

# TOWN OF GEORGETOWN - PLANNING COMMISSION

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## Meeting Minutes July 17, 2013

### ATTENDANCE

#### Commissioners

Rodney Marvel  
Chris Lecates  
Diane Greenberg - absent  
Gary Tonge  
Chester Johnson

#### Staff

Jocelyn Godwin, Planning  
Tim Willard, Solicitor  
Jamie Craddock, Planning

#### 1. CALL MEETING TO ORDER

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

#### 2. APPROVAL OF JUNE 19, 2013 MEETING MINUTES

Commissioner Tonge moved, seconded by Commissioner Lecates, to approve the July 17, 2013 regular meeting minutes as presented. **APPROVED (UNANIMOUS)**

**Commissioner Johnson moved, seconded by Commissioner Tonge, to amend the agenda to address item #4 and #5 before item #3 as the applicant for item #3 was not in attendance. APPROVED (UNANIMOUS)**

#### 3. CASE #2013-15                      17 North Race - Historic Review/Waiver Request

*A request by Jose Luis Vicente Vasquez, for (1) a Historic Review of exterior renovations; (2) a waiver from the requirement of an "all-weather surfaced area" as defined in §230-151 (A) to a weather-resistant stone to construct the parking lot pursuant to §230-151 (J). The property is located at 17 North Race Street, identified as Sussex County Tax District 135 Map 14.20 Parcel 189.00, zoned HD (Historic District).*

Jose Luis Vicente Vasquez presented the application. The request is to use the building for a business, an office with computers. The stairs will be removed from the downstairs and built on the outside in the back. The upstairs will be living quarters. Two bedrooms and a bath are upstairs. There will be no kitchen upstairs. The applicant would like a new entrance on East Laurel Street.

Concern was expressed by the Commission regarding the modern-looking double doors as an entrance for historic district. It needs to fit in with the character of the surrounding neighborhood. The commission suggested it be more like the doorway on North Race with the portico and the doors to have panes similar to the Sussex County building doors.



The Commission had no issues with the request as long as the width would be 22.5 feet wide and the curbing will be taken out to accommodate it.

**5. CASE #2011-19 Fellowship Health**

*A request by Kevin Short, with KHS Holdings, for two waivers; (1) a waiver from the 10' Buffer yard #2 as defined in the Development Design Standards; (2) a waiver from the requirement of an "all-weather surfaced area" as defined in §230-151 (A) to a weather-resistant stone to construct the parking lot pursuant to §230-151 (J). The property is located at 20707 Dupont Boulevard, identified as Sussex County Tax District 135 Map 14.19 Parcel 36.00 zoned HC (Highway Commercial).*

As the applicant was not in attendance, the application was presented by the Planning Department. The project was initiated in response to concerns from the Town Code Enforcement related to the parking lot and cars parking on the grass. The Planning Department and Town Manager have worked with the applicant to determine the revised number of off-street parking spaces needed. The plan presented addresses those concerns.

**Commissioner Tonge moved, seconded by Commissioner Lecates, to APPROVE the waiver from the 10 foot buffer yard #2 requirement to the proposed plan. APPROVED (UNANIMOUS)**

**Commissioner Johnson moved, seconded by Commissioner Tonge, to APPROVE the waiver on the parking lot surface contingent upon the plan presented, including the following:**

- 1. Parking bumpers indicating individual parking spaces.**
- 2. Containment of the stone within the parking lot footprint with a barrier (edging).**

**APPROVED (UNANIMOUS)**

**6. Planning Department Report**

The Village of College Park project has submitted a request for a 12 month extension on their concept plan that expired on July 14, 2013. Town Council will address the request at the July 24<sup>th</sup> meeting.

Updates to the Comprehensive Plan are being worked on and will be scheduled for public hearings. Also, a workshop is being scheduled in August or September for the Town Council, Planning Commission and Planning Department to discuss the vision of the town.

7. **ADJOURNMENT**

Commissioner Johnson moved, seconded by Commissioner Tonge, to adjourn the meeting at 6:47 p.m. **APPROVED** (UNANIMOUS)

APPROVED:

  
Rodney Marvel, Chairperson

ATTEST:

  
Jocelyn Godwin, Planning