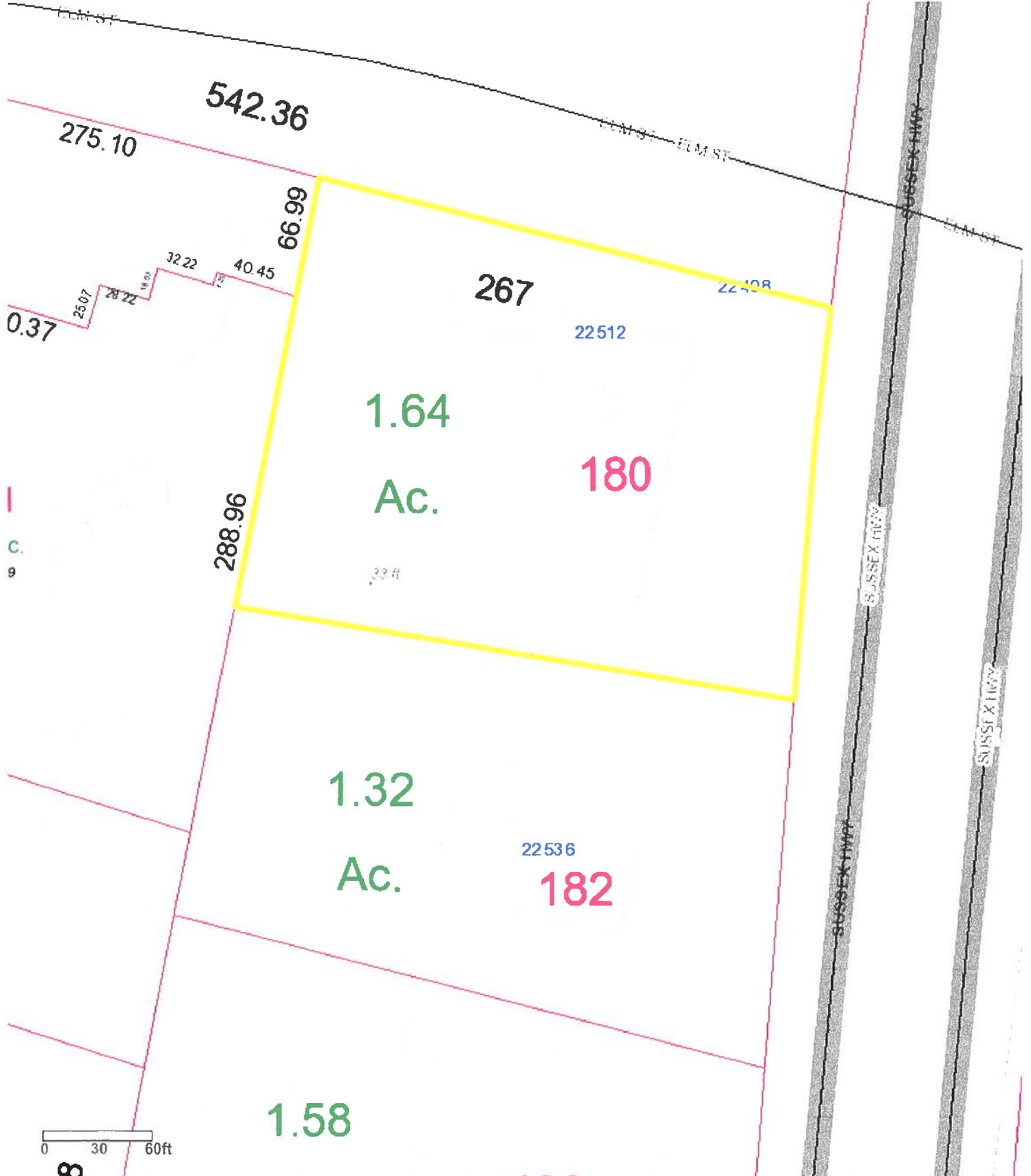
(I)/(We) the undersigned, do hereby petition the Mayor and City Council of the City of Seaford to request the annexation of the property(s) which (I)/(We) do own, to be zoned C-2, with the description and locations as follows:
Tax Map and Parcel: 331-3-00-180-00, located on 22512 Sussex Hwy, Seaford, DE 19973

