

# TOWN OF GEORGETOWN - PLANNING COMMISSION

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## Meeting Minutes February 17, 2016

### ATTENDANCE

#### Commissioners

Gary Tonge  
Sue Barlow  
Linda Dennis  
John Painter  
Bob Ricker

#### Staff

Gene Dvornick, Town Manager  
Jamie Craddock, Planning  
Tim Willard, Solicitor

1. **CALL MEETING TO ORDER**

Commissioner Tonge called the meeting to order in the Town Hall at 6:00 p.m.

2. **APPROVAL OF JANUARY 20, 2016 MEETING MINUTES**

Commissioner Dennis moved, seconded by Commissioner Ricker, to approve the January 20, 2016 regular meeting minutes as presented. **APPROVED** (UNANIMOUS)

3. **CASE #2016-01**

**Historic Review**

*An application by Sussex County Habitat for Humanity, for the approval of exterior renovations to the main building and garage located at 11 North Race Street, identified as Sussex County Tax District 135 Map 14.20 Parcel 188.00, zoned HD (Historic District).*

The application was presented by Kevin Gilmore, Executive Director of Sussex County Habitat for Humanity along with Jeff Niethammer, Construction Manager of Sussex County Habitat. The application is to repair and improve the residential house purchased in 2008 to house the long term volunteer leadership. Grant funding has been secured through DE Community Foundation. Mr. Gilmore described to the Commission the existing issues regarding the siding, windows and porch. Renovations will keep with the historic neighborhood and will provide visual improvements to their section of Race Street. Sussex County Habitat is a Non Profit and may have the ability to substitute donated materials from the Re-Store, if they become available. Mr. Gilmore requested the Commission allow for substitution of materials if they become available and are approved by the Planning Department staff.

Discussion was held between the Commission and the applicant regarding the substitute materials ensuring they will match and be consistent with the proposal. It was confirmed the architectural elements of the structure would remain the same. The side porch roof pitch will change from flat to a hip roof with shingles to match. Minor repairs will be made to the garage and match the house. The property and landscaping will be cleaned up and cut back. No new landscaping is being proposed. The use will remain the same once

renovations are complete. The next phase for the property will be to address the heating system.

**Commissioner Ricker moved, seconded by Commissioner Barlow, to APPROVE the application contingent that any substitutions that differ from what has been presented must be approved by Planning Department Staff. APPROVED (UNANIMOUS)**

**4. CASE #2016-02 Sign Review**

*An application by Sussex Preparatory Academy Foundation, Inc. and Sussex County, for the review of a sign to be located at 832 East Market Street, identified as Sussex County Tax District 135 Map 15.00 Parcel 119.02, zoned UR1 (Urban Residential).*

The application was presented by Todd Lawson, Sussex County Administrator; Jim Hicken, Sussex County Airport Manager and Denise Westbrook with Sussex Academy Foundation and Sussex Academy Board. Mr. Lawson gave a brief history of the Airport project. Signage is needed to direct traffic to the Airport and several parcels were looked at. The School and Foundation were approached requesting placement of a sign on their property.

Jim Hicken explained the site plan and proposed location of the sign. The sign will meet DelDot Right of Way and Town setback requirements. The sign will be 13' x 7' due to the amount of advertising needed on the sign for the Airport, school and existing businesses located at Airport. There will be an electronic message board display to be used for the school, Airport and for public safety information. The message board will meet the Town and County Ordinances. It will be full color with automatic dimmer and video board to be controlled wirelessly by the County and the school. The sign is very important to the growth of the Airport and benefits the school.

Concern was given by the Commission regarding the size and the addition of the business signs along the bottom of the sign. It was confirmed all sign panels (besides the electronic message board) will be backlit and the sign will be double sided. The existing sign will be removed. There will be no visual obstruction from the intersection.

Discussion was held regarding the agreement between the school and the County. Ms. Westbrook expressed the Foundation and the Board's support of the proposed sign. There will be a (MOU) Memorandum of Understanding between all parties.

Town Manager, Gene Dvornick, explained governmental signs are permitted in all zoning districts. It was recommended by the Town Solicitor that the item appear in front of the Commission.

Discussion was held regarding the proposed landscaping and maintenance. The Foundation (property owner) has committed to maintain the landscaping and grass area around the sign.

**Commissioner Ricker moved, seconded by Commissioner Barlow, to APPROVE the application contingent upon a copy of the signed MOU between the three parties be submitted to the Town. APPROVED (Ayes - 4, Nay - 1)**

**5. Planning Department Report**

A Public Hearing is scheduled for the March 16, 2016 Planning Commission Meeting, for review and approval to an ordinance that will add language to the existing zoning code to address Medical Marijuana Compassion Centers.

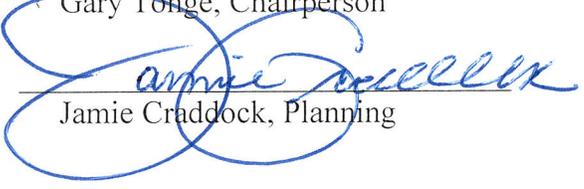
**6. ADJOURNMENT**

Commissioner Dennis moved, seconded by Commissioner Ricker, to adjourn the meeting at 6:52 p.m. **APPROVED (UNANIMOUS)**

APPROVED:

  
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Gary Tonge, Chairperson

ATTEST:

  
\_\_\_\_\_  
Jamie Craddock, Planning