

Georgetown

Board of Adjustment Meeting Agenda

Meeting Date: Wednesday, July 1, 2026

Location: Town Hall, 39 The Circle, Georgetown, DE

Time: 5:00 PM

Posted: 6/17/2026 @ 3:30p



Live Stream can be viewed on the Town's website by clicking the below link:

Website: <https://www.georgetowndel.com/live-stream.htm>

For viewing with public participation, click the zoom meeting link below:

Zoom: <https://zoom.us/join>

Zoom Meeting ID: 846 3068 7643

The Town of Georgetown strives to make our public meetings widely available through Zoom and YouTube broadcasts. While the Town is committed to continuing this access, technological problems that prevent or limit access do not affect the validity of these meetings nor the validity of any action taken in these meetings.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- 2 - 4 A. January 7, 2026
[Board of Adjustment - 07 Jan 2026 - Draft Minutes](#)

3. PUBLIC HEARING

- 5 - 17 A. **BOA CASE #2026-14: 114 North Bedford Street**

An application by Glenn Sweeten, requesting from the Code of the Town of Georgetown the following: (1) a variance from §230-151.F, for a reduction from the required minimum width of interior roadways from the required twenty-five (25) feet to the proposed ten (10) feet. The property is located at 114 North Bedford Street, identified as SC Tax Parcel 135-14.20-161.00 and zoned UB3 (Professional Business).

[Information Sheet](#)

[2026-14 Application Packet](#)

4. PUBLIC COMMENT

5. ADJOURNMENT

The agenda items as listed may not be considered in sequence. This agenda is subject to change, at or before the meeting, to include the addition or deletion of items, including executive sessions. Persons requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the American with Disabilities Act (ADA).



TOWN OF GEORGETOWN Board of Adjustment Meeting Minutes

Meeting Date: Wednesday, January 7, 2026
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 5:00 PM

MEMBERS PRESENT:

Thomas Baker
Anthony Kline (via Zoom)
Jane Hovington
Ron Howard

STAFF PRESENT:

Brian Olszak, Community Development Director
Stephanie Roblero, Customer Service Specialist
Alexander Burns, BOA Solicitor

MEMBERS ABSENT:

1. **CALL TO ORDER.** The meeting was called to order by Chair Hovington at 5:11 pm.

2. **APPROVAL OF MINUTES**

A. November 5, 2025

Motion by Member Baker, seconded by Member Kline, to approve the minutes of the November, 2025 meeting.

Motion Carried (unanimous).

3. **PUBLIC HEARING**

A. **BOA CASE #2025-25**

An application by A.H. Davenport LLC, requesting from The Code of the Town of Georgetown the following:

- a variance from §230 – Attachment 1, height Area and Bulk Requirements, for an increase in the maximum height from the required thirty-five (35) feet to the proposed thirty-seven (37) feet.

The property is located at 20656 Savannah Road, identified as SC Parcel 135-14.16-69.00, zoned MR1 (Multi-Family Residential).

David Hutt, of Morris Hames LLP, presented on behalf of the Applicant. He described that the site plan for 6 apartment buildings was approved by the Town in 2024-2025 and, when the building permit application for the first structures were filed, it was found that they exceeded the

maximum height requirement for the district. He gave an overview of the site plan and explained the architectural renderings, while also discussing the factors that are typical when considering variances of this sort. He stated that surrounding properties have zoning (such as the LI2 District) where the maximum height is much higher than what is proposed here and that, raising the height 2 feet would not affect the ability of any surrounding property to be used in a permitted fashion. Lastly, he claimed that, in order to produce a product that met the architectural-characteristic requirements of Georgetown, with 9-foot ceilings for units, would be to be slightly above the 35-foot maximum, which would enable the gabled roofs, peaks and dormers used. A flat roof would enable the product to meet the height requirement, but these are not encouraged or permitted according to the Design Standards of the Town.

Alex Burns, BOA Solicitor, verified that the legal standards to be used to judge the variance request were accurate, and further defined the differences between use variances and dimensional variances.