(My) (Our) reason(s) for requesting annexation (is) (are) as follows:

- City Utilities
- City policing
- Other: _____

Respectfully submitted,

Sapan Shah 6-15-20



Search results

Clear Selected

Selected Features:

Parcels (1)



1) 331-3.00-180.00

Zoom

| | |
|-------------------------|------------------|
| <i>Book</i> | 4533 |
| <i>Page</i> | 282 |
| <i>Owner Name</i> | SAS DE LLC |
| <i>Mailing Address</i> | 22512 SUSSEX HWY |
| <i>City</i> | SEAFORD |
| <i>State</i> | DE |
| <i>Description</i> | W/RT 13 |
| <i>Description 2</i> | S/ELM ST |
| <i>Land Code</i> | CO |
| <i>Town Code</i> | 00 |
| <i>CAP</i> | 0 |
| <i>BLDG Improvement</i> | 111800 |
| <i>LND Improvement</i> | 9000 |
| <i>PIN with Unit</i> | 331-3.00-180.00 |
| <i>PIN</i> | 331-3.00-180.00 |
| <i>Zipcode</i> | 19973 |
| <i>Frontage</i> | 0 |
| <i>Depth</i> | 0 |
| <i>Fire District</i> | 87 |
| <i>Council District</i> | 1 |

Selected Features (1)



**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION**

June 24, 2020

Mr. Charles Anderson
City Manager, City of Seaford
415 High Street
Seaford, DE 19973

**RE: 2020-12; Sunrise Motel Annexation
Parcel No. 33-3.00-180.00
22512 Sussex Highway, Seaford**

Dear Charles:

This letter is to confirm that we have received and accepted the completed Plan of Services for the above referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, and subsection (3) of the Delaware Code.

Once a decision has been reached regarding annexation of this property, please notify our office in writing so that we may update our records and maps. If approved, a copy of the annexation committee report and the official annexation resolution/ordinance should accompany this notification.

