



TOWN OF GEORGETOWN Planning Commission Meeting Minutes

Meeting Date: Wednesday, September 17, 2025
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:00 PM

MEMBERS PRESENT:

Larry Rohlfig
Chris Lecates
Thomas Allen
Ira Roach

STAFF PRESENT:

Brian Olszak, Community Development Director
Stephanie Roblero, Customer Service Specialist
Eugene Dvornick, Town Manager

MEMBERS ABSENT:

Michael Briggs

1. CALL TO ORDER

A Chair Rohlfig called the meeting to order at 6:00pm.

2. APPROVAL OF MINUTES

A August 20, 2025

Motion by Chris Lecates, seconded by Thomas Allen, to approve the minutes of the August 20, 2025 meeting.

Commissioner Briggs – Absent

Commissioner Allen – Yes

Commissioner Roach – Yes

Commissioner Lecates – Yes

Commissioner Rohlfig – Yes

Motion Carried (unanimous).

3. PUBLIC HEARINGS

A **CASE #2025-10: 3 and 7 Parson Lane – SC Tax Parcels 135-15.17-121.00 and 135-15.17-122.00**

1. Comprehensive Plan Amendment: Future Land Use Map
2. Rezone Application

An application by Primo Cash, LLC and Antoniel H. Rodas Galvez, requesting the following: (1) an amendment to the Town of Georgetown's Comprehensive Plan Future Land Use Map for two parcels, totaling 0.5 +/- acres, from Single-Family Residential to Business, and (2) an official zoning map amendment for two parcels, totaling 0.50 +/- acres, from Urban Residential (UR1) to Urban Business (UB1). The properties are located at 3 and 7 Parsons Lane, zoned Urban Residential (UR1), identified as SC Tax Parcels 135-15.17-121.00 and 135-15.17-122.00.

Ken Christenbury, PE of Axiom Engineering made a presentation on behalf of the applicant. Mr. Rodas wishes to use the lots as a retail grocery store, with the intent on first renovating the existing building and, in a future phase, constructing a new building to house the proposed use. Mr. Christenbury described the existing surrounding uses, which are zoned business and commercial, indicating that this property would not be out of place if zoned UB1 Urban Business. Since the time the Planning Commission determined the proposed change a minor variation from the existing Comprehensive Plan, the Office of State Planning Coordination has concurred.

Motion by Chris Lecates, seconded by Thomas Allen, to recommend that Town Council approve the proposed amendment to the Town of Georgetown's Comprehensive Plan's Future Land Use Map for two parcels totaling 0.5+/- acres from Single-Family-Residential to Business, identified as SC Tax Parcels 135-15.17-121.00 and -122.00 as presented.

Commissioner Briggs – Absent

Commissioner Allen – Yes

Commissioner Roach – Yes

Commissioner Lecates – Yes

Commissioner Rohlfing – Yes, since it makes sense and since the UR1 district here is surrounded by businesses

Motion Carried (unanimous).

Motion by Chris Lecates, seconded by Thomas Allen, to recommend that Town Council approve the proposed amendment to the Town of Georgetown's Official Zoning Map for two parcels totaling 0.5+/- acres from UR1 Urban Residential to UB1 Urban Business, identified as SC Tax Parcels 135-15.17-121.00 and -122.00 as presented.

Commissioner Briggs – Absent

Commissioner Allen – Yes

Commissioner Roach – Yes

Commissioner Lecates – Yes

Commissioner Rohlfing – Yes

Motion Carried (unanimous).

- B **ORDINANCE 2025-07:**** Article VI, UR1 Urban Residential District, 230-25 Permitted uses, adding a new permitted use, Cottage Housing Development; and Article VIII, Area Layout, 194-36 Lots, amending frontage and access requirements for Cottage Housing Developments.

Eugene Dvornick, Town Manager, and Brian Olszak, Community Development Director, presented the Town's proposed zoning ordinance and subdivision ordinance amendment to permit and regulate cottage housing communities. Particular discussion focused around the site design standards, the relative size and differences between the cottages and typical homes, Planning Commission members had particular concerns about ensuring homes were well maintained and intended for workforce housing, as well as ensuring that land-lease arrangements in future developments were not used.

