

# TOWN OF GEORGETOWN - PLANNING COMMISSION

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## Meeting Minutes June 21, 2023

### ATTENDANCE

#### Commissioners

Larry Rohlfig  
Linda Dennis  
Lance Mears - absent  
Edwin Wise  
Eric Evans

#### Staff

Jocelyn Huff, Planning  
Jamie Craddock, Planning  
Tim Willard, Solicitor  
Ring Lardner, Engineer

#### 1. CALL MEETING TO ORDER

Commission Chair Rohlfig called the meeting to order at 6:00 p.m.

#### 2. APPROVAL OF APRIL 19, 2023 MEETING MINUTES

Commissioner Dennis moved, seconded by Commissioner Evans, to approve the April 19, 2023 regular meeting minutes as presented. **APPROVED** (UNANIMOUS)

#### 3. PUBLIC HEARING

##### A. ORDINANCE 2023-06 Article XXII, Signs, 230-176 Signs permitted in all districts.

Gene Dvornick, Town Manager, presented the proposed ordinance revising the “coming soon” size requirements.

The Commission asked that the removal of signs be within 30 days of final Certificate of Occupancy for clarity.

**Commissioner Dennis moved, seconded by Commissioner Wise, to recommend Town Council APPROVE the ordinance with the change as discussed.**

#### Roll call vote:

Commissioner Wise – Yes

Commissioner Evans – Yes, with change as discussed.

Commissioner Dennis – Yes

Chairman Rohlfig - Yes

**APPROVED** (UNANIMOUS)

**4. CONCEPTUAL SUBDIVISION REVIEW**  
**A. CASE #2022-14 Shortleaf Preserve**

*An application by Morris & Ritchie Associates, Inc., on behalf of D.R. Horton., for the conceptual review of a 238 lot subdivision (single family dwellings and townhomes). The property is located on the east side of Parker Road south of East Trap Pond Road, identified as SC Tax Parcel 135-19.00-64.00, zoned UR3 (Neighborhood Residential District).*

Charlie Barnett, of Morris & Richie Assocs., presented the concept of the project and addressed the waiver requested.

The Commission discussed:

- Concern with only one access
- Future access to commercial/Route 113
- Need for off-street parking
- Additional amenities are strongly recommended given the size of the planned community
- Include mail kiosk (covered)
- Grass strip preferred between sidewalk and curb
- Walking trail location and buffer

DelDOT requirements for the entrance and widening for turn lanes were discussed.

*Waiver Request to Chapter 194 Subdivision of Land, Article VIII Section 35:*

*A. Length. Blocks shall not exceed 1,200 feet in length.*

The concept plan 'B' is preferred by the Reviewing Engineer and the Town Planning staff reducing the number of cul-de-sacs needed.

**Commissioner Evans moved, seconded by Commissioner Dennis, to recommend Town Council APPROVE the waiver request as presented in concept plan B.**

**Roll call vote:**

**Commissioner Wise – Yes**

**Commissioner Evans – Yes**

**Commissioner Dennis – Yes**

**Chairman Rohlfig - Yes**

**APPROVED (UNANIMOUS)**

**5. ELEVATION REVIEW**

**A. CASE #2020-15 Admiral's Landing**

*An application by K.Hovnanian Homes, Inc., for review and approval of updated townhouse exterior elevations. The properties are located on the west side of Vaughn Road at the intersection of Ennis Road, identified as Sussex County Tax Map ID 135-14.00-44.01; 47.01 & 50.00 zoned MR2 (Townhouse Residential District).*

Jonathan Contant, of K Hovnanian Homes, Inc., presented the revised elevations. No changes are being requested from the original waivers received. All homes will now have two car garages and there will be additional options based on square footage.

**Commissioner Dennis moved, seconded by Commissioner Evans, to APPROVE the revised elevations as presented.**

**Roll call vote:**

**Commissioner Wise – Abstain**

**Commissioner Evans – Yes**

**Commissioner Dennis – Yes**

**Chairman Rohlfig - Yes**

**APPROVED (3 – Yes, 1 - Abstain)**

**6. PRELIMINARY SITE PLAN REVIEW**

**A. CASE #2022-33 Georgetown Mini Market**

*An application by Tania Roblero with Georgetown Mini Market Inc., for the preliminary review and approval to construct a +/- 2,444 square foot, mixed use building for retail use and one residential apartment. The property is located at 106 North Railroad Avenue, identified as SC Tax Parcel 135-14.20-309.00, zoned UB2 (Neighborhood Business), within the Downtown Development District.*

Michael Cotten, of Cotten Engineering, presented the application.

The Commission questioned the occupancy of the 1400 square foot apartment and suggested signage on the two designated residential spaces. Also, the four feet wide sidewalk needs to be ADA compliant at five feet wide.

**Commissioner Dennis moved, seconded by Commissioner Wise, to APPROVE the preliminary site plan application contingent upon the following:**

**a. Satisfaction of the Town Engineer's comments**

**b. Receipt of State agency approvals**

**Roll call vote:**

**Commissioner Wise – Yes, with comments addressed.**  
**Commissioner Evans – Yes, with comments addressed.**  
**Commissioner Dennis – Yes**  
**Chairman Rohlfig - Yes**  
**APPROVED (UNANIMOUS)**

**7. PUBLIC COMMENT**

Chris Hallstrom – 23260 Parker Road – Expressed concern with number of homes in the development (Shortleaf), questioned the zoning to be requested (Highway Commercial and Multifamily) and concern with traffic impact to Parker Road.

Valerie Jones Giltner – 23038 Parker Road – Expressed concerns with Parker Road width and increased traffic, lack of pedestrian connection to Georgetown Plaza, impact to eagle nesting area, impacts to Comprehensive Plan, Fire company access and impact to emergency services.

Laura Kramer – 22992 Parker Road – Owns farm across the street, expressed concerns with width of road, traffic to be generated, and asked for the entrance to be on Route 113.

Anne Carusi – 23052 Parker Road – Expressed concerns with impact on infrastructure (law enforcement, education, animal control, etc).

Melinda Fitzpatrick – 23105 Parker Road – Expressed concerns of impact to the surrounding community. Asked for landscaping.

Chad Hudson – 22066 Willow Oak Road/Off Bull Pine Road – Expressed concern with traffic on the roads, asked the sales price of the homes (200,000 to 500,000, depending on market).

**8. PLANNING DEPARTMENT REPORT**

Ms. Huff presented updates on several projects to the Commission.

**9. ADJOURNMENT**

Commissioner Evans moved, seconded by Commissioner Wise, to adjourn the meeting at 7:50 p.m. **APPROVED (UNANIMOUS)**

APPROVED: \_\_\_\_\_

  
Larry Rohlfig, Chairperson

ATTEST: \_\_\_\_\_

  
Jocelyn Huff, Planning