The Board asked questions regarding any submission of a comment or response from the public on the application; none were submitted. Board members also clarified the method by which the height of buildings was calculated, which depends on the roof-slope type of a building. In this case, the roof is measured from finished grade to the mean height level between eaves and ridge for gabled, hip, shed or gambrel roofs. Brian Olszak, Community Development Director, in response to a question from Board members, commented and clarified that the pitched roofs as described are required and encouraged in the Town's Development Design Standards, which include residential roofs and maximum and minimum required pitches. No public comments were received.

Member Baker moved, seconded by Member Howard, the variance from §230 - Attachment 1, Height Area and Bulk Requirements, for an increase in the maximum height from the required thirty-five (35) feet to the proposed thirty-seven (37) feet.

Roll call vote:

Member Baker – Aye, due to the prevailing ceiling heights of 9 feet instead of 8 feet, and that a flat roof never strays dry.

Member Howard – Aye, because 2 feet is not a big deal

Member Hovington – Aye, because it would be an exceptional practical difficulty to the builder as opposed to the community if it were not granted, and that it would not deter from the aesthetics of the surrounding neighborhood.

Member Kline – Aye, that the zoning and character of the immediate surrounding area is in alignment with this, and that a two-foot variance in this instance is minimal, that there is greater harm to the applicant if denied than to the surrounding neighborhood if granted, and that there was no public comment to the contrary.

Motion Carried (unanimous)

4. **PUBLIC COMMENT.** No public comment was received.
5. **ADJOURNMENT.** Member Baker moved, seconded by Member Howard, to close the meeting at 5:41 p.m.

Motion Carried (unanimous)

APPROVED:

Jane Hovington, Chair

ATTEST:

Brian Olszak, Community Development Director

Board of Adjustment
Information Sheet
July 1, 2026

Item #: 3 A.

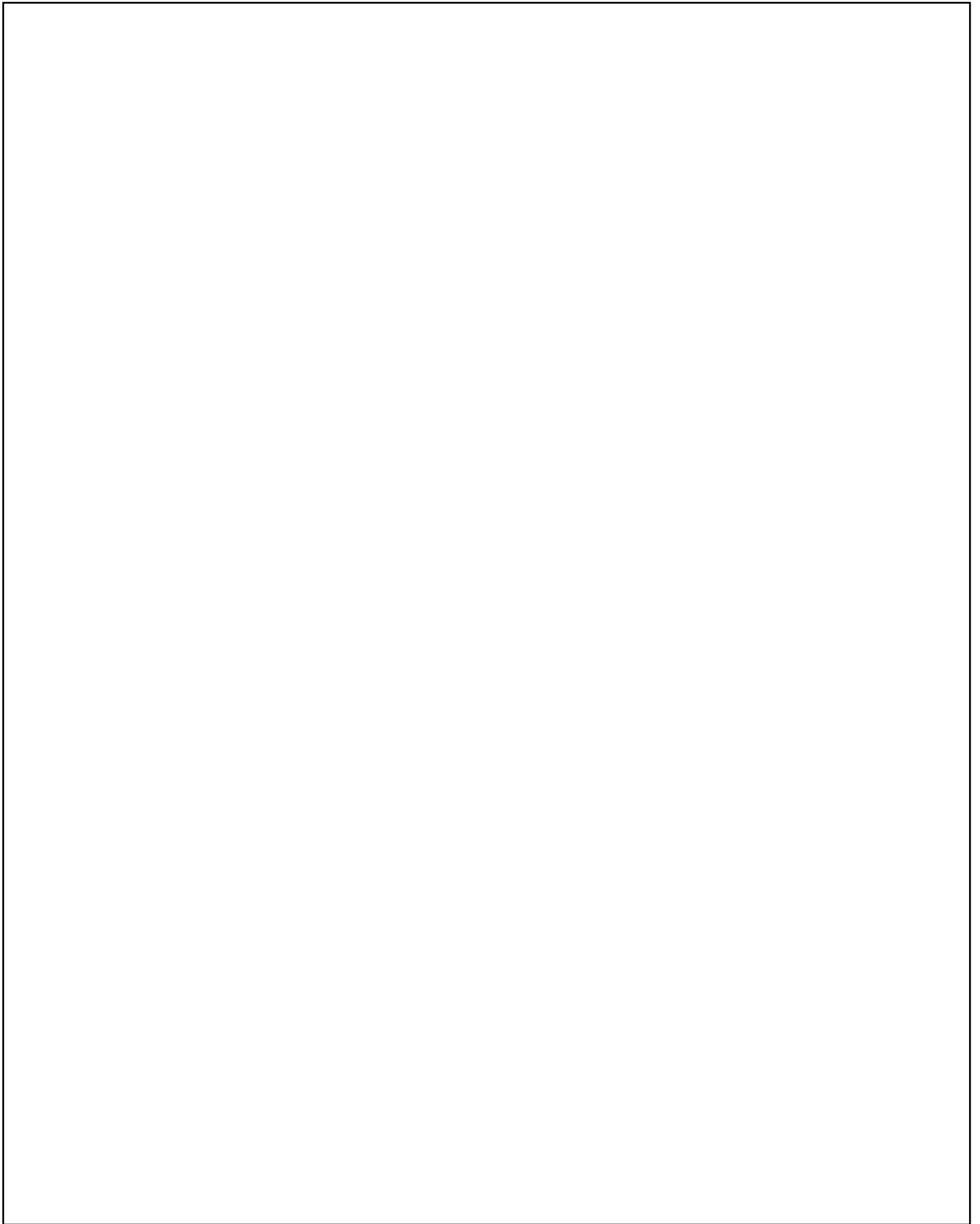
Item: Public Hearing: 2026-14 114 North Bedford Street

