



TOWN OF GEORGETOWN Planning Commission Meeting Minutes

Meeting Date: Wednesday, June 18, 2025
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:00 PM

MEMBERS PRESENT:

Larry Rohlfing
Chris Lecates
Michael Briggs
Thomas Allen

STAFF PRESENT:

Brian Olszak, Community Development Director
Jamie Craddock, Planning Assistant
Stephanie Roblero, Customer Service Specialist
Tim Willard, Planning Commission Solicitor

1. CALL TO ORDER

1. a. Chair Rolffing called the meeting to order at 6:00pm.

2. APPROVAL OF MINUTES

2. a. Approval of the June 18, 2025 regular meeting minutes.

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the minutes of the April 16, 2025 regular meeting.*

Motion Passed (unanimous).

3. PRELIMINARY SITE PLAN REVIEW

A. CASE# 2025-07 Delmarva Christian School

An application by Delmarva Christian School, Inc., for the preliminary review and approval for the construction of a +/- 74,207 square foot 1-story addition to the existing educational facility, a +/- 6,460 square foot maintenance/concession building and associated site improvements. The property is located at 21777 Sussex Pines Road, identified as SC Tax Parcel 135-20.00-26.00, zoned ED (Education District).

Alan Decktor, of Pennoni Associates, presented the application on behalf of Delmarva Christian School. He discussed the history of the development of the site, as well as the recent Board of Adjustment's decision to grant a variance for the location of the new parking facilities within the front-yard setback. The application received approvals from DeIDOT, Sussex Conservation District and Office of Drinking Water, and will comply with the Town Engineer's remaining comments. He presented the Entrance Plans from Sussex Pines Road, as well as the landscaping plans with new landscape buffers and parking lot trees and the architectural elevations.

Motion by Michael Briggs, seconded by Chris Lecates, *to approve the application for preliminary site plan approval as presented.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Rolwing – Yes

Motion Passed (unanimous).

B. CASE# 2025-11 Valvoline Instant Oil Change - Georgetown

An application by M and S Limited Partnership, for the preliminary review and approval for the construction of a +/- 2,108 square foot 1-story Valvoline Instant Oil Change store. The property is located at 20859 Dupont Boulevard, identified as SC Tax Parcel 135-14.19-79.00, zoned HC (Highway Commercial District).

David Hutt of the firm Morris James, presented the application on behalf of M and S Limited Partnership, and introduced the development team in attendance. This property was used years ago as a car wash and car storage, but it has been vacant for many years, so it will involve the rehabilitation and repurposing of the property. He discussed the variances granted by the Board of Adjustment for larger and additional signage, as well as the loading space requirements. He presented exterior architectural elevations, which are of a colonial style architecture, as well as the site plan.

Mr. Hutt discussed the need for a waiver from the parking lot screening and buffer requirements in the Development Design Standards. The parking lot screening requirement waiver would only apply to a small area where portion of a parking space intervenes. Regarding the required 25-foot landscape buffer on the property line, the Applicant approached the neighboring property on West North Street regarding their feelings on an 8-foot vinyl fence (6 foot solid fence with 2 foot of lattice on top) in lieu of the required landscaping; the resident conveyed they had no objection to the fence. The Applicant stated that, to meet the parking requirements, parking spaces had to be placed in the area where the landscape buffer would be provided.

Discussion ensued amongst the Planning Commission as the appropriateness of the fence height and its being used instead of a buffer in this case; members stated that they did not have a problem with the fence if that's the neighbor's preference. The option to place landscaping on the neighbor's property was offered by the Applicant, who said they would convey this offer to the neighbor. Planning Commission Solicitor Willard mentioned that the Planning Commission can alter requirements for fences here. Town staff mentioned that the waivers being requested were slightly different than those originally

proposed in the site plan narrative; the modification of the waivers was based on the Town Engineer's review.

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the partial waiver of parking lot screening as shown on the site plan, as it is of a minimal nature.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Roling – Yes.

Motion Passed (unanimous).