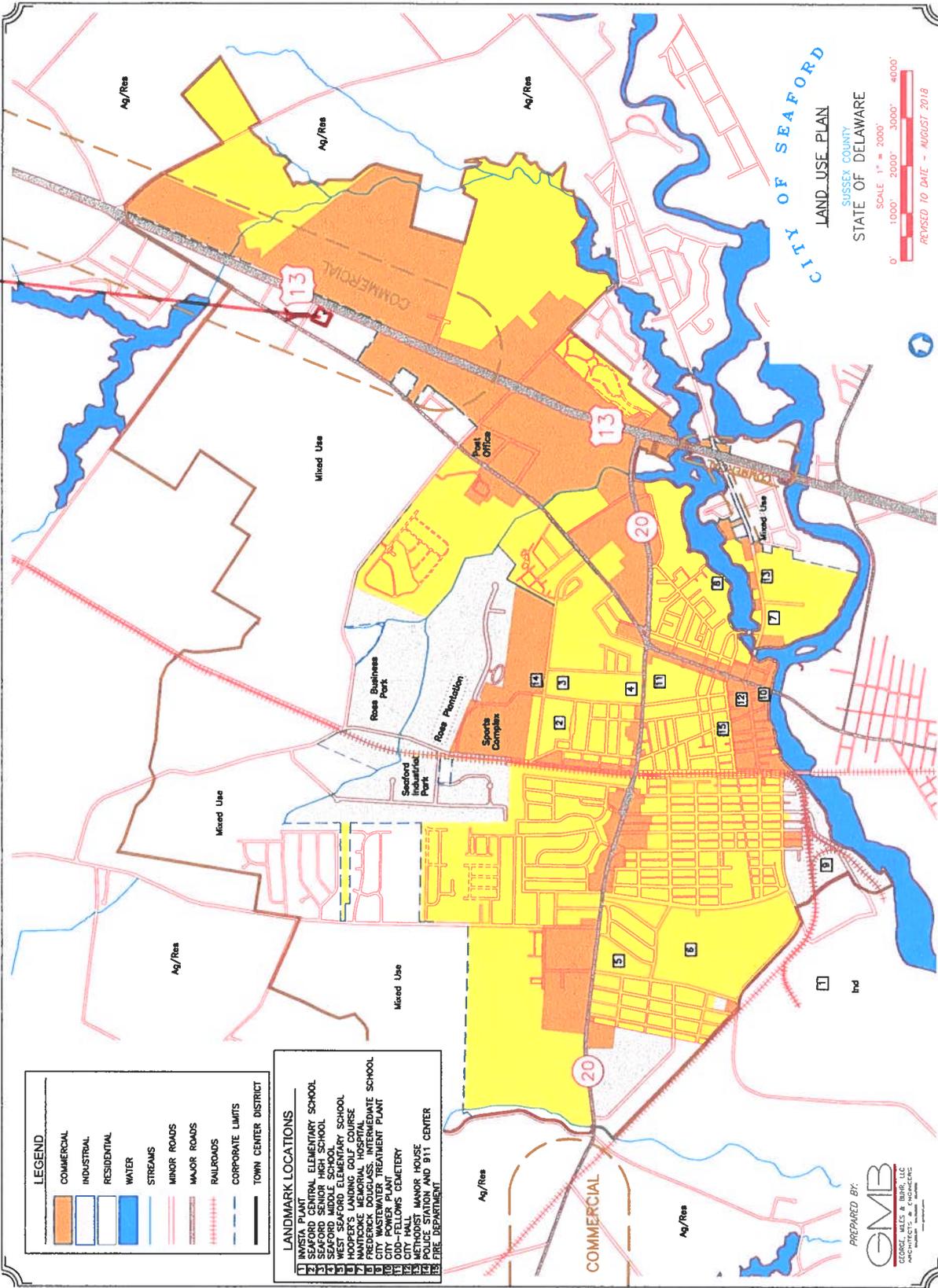
Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Constance C. Holland".

Constance C. Holland, AICP
Director, Office of State Planning Coordination

SUBJECT PARCEL



August 13, 2020

The Honorable David C. Genshaw
Mayor
City of Seaford
Seaford, DE 19973

Dear Mayor Genshaw,

We, a Committee appointed by you on June 14, 2020 to investigate the possibility of annexing certain lands into the City of Seaford limits, would like to present the following report:

PETITIONER AND LOCATION OF LANDS:

| | |
|-----------------------------------|---|
| Petitioner: | Sapan Shah 22512 Sussex Highway Seaford, DE 19973 |
| Owner: | Sapan Shah 22512 Sussex Highway Seaford, DE 19973 |
| Sussex County Tax Map Address: | Parcel # 331-3.00-180.00 22512 Sussex Highway Seaford, DE 19973 |
| Total Acreage: | 1.64 +/- |

REASON FOR ANNEXATION

The submitted annexation paperwork dated June 15, 2020 states that the property petitioner's reason for requesting annexation is to obtain City utilities.

STREETS AND ROADWAYS:

The property identified for annexation is located adjacent to Sussex Highway and contains a commercial building (motel) and other ancillary facilities. The Department of Transportation must approve any new or revised entrances on the roadway listed above, as it is State maintained. Any proposed development has the potential of imposing additional traffic on the adjoining roads and intersections. Anyone planning to develop any project on this land is encouraged to contact the Delaware Department of Transportation prior to formulating their plans or purchases. The parcel proposed for annexation is shown on the attached Sussex County Tax Map. The City of Seaford does not expect to construct any new streets to accommodate development of this land.

STORM WATER DRAINAGE:

There is not a municipal storm water system in close proximity to these lands. Any storm water management system to serve these lands will have to be designed by the developer and approved by the Sussex Conservation District office. As in all projects, the regulations require the site to discharge the same quantity of storm water post-development as the property discharges pre-development. The prevailing regulations of the Sussex County Soil Conservation District will be imposed on this project.