Description:

- Cover Letter
- Town of Georgetown Review Application
- Survey
- Concept Plan
- Existing Conditions Photos
- Email from DelDOT

Background:

6/17/2026: Agenda Posted
6/18/2026: Letters mailed to properties within 300'
6/25/2026: Property Posted



BOARD OF ADJUSTMENT VARIANCE APPLICATION

Date: 06/08/2026

To: Board of Adjustment
Town of Georgetown

RE: Variance Application for Property Located at 114 North Bedford St

Tax Parcel No. 135-14.20-161.00

Dear Members of the Board of Adjustment,

Please accept this packet in support of the variance request for the above-referenced property. The applicant respectfully requests approval of the variance as described in the enclosed application and supporting documentation.

The requested variance is necessary to allow for:

Entrance width from 25' to 10'

The proposed improvement and use of the property are consistent with the surrounding neighborhood and will not adversely affect adjacent properties.

For your convenience, the supporting materials have been organized and labeled as follows:

EXHIBIT INDEX

Exhibit	Description	Page No.
Exhibit A	Survey	3
Exhibit B	Concept plot plan	4
Exhibit C	Current Example	5-7



Town of Georgetown Board of Adjustment Application

This application will be considered complete once eight (8) copies of the application and site plan (drawn to scale) have been received with the required fee. *Town Code §98-3.(6)(a)*
Please forward one PDF copy of Site Plan to jcraddock@georgetowndel.com

The purpose of this application is to request:

Check Type of Request:	
Variance	Chapter 230, Section below:
<input type="checkbox"/> Area	
<input type="checkbox"/> Front Yard	
<input type="checkbox"/> Side Yard	
<input type="checkbox"/> Rear Yard	
<input type="checkbox"/> Height	
<input checked="" type="checkbox"/> Other	230-151 F 25' to 10'
Special Exception	Chapter 230, Section below:
<input type="checkbox"/> Parking	
<input type="checkbox"/> Yard	
<input type="checkbox"/> Other	
Interpretation of	Chapter 230, Section below:
An appeal to decision according to Chapter 230, Section below:	
Seeking a variance to reduce the entrance width off of Depot Street from 25' to 10'.	

