

TOWN OF GEORGETOWN - PLANNING COMMISSION

Draft Meeting Minutes November 20, 2013

ATTENDANCE

Commissioners

Rodney Marvel
Chris Lecates
Diane Greenberg
Gary Tonge
Chester Johnson

Staff

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

1. CALL MEETING TO ORDER

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

2. APPROVAL OF OCTOBER 16, 2013 MEETING MINUTES

Commissioner Tonge moved, seconded by Commissioner Lecates, to approve the October 16, 2013 regular meeting minutes as presented. **APPROVED (UNANIMOUS)**

3. PUBLIC HEARING: Transitional Housing Modifications

Town Manager Gene Dvornick presented an overview of the Transitional Housing Task Force recommendations. Reference was made to the Transitional Housing Task Force Report adopted by Town Council.

The modifications include revision of the Family definition; addition of Single Housekeeping Unit definition; clarification of Occupancy Limitations Relative to the Size of the Dwelling and as Applied to Bedrooms; addition of definitions for types of Special Needs Housing; additional options for Off-Street Parking requirements; expansion of Conditional Use for Special Needs Housing and addition of a Use Permissions and Zoning Matrix for Special Needs Housing Types.

Commissioner Lecates complimented the comprehensive work done by the committee. Commissioner Marvel questioned licensing and future tracking capability. Commissioner Johnson asked for clarification on §116-69 regarding the chart and bedroom sizes. The calculation for one occupant to two occupants does not match the sentence below of 70 sf plus 50 sf which would come to 120 sf. Mr. Dvornick will address the question and provide clarification.

Commissioner Marvel opened the meeting for public comment.

Rosemary Everton questioned the changes from the existing code of 64 sf per person. The change will require more square footage for one occupant, but less for two occupants. Mr.

Dvornick confirmed that the purpose of the changes is for clarification and cleaner enforcement.

Linda Dennis, Town Councilperson and Chair of the Task Force, emphasized that the changes are about responsible placement of individuals in our community. The language added reinforces the need for agencies making placements into the community to make sure the clinical, the rehabilitative and the supportive services are also provided. In situations where we believe there is a failure on the part of either the state agency or private agency funded by the state, we have a method now for recourse in bringing them in and having discussions about individuals who are not getting the services that they need in order to be integrated into their community. It is about having people placed responsibly and not dumped into communities without the services they need to succeed.

Mrs. Godwin confirmed there was no correspondence received either for or against.

Commissioner Marvel closed the public hearing.

Commissioner Tonge moved, seconded by Commissioner Lecates, to recommend approval to Town Council.

Commissioner Johnson – Yea, with the issue regarding the square footage for bedrooms examined.

Commissioner Tonge – Yea, it has been needed for a long time. Transitional housing has been an issue in Georgetown for quite a while. Having something you can calculate out and to be able to go back to agencies and hold them accountable as well is good.

Commissioner Lecates – Yea, it is much needed to have the zoning matrix we will have to make sure all residents and residential areas that we have keep their integrity and as well as people within transitional housing are afforded the help that they need. That the state agencies work in conjunction with each other and everything is up to par. In the past we have had things that were licensed by the state but we don't really know if they have kept up with the state requirements of that license. Now we have something to work with.

Commissioner Greenberg – Yea, agreement with C. Lecates and was involved with the study.

Commission Chair Marvel – Yea.

APPROVED (UNANIMOUS)

4. CASE #2013-25 Historic Sign Review

An application by Andrew A. Whitehead, Esquire, for approval of a historic sign to be located at 5 West Market Street, identified as Sussex County Tax District 135 Map 19.08 Parcel 146.01 zoned HD (Historic District).

Andrew Whitehead presented the application. The sign coordinates with the colors of the building and will fit in with the downtown area.