ZONING:

The proposed area of annexation is zoned as listed:

TMP#: 531-12.00-40.00

Current Sussex County Zoning: General Business

Requested City of Seaford Zoning: C-2 Highway Commercial District.

The City of Seaford Council may have to zone the land through the City's Municipal Code following annexation, pending legal advice.

ELECTRIC:

Currently the subject parcel receives electrical service from Delmarva Power. Upon annexation the City will amend its service territory agreement with Delmarva Power through the Public Service Commission to include the annexed lands. Any development after the amendment of that agreement would be serviced by the City of Seaford. Current City policy is to plan for effective growth by working out phasing plans with developers that accommodate development in the most cost-effective manner possible. All electrical design will be completed at the cost of the developer in accordance with City rules and regulations.

SEWER:

The City of Seaford currently has a gravity sewer main near the subject property. This facility services the Lowes development located south of the subject lands. The City of Seaford municipal sewer system is the only publicly owned system in the area. Once annexed these lands would be eligible to be tied into the municipal sewer system. The extension of sewer mains and the construction of lift stations (if required) are considered a part of the project development cost and the owner should give careful review and consideration for sewer connections. Connection of any new buildings located on the site will be contingent on approved connection plans and available capacity of the wastewater treatment system. The City of Seaford's wastewater treatment plant's capacity is 2.0 M gallons per day for secondary treatment and nutrient limitations; current average daily flows are approximately 1.1 MGD. The estimated daily flows from the site would have to be provided to the City. Planning of the service mains would have to be performed by the owner and approved by the City prior to any construction. The owner would be expected to pay all associated fees. The Building Official will develop a fee assessment for the project upon request with proper information provided.

The owners and/or developers should prepare professional engineering studies to confirm the cost of extending sewer collector mains, and if needed the installation of a sewage lift station on the basis of inadequate fall for gravity mains. The system should be studied from the point of discharge into the system to the point of treatment at the plant. All improved properties are expected to be served by the municipal sewer system within one year of annexation, or as soon as development occurs.

The City of Seaford's current practice is for the developer or owner to extend mains that are sized for the project needs. The City reserves the right to review plans and oversize mains and/or lift stations at their cost to extend sewer service to other areas they designate.

A final review will be made by the City to determine sewer concentrations of the proposed discharge to the municipal system. In some cases, pretreatment may be required prior to discharge. This will be determined once the use of the lands is identified. All final fees will be assessed and permits for connecting to the municipal sewer system will be issued by the City Building Official.

WATER:

The City of Seaford has an existing water main near the subject property. A 16" water main is located in the Sussex Highway right-of-way (on the north bound side) adjacent to the site. In addition, a 10" water main exists to the south of the subject property serving the Lowes complex. The City's water supply is sufficient to support development. However, the necessary distribution system extension to include mains and the water tap serving the facility would have to be provided by the developer. Planning of the service connections would have to be performed by the owner of the lands and approved by the City prior to any connection. The owner would be expected to pay all associated construction and connection fees.

EASEMENTS:

The owner will need to provide the City the necessary easements prior to acceptance of any streets, water mains, sewer mains, and electric installations (if applicable). These should include a survey sealed by a licensed Delaware surveyor with a written legal description of lands being given. The easement document must stipulate that no permanent structures can be built within the easement area(s).

PROPERTY TAX:

The lands will be taxed based on the City assessment following the annexation. The assessment would be based on the value of the land and improvements as per City zoning. The current designated land use by the Sussex County Tax Assessment office is as follows:

TMP#: 331-3.00-180.00
Commercial

No real estate property taxes can be determined until City assessment occurs. The City hires a professional assessor to determine the value of assessment on lands. Therefore, staff cannot advise as to any potential tax billings for the subject lands. These will be based on improvements and land values that are subject to change per improvements and changes in zoning. The City's current real estate property tax rate is \$0.34 per \$100.00 of 100% assessment based on 2019 market values. There is an exemption for non-profit entities. A final review and approval must be granted by the Tax Assessor of the City of Seaford

COMPREHENSIVE PLANS REVIEW

The City of Seaford Comprehensive Plan

The Annexation Plan designates the subject property in the Town Center District. The Land Use Plan identifies the area that the subject property is located in as commercial. The requested zonings of C-2 per City Zoning regulations would be consistent with the objectives of the plan.