Property Information	
Sussex County Tax Map/Parcel:	135-14.20-161.00
Street Address/Location:	114 North Bedford St
Zoning District:	UB3
Current Property Use:	Vacant Land
Proposed Property Use:	Wealth Planning Office

Property Owner Information	
Owner Name:	Donald Gross and Lijia Gross
Mailing Address:	16041 Wilson Hill Rd
City, State, Zip:	Georgetown, DE 19947
Phone Number:	302-228-3263
Fax Number:	
Email Address:	dggross@yahoo.com

Applicant Information	
Applicant Name:	Glenn Sweeten
Mailing Address:	120 S Bedford St
City, State, Zip:	Georgetown, De 19947
Phone Number:	302-515-1884
Fax Number:	
Email Address:	glenn@elementwealthplanning.com

I/We believe the Board of Adjustment should approve this request because:
(Please state hardship. Economic hardship alone is not a valid reason for granting a variance. If an interpretation is requested, state grounds for interpretation.)

We believe that the BOA should approve this variance application based on the following. The 10' entrance width can be found throughout the town at like properties. This office will have minimal traffic in and out on a daily bases. The biggest challenge faced will be a proposed entrance off of North Bedford St. Del Dot has been contacted and Do to the newly paved Bedford St the approval for an entrance from Bedford St will likely be denied.

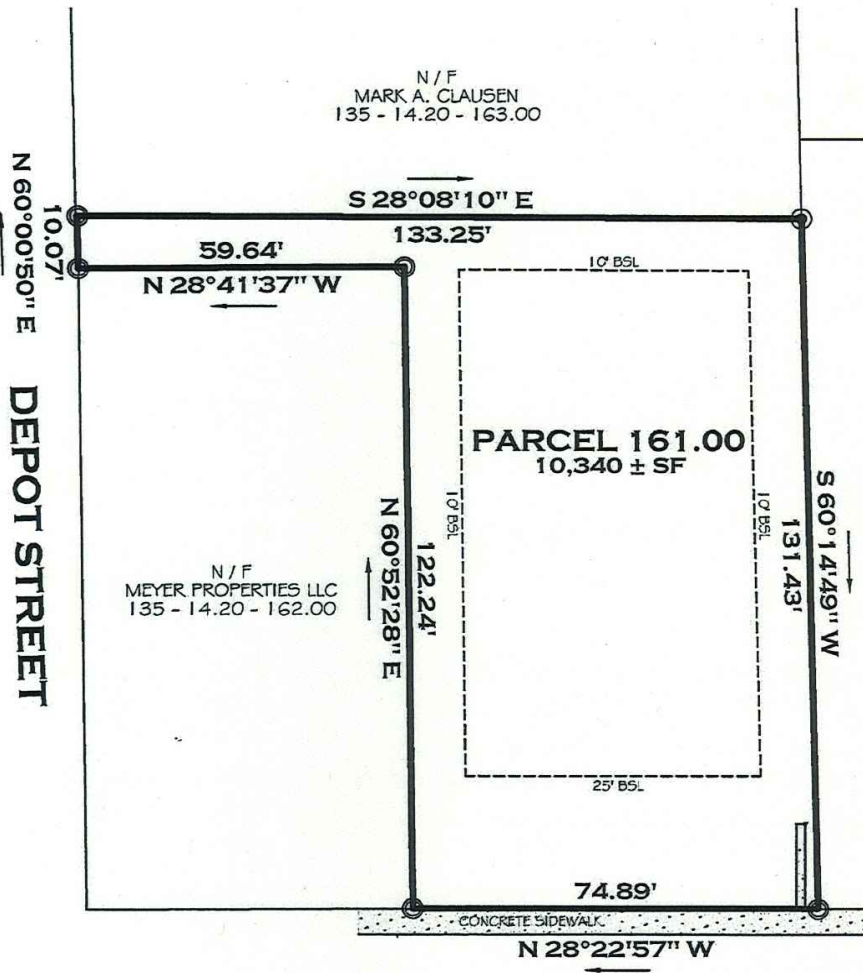
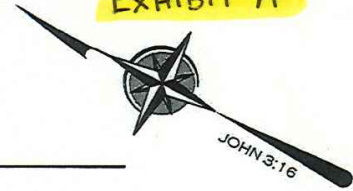
I hereby certify that all of the statements in this application and attached plans are true to the best of my knowledge.