Commissioner Lecates moved, seconded by Commissioner Johnson, to approve the historic sign as presented for Case #2013-25. APPROVED (UNANIMOUS)

5. CASE #2004-07 Final Site Plan Extension

An application by Rosemary Everton, for a one year extension of final site plan approval per Town of Georgetown Code §230-213.4 (B). The property is located at Savannah Road and Calhoun Street, identified as Sussex County Tax District 135 Map 14.16 Parcel 70.00 zoned MR1 (Multi Family Residential).

Rosemary Everton presented the application. The company that was going to do the project went for Section 314 and the government has cut the funding from \$3MM to \$2MM ending that possibility. Parking is an issue if the project is phased. An idea is being worked on to put the stormwater underground. Additional parking could then be put there. USDA has another plan, Section 538, which requires 32 units. Applicant is asking for another year.

The Commission questioned the status of the project approvals. The applicant stated some approvals will need to be readdressed, but no issues are expected.

The Bank had approved funding in 2008, additional land 35' x 14' was needed and was purchased, the plan was revised and then the sequester occurred reducing the program funding. The most recent application to USDA for funding was a couple of months ago. Debbie Eason of the USDA then informed the applicant of the reduction from three to two million available which would not be enough. It was stressed that if the project was for 32 units it would qualify for other funding.

In order for the project to be phased for the bank, additional parking would be needed with the first building and the stormwater changed. The site plan would need to be revised. There are six units in the first building. There will be on-site management; however, it is not currently located in the first building.

Commissioner Tonge moved, seconded by Commissioner Johnson, to approve the extension of final site plan approval with the understanding it will be for one year only, as financing should have been received by now. APPROVED (UNANIMOUS)

6. CASE #2012-19 Site Plan Review

An application by Kercher Engineering, Inc., on behalf of Primeros Pasos, Inc., for the preliminary site plan review and approval of a 5,850 square foot daycare facility located at 20648 Savannah Road, identified as Sussex County Tax District 135 Map 15.00 Parcel 2.01 zoned UB2 (Neighborhood Business).

John Murray, project manager of Kercher Engineering, presented the application. The project has undergone some changes since concept. The plan provides 22 parking spaces, sidewalk along the parking areas as well as along the property frontage. A pedestrian crossing will be provided across Savannah Road to an improved ADA ramp.

The property is within a wellhead protection area 2, restricting the impervious area to 35% for minimal requirements. The entrance was revised to accommodate the requirement. DelDOT had concerns with the original entrance plan as well. There will be a potential bus stop location in front of the building along Savannah, eventually.

Safety of children being dropped off is a concern of the Commission. Sandy Baker clarified that children must be signed in and out by the parent, removing concerns of children walking from the parking area to the entrance alone.

The structures from Polytech will be the wings of the final building. The landscaping plan has been provided. Bioswales, designed not to retain water, are being provided for stormwater management. The elevations were presented.

The Commission asked about the kitchen and food preparation. The kitchen will have a stove, refrigerator and a dishwasher. They will be in the state food program with some food preparation. There is no fire suppression in the kitchen. The applicant has met with the Fire Marshal but has not submitted yet.

The playground is enclosed by vinyl fence, the trash dumpster is surrounded by wooden fence and landscaping. A large grease trap has been included, more for future use. There is a main access and a rear access. There is some existing playground equipment on site and more will be added. Signage will be submitted with a separate application. The turning radius (32) has been approved by DelDOT. Sufficient lighting was stressed for at night. The facility will be open Monday through Friday.

Commissioner Lecates moved, seconded by Commissioner Tonge, to approve the preliminary site plan as presented for Case #2012-19. APPROVED (UNANIMOUS)

7. Planning Department Report

Mrs. Godwin informed the Commission of submittal of the preliminary plan for Dunkin' Donuts.

8. ADJOURNMENT

Commissioner Lecates moved, seconded by Commissioner Tonge, to adjourn the meeting at 7:12 p.m. APPROVED (UNANIMOUS)

APPROVED:



Rodney Marvel, Chairperson

ATTEST:



Jocelyn Godwin, Planning