

TOWN OF GEORGETOWN - PLANNING COMMISSION

Meeting Minutes March 19, 2025

ATTENDANCE

Commissioners

Larry Rohlfing (absent)
Lance Mears
Edwin Wise
Michael Briggs
Chris Lecates

Staff

Brian Olszak, Community Development
Jamie Donaway, Community Development
Stephanie Roblero, Community Development
Tim Willard, Solicitor

1. CALL MEETING TO ORDER

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

2. APPROVAL OF FEBRUARY 19, 2025, MEETING MINUTES

Commissioner Wise moved, seconded by Commissioner Lecates, to approve February 19, 2025, regular meeting minutes as presented. **APPROVED (UNANIMOUS)**

3. PRELIMINARY SITE PLAN

A. CASE #2024-16 Habitat – Kimmey Street

An application by Sussex County Habitat for Humanity, Inc., for the preliminary review and approval for the construction of a +/- 3200 square foot 1-story office/warehouse facility. The property is located at 404 Kimmey Street, identified as SC Tax Parcel 135-14.16-58.00, zoned UB1 (Urban Business District).

Commissioner Wise recused himself as the company he works for has done business with Habitat in the past.

Mark Davidson of Pennoni Associates presented the application. Also, in attendance from Habitat for Humanity were Kevin Gilmore and Alan Starr. The project consists of a 3,200 sq foot office/warehouse building as permitted in §230-76. The 2.03+/- acre parcel is located on the east side of Kimmey Street in the vicinity of the First State Community Action, Joshua Pepper Memorial Cemetery, Kimmey Street Park and Townsends Inc. The project will exceed the parking requirements, providing plenty of parking for Habitat employees and volunteers. The Storm Water Management Pond has been designed to handle the site, part of Kimmey Street and surrounding properties' drainage needs. The bufferyard requirement is being met with an aggressive landscape plan around the entire perimeter of the site. Both Fire Marshal and Sussex Conservation District approval have been received.

The applicant is requesting the following three waivers from the Development Design Standards:

Waiver #1: to waive the bituminous surface requirement for the parking lot and allow the use of weather resistant stone except for the entrance which will be asphalt, and the handicap spaces & landing area will be concrete. The property will not have public access, and the stone will help with the groundwater recharge and runoff.

Commission Briggs moved, seconded by Commissioner Lecates, to approve the waiver of the requirement of using a bituminous surface for the parking lot as presented.

Roll call vote: (Provide reasons for your decision)

Commissioner Mears – Yes

Commissioner Wise – Recused

Commissioner Briggs – Yes

Commissioner Lecates – Yes

APPROVED (UNANIMOUS)

Waiver #2: to allow a 6' fence within the front yard setback and waive the prohibition on using barbed wire chain-link fencing. Besides the fencing being utilized for the bufferyard, it will also provide security. There are properties located within the vicinity utilizing 6' chain-link fencing with angled barbed wire, examples have been provided with the waiver letter. Brian Olszak, Community Development Director, clarified that the location of the fence within the front yard setback would not need a waiver as the setback requirement is 0' and the fence can be located at the setback. The waiver request will only need to address the chain-link and barbed wire.

Commissioner Lecates moved, seconded by Commissioner Briggs, to approve the waiver of the prohibition on using barbed wire chain-link fencing as presented.

Roll call vote:

Commissioner Wise – Recused

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Vice Chairperson Mears – Yes

APPROVED (UNANIMOUS)

Waiver #3: to waive the building façade materials requirements to permit the use of metal siding. The building has been designed to resemble a residential structure. It will have metal siding with different variations of colors with the front having a stone veneer wainscoting facing Kimmey Street.

Commissioner Briggs moved, seconded by Commissioner Lecates, to approve the waiver of the building façade materials requirements to permit the use of metal siding as presented.

Roll call vote:

Commissioner Wise – Recused

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Vice Chairperson Mears – Yes

APPROVED (UNANIMOUS)

Commissioner Lecates moved, seconded by Commissioner Briggs, to approve the application for preliminary site plan approval conditioned all engineering comments are addressed and all agency approvals are obtained.

Roll call vote

Commissioner Wise – Recused

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Vice Chairperson Mears – Yes

APPROVED (UNANIMOUS)

Commissioner Wise rejoined the meeting.

4. PUBLIC COMMENT

No public comment was given.

5. COMMUNITY DEVELOPMENT REPORT

Brian Olszak, Community Development Director, provided updates on projects and the upcoming workshop to the Commission.

Mr. Olszak brought to the Commission a concern received from Lennar, the applicant for the Oaks Phase 2 project. At the February 19th meeting the Commission granted approval of the updated Townhouse elevations based on the presentation provided by the applicant. Once the applicant received the notice of decision, they explained that they had misspoke at the meeting and it was not their intention to include rear decks on all three models. The intention was to construct a second story deck on the three-story model and provide stairs at grade on the two-story models. They have submitted a revised rear facade that includes an 8'x 10' rear patio with landscaping on the first floor and a 6' privacy fence panel between each unit. Tim Willard confirmed the Commission is authorized to vote and approve the request as a non-substantial change and through their vote, that the revised rear facades could also be approved administratively.

Commissioner Wise moved, seconded by Commissioner Lecates, to approve an 8' x 10' concrete patio at grade for the two-story models instead of a rear deck.

Roll call vote

Commissioner Wise – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Vice Chairperson Mears – Yes

APPROVED (UNANIMOUS)

6. ADJOURNMENT

Commissioner Lecates moved, seconded by Commissioner Wise, to adjourn the meeting at 6:31 p.m. **APPROVED (UNANIMOUS)**

APPROVED: _____


Lance Mears, Vice Chairperson

ATTEST: _____


Brian Olszak, Community Development Director