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the waiver of the landscape buffer requirement in order to provide an 8-foot fence in lieu of the required 25-foot landscape buffer, as described by the Applicant and shown on the site plan, for the reasons previously stated.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Roling – Yes

Motion Passed (unanimous).

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the application for preliminary site plan approval, as the waivers have already been approved.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Roling – Yes

Motion Passed (unanimous).

4. COMPREHENSIVE PLAN AMENDMENT REQUEST

A. CASE# 2024-10-01 Minor Variation Determination

An application by Davison Realty, Inc., to determine if a Comprehensive Plan Map Amendment request can be classified as a Minor Variation. This is an amendment to the previously approved variation request. The property is located at 20304 Dupont Boulevard, identified as SC Tax Parcel 135-14.00-34.00 zoned HC (Highway Commercial District).

Doug Liberman, of Larson Engineering, on behalf Davison Realty, Inc., presented the request for a minor variation determination of an amendment to the Comprehensive Plan's Future Land Use Map as it pertains to 20304 Dupont Boulevard. Previously in 2024, the Town approved partial change of Future Land Use Map and Zoning Map for

this property, and changed approximately 14 acres from commercial (Highway Commercial Zoning District) to Multifamily Residential (MR2 Residential Zoning District). However, the applicant is appearing again in order to change the boundary slightly of the Future Land Use Map and Zoning Map in order to correct a discrepancy in the geography presented in the first application. Some of the property will return to Highway Commercial and another part of the parcel will change to Multifamily Residential to accommodate a future townhouse community development application. The subdivision of the property has not yet occurred. The Applicant asserted that because the geographic nature of this change is so small, and because the Town previously approved the change from Highway Commercial to Multifamily Residential earlier, that it is in keeping with the Town's policy to consider this a minor variation.

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the request to determine this comprehensive plan amendment application a minor variation to the Future Land Use Map as presented, as it meets the Town's standards for consideration of such applications.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Roling – Yes

Motion Passed (unanimous).

A. CASE# 2025-16 Minor Variation Determination

An application by Davison Realty, Inc., to determine if a Comprehensive Plan Map Amendment request can be classified as a Minor Variation. The property is located at 20352 Dupont Boulevard, identified as SC Tax Parcel 135-14.00-34.01 zoned HC (Highway Commercial District).

Doug Liberman, of Larson Engineering, on behalf Davison Realty, Inc., presented another request for a minor variation determination of an amendment to the Comprehensive Plan's Future Land Use Map, this one pertaining to 20352 Dupont Boulevard. This property, adjacent to the previous application, will also be acquired and will be subdivided, with a part of the property being conveyed to the Applicant and incorporated into the overall townhome community development application. This part of the parcel is proposed to be changed from Highway Commercial to Multifamily Residential; the remaining part of the parcel will remain Highway Commercial with the existing owner. The applicant contended that this change was a minor variation from the Future Land Use Map as it only pertains to a vacant part of the parcel to the rear, which is made inaccessible from Route 113 and the rest of the commercial parcel (currently operated as a lumber yard) by a large retention pond. The overall character of the occupied portion of the parcel will not change and will remain commercial in nature.

Motion by Chris Lecates, seconded by Michael Briggs, *to approve the request to determine this comprehensive plan amendment application a minor variation to the Future Land Use Map as presented, as it meets the Town's standards for consideration of such applications.*

Commissioner Allen – Yes

Commissioner Briggs – Yes

Commissioner Lecates – Yes

Commissioner Roling – Yes

Motion Passed (unanimous).

5. PUBLIC COMMENT

5. a. There was no public comment.

6. COMMUNITY DEVELOPMENT DEPARTMENT REPORT

6. a. Brian Olszak, Community Development Director, provided updates on projects, Planning Commission vacancies, and the new proposed electronic permit submission process.

7. ADJOURNMENT

Motion by Chris Lecates, seconded by Michael Briggs to adjourn the meeting at 6:59 pm.

Motion Passed (unanimous).

APPROVED:



Larry Roling, Chairperson

ATTEST:



Brian Olszak, Community Development Director