Questions/comments posed from the public:

- Toni Short, Director of Lighthouse for Broken Wings
 - Commented on how this housing might help her clients
- Jacqueline Sterboch, President of What Is Your Voice, Inc.
 - Commented on how this type of housing could be the next step for her clients
- Judd Malone, Executive Director of Springboard Delaware
 - Commented on how this is such an important initiative to change the zoning and discussed the state of housing funding for individuals
- Matt Kraeater, CEO of Great Outdoor Cottages
 - Commented to say thank you for taking a step on zoning and discussed his business of developing small houses
- Ann Cook, recently moved to Delaware
 - Supports proposed ordinance

Motion by Chris Lecates, seconded by Thomas Allen, to recommend that Town Council approve the proposed amendments to Article VI, UR1 Urban Residential District, 230-25 Permitted uses, of the Georgetown Zoning Code and to Article VIII, Area Layout, 194-36 Lots, of the Georgetown Subdivision Ordinance, with the following changes:

- *We would like it to represent workforce housing*
- *We would like to have the "leaseable lots" removed*

Commissioner Briggs – Absent

Commissioner Allen – Yes

Commissioner Roach – Yes

Commissioner Lecates – Yes

Commissioner Rohlifing – Yes

Motion Carried (unanimous).

4. HISTORIC REVIEW

A CASE #2025-13: Sussex County Superior Court Improvements

An application by the State of Delaware, for the historic review and approval of an approximately 3,742 square-foot addition to a building located at 1 The Circle, identified as SC Tax Parcel 135-19.08-158.00 and zoned Historic District (HD).

Vincent Serritella, of MW Studios, presented the application for various renovations and additions to the courthouse. He discussed the uses that would be shifting inside the building as well as some of the exterior changes to the building necessitated by provisions for detainees, a sally port, and a jury room. Planning Commission members suggested that, where windows were being removed that face the Circle, that the spaces be "blanked out", so it looks like there were windows there.

Motion by Chris Lecates, seconded by Ira Roach, to approve the application for Historic District site plan approval, with the condition that the windows being removed be "blanked" in the rear, facing the Circle as requested.

Commissioner Briggs – Absent

Commissioner Allen – Yes

Commissioner Roach – Yes

Commissioner Lecates – Yes

Commissioner Rohlifing – Yes

Motion Carried (unanimous).

5. COMPREHENSIVE PLAN AMENDMENT

A Minor Variation Determination - SC Tax Parcels 135-15.13-16.00 and 135-15.13-17.00

A proposal by the Town of Georgetown to determine if a Comprehensive Plan Map Amendment can be classified as a Minor Variation. The properties are located at 501 and 503 E. Market Street, identified as SC Tax Parcel 135-15.13-16.00 and 135-15.13-17.00 and zoned Highway Commercial (HC).

Brian Olszak, Community Development Director, presented the proposal by the Town to classify the change in Future Land Use and Zoning maps for the aforementioned properties, pursuant to a proposal for a cottage community to be potentially developed under a pending zoning text amendment. The two properties are only 2 of 6 that are zoned HC Highway Commercial in the immediate area, and are not a part of a comprehensively designed or developed commercial site. The existing zoning and land use of almost all properties to the east of these, including one parcel to be redeveloped in tandem with these two subject properties, are zoned single-family residential.

The rezoning of these properties would not alter the fundamental character of the area or create a precedent for future rezonings, since it will come in alignment with much of the existing zoning. The two properties total approximately one acre in size, which represents a negligible area. Representatives from Little Living LLC, the nonprofit that proposes to develop a cottage community, were present as well and answered questions from the Planning Commission.

Motion by Thomas Allen, seconded by Chris Lecates, to approve the request to determine this Comprehensive Plan amendment application a minor variation as presented.

*Commissioner Briggs – Absent
Commissioner Allen – Yes
Commissioner Roach – Yes
Commissioner Lecates – Yes
Commissioner Rohlfing – Yes*

Motion carried (unanimous).

6. PUBLIC COMMENT

A Public comment was made by Town Manager Gene Dvornick, thanking the Planning Commission for their hard work.

7. COMMUNITY DEVELOPMENT DEPARTMENT REPORT

- A Brian Olszak, Community Development Director, provided updates on projects as well as the progress of the Downtown Development District Plan revision process.

8. ADJOURNMENT

The meeting was adjourned at 8:02 PM.

APPROVED:



Larry Rohlfing, Chair

ATTEST:



Brian Olszak, Community Development Director

**Town of Georgetown
Planning Commission Meeting
September 17, 2025**

PRINT YOUR NAME

1. Ken Christenbury - Axion Engineering
2. Tony Vinciguerra - LITTLE LIVING.ORG
3. Joe Ogden - LITTLE LIVING STG
4. VINCENT SERRETELLA - MW STUDIOS
5. Matt Krocete - GOR
6. GENE DVORNIK - TDG
7. Antonio Rodne - PLR
8. Judd Malou - Springboard
9. Jacquelin Stenboad - What's Your Voice, INC
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