Copies of the above referenced maps are attached hereto.

ADVANTAGES TO THE CITY:

These are not listed in any particular order of priority:

1. The City may benefit from an increased tax base.
2. There is the opportunity to provide utility services (electricity, water and sewer) to the parcel and spread the cost of service over a larger user base. It will allow

the City to be positioned to serve additional lands adjacent but not in the City by the extension of the utilities to this property.

3. There is local control of development at the local municipal level by having authority over it; being able to implement the municipal codes to maintain the property based on complaints received.
4. This area would be served by the Municipal Police force, which will reduce property owner confusion and minimize dispatcher time (currently the area is serviced by the State Police, which is confusing to the property owners who have a Seaford address but are not within the City limits).
5. The governing body that will be the most impacted by the land use decisions will be making those decisions.
6. This is in keeping with Livable Delaware and minimizing sprawl.

DISADVANTAGES TO THE CITY:

These are not listed in any particular order of importance:

1. With continued growth, the City will have to expand personnel to provide all of the expected services.
2. The expansion may increase the operating and capital budgets. In addition, it will increase the area for City departments to serve.
3. Traffic may increase on area roads in the event that a redevelopment of the property occurs.
4. If the property redevelops, accidents could increase without improvements to the adjoining roads and intersections. A traffic plan should be prepared if development is planned.
5. There will be an added number of requests to the City for reviews of plans, service extensions, Code, and Police services.

ADVANTAGES TO THE AREA PROPOSED FOR ANNEXATION:

This is not intended to be inclusive of all of the advantages, but to be a represented sampling of some of the advantages to the area proposed for annexation.

1. The area will receive all utility services from one owner so coordination of services will be less complicated.
2. They will be provided local police protection with anticipated shorter response time.
3. All permitting will be coordinated through the City.
4. Support will be provided in obtaining other agency permits.
5. Checklist will be provided for development.
6. The local government will do the zoning of the lands.
7. Snow removal on all City owned public streets, leaf and limb pickup at the curb, and maintenance, such as paving, pavement markings, etc., on the City streets will be provided by the City.

8. All complaints will be made to the City.
9. The property owners will receive local representation for concerns through the elected officials who have to live in the community.
10. They will benefit from the municipal water and sewer services, once extended by the owner.

DISADVANTAGES TO THE AREA PROPOSED FOR ANNEXATION:

1. They will have to adhere to local codes and ordinances, in building and maintaining facilities, which may be perceived as additional paperwork and more restrictive.
2. They will have only one vendor for utilities – water, sewer and electric.
3. They will have to adhere to more restrictive codes in placement of outside storage and appearance of property.

RECOMMENDATION:

The committee members unanimously agree to proceed with the proposed annexation process for this property. The committee members further recommend that the property be zoned C-2 Highway Commercial, in accordance with the City Zoning Ordinance upon annexation.

PUBLIC HEARING:

A Public Hearing will be held to fully explain what area is being proposed to be annexed into the City of Seaford. As part of the State of Delaware's Land Use Planning Act, the Plan of Services information will be submitted to the State of Delaware Planning Office for all State agencies to review and submit comments to the City.

DISCLAIMER:

The annexation committee reviews solely the annexation of lands into the territorial limits of the City of Seaford. They do not review projects for any endorsement as part of the annexation process. Any projects that may be presented for the land once they are annexed into the City of Seaford will follow the normal process for development, including Planning and Zoning and City Council Public Hearings to allow the public the opportunity to comment on the project proposal.

If you have any additional questions, feel free to contact me.

Respectfully Submitted,
THE CITY OF SEAFORD

Councilman Dan Henderson, Chairman

Councilman Orlando Holland

Councilman Matt MacCoy