Signatures	
Property Owner:	<i>Rigia M. Hoops</i>
Applicant:	<i>Glenn Sweeten</i>

OFFICE USE ONLY:	
CASE #: _____	DATE APPLICATION RECEIVED: _____
FEE RECEIVED: \$ _____ CASH/CHECK # _____	RECEIVED BY: _____
DATE OF HEARING: _____	DATE HEARING ADVERTISED: _____

ONLY PLANS INCORPORATING AN ORIGINAL EMBOSSED / RED SEAL & SIGNATURE ARE CONSIDERED TO BE OFFICIAL AND RELIED UPON BY THE USER

EXHIBIT A



N / F
GINA MARIE DITOMMASO
135 - 14.20 - 160.00

N / F
MEYER PROPERTIES LLC
135 - 14.20 - 162.00

I, BRADLEY A. ABSHER, REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE.

Bradley A. Absher
BRADLEY A. ABSHER, DE PLS # 735
DATE 6.2.26

NOTES

1. CLASSIFICATION OF SURVEY: URBAN
2. ZONE: UB - 3
3. BUILDING SETBACK LINES (BSL)
FRONT 25'
SIDE 10'
REAR 10'

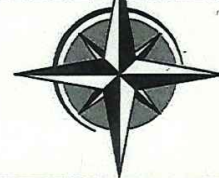
ALL SETBACKS ARE THE RESPONSIBILITY OF THE HOME OWNER AND/OR GENERAL CONTRACTOR. SETBACKS SHOWN AS TOWN OF GEORGETOWN & MAY DIFFER FROM THE HOME OWNERS ASSOCIATION (HOA) SETBACKS. ANY USER OF SAID INFORMATION IS URGED TO DIRECTLY CONTACT THE LOCAL AGENCY AND HOA, IF APPLICABLE, TO VERIFY IN WRITING ALL SETBACKS & REQUIREMENTS.

4. NO TITLE REPORT WAS PROVIDED FOR OUR USE, THEREFORE THIS BOUNDARY SURVEY IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS, AND/OR RIGHTS OF WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH.

LEGEND

- IRON PIPE FOUND
- IRON ROD W/ CAP SET

TRUE NORTH



LAND SURVEYING

35322 BAYARD ROAD
FRANKFORD, DE 19945
302 - 539 - 2488

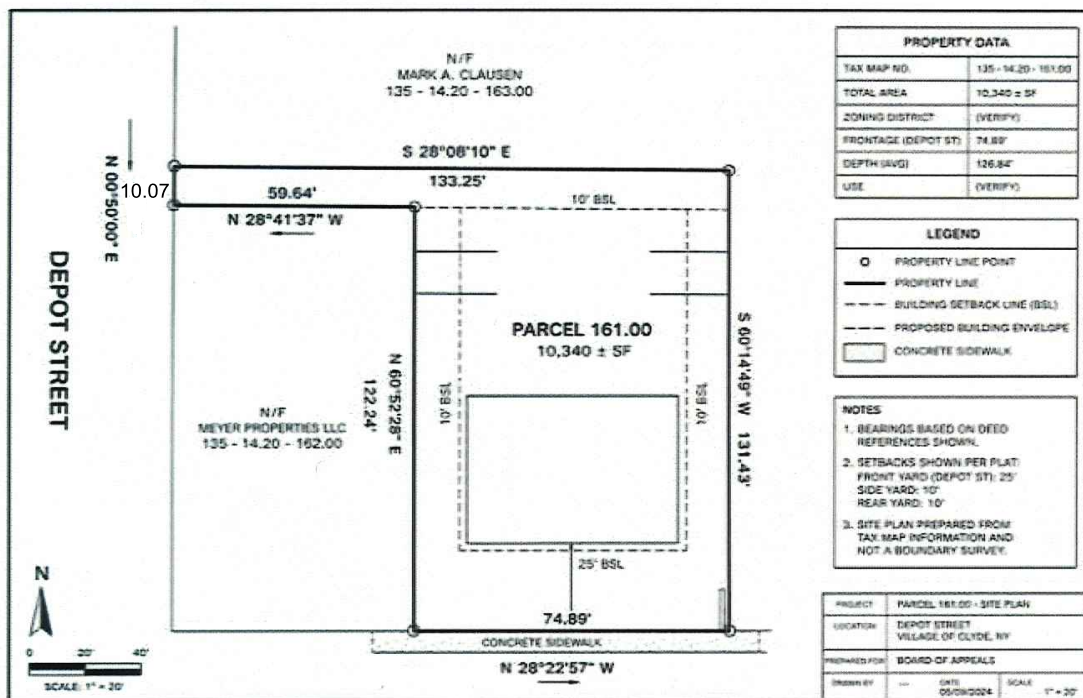
TAX MAP	1-35 - 14.20 - 161.00
STATE	DELAWARE
COUNTY	SUSSEX
HUNDRED	GEORGETOWN
TOWN	GEORGETOWN
AREA	10,340 ± SQ. FT.
DEED REF.	5981 / 303
PLAT REF.	---
DRAWN BY	JMH
DATE	06 / 02 / 2026
SCALE	1" = 30'
SURVEY #	DE - 11715

BOUNDARY SURVEY PLAN

FOR

GLENN SWEETEN

114 NORTH BEDFORD STREET, GEORGETOWN, DE 19947



114 N Bedford St · Georgetown, DE

Current Commercial Entrances

1. 120 S. Bedford St – 10' driveway width



2. 117 S. Bedford St – 10' driveway width



3. 115 S. Bedford St – 9.5' driveway width



4. 10 W Pine St – 11' driveway width




5. 116 W Market St – 10' driveway width



6. 26 Circle – No driveway entrance



 Outlook

FW: RE: 135-14.20-163.00

From lance@huntercreekhomes.net <lance@huntercreekhomes.net>
Date Tue 6/9/2026 3:34 PM
To Jamie Donaway <jdonaway@georgetowndel.com>

Lance Mears



Phone: (302)349-0805
Fax: (302)349-4308
lance@huntercreekhomes.net

-----Original Message-----

From: "Sapp, Derek (DeIDOT)" <Derek.Sapp@delaware.gov>
Sent: Tuesday, June 9, 2026 3:26pm
To: "Subdivision (MailBox Resources)" <Subdivision@delaware.gov>, "lance@huntercreekhomes.net" <lance@huntercreekhomes.net>
Cc: "Urbanek, Brian" <burbanek@jmt.com>
Subject: RE: 135-14.20-163.00

All,

The reference we use is in DelDOT's Development Coordination Manual. Chapter 5.2.2 paragraph C states: "When a parcel of land is being developed that fronts on a major and a minor roadway, the access to this parcel should be from the minor roadway and not the major roadway."

Thank You,
Derek Sapp
Subdivision Manager
Economic Development Coordination
DelDOT
(302) 760-4803

From: Subdivision (MailBox Resources) <Subdivision@delaware.gov>
Sent: Thursday, June 4, 2026 1:21 PM
To: Sapp, Derek (DelDOT) <Derek.Sapp@delaware.gov>
Cc: Urbanek, Brian <burbanek@jmt.com>
Subject: FW: 135-14.20-163.00

Derek,

I believe this is in your area. Please see below.

v/r

STEPHANIE V. FOSTER

Administrative Specialist
Economic Development Coordination
Delaware Department of Transportation
P.O. Box 778 – 800 Bay Road
Dover, DE 19903
(302) 760-2263 office
(302) 760-2569 fax



From: lance@huntercreekhomes.net <lance@huntercreekhomes.net>
Sent: Thursday, June 4, 2026 12:23 PM
To: Subdivision (MailBox Resources) <Subdivision@delaware.gov>
Subject: 135-14.20-163.00

Good afternoon,

I have a client looking to purchase parcel 135-14.20-163.00 to construct a new office on this parcel. There is an entrance off of the side street (Depot St) that we would like the town to give us a variance on. We are assuming since North Bedford St is a newly paved street that Del Dot would not want an entrance off of this road if possible. If you are in agreeance of this, would you be able to supply a letter explaining this to help our case with the town variance to use the side entrance on Depot St? Thank you in advance!

Lance Mears



Phone: (302)349-0805

Fax: (302)349-4308

lance@huntercreekhomes.net