

Minutes of Meeting  
Dagsboro Planning & Zoning Commission  
Bethel Center-28307 Clayton Street  
April 4, 2019

I. Call Meeting to Order:

Chairman Connor called the meeting to order at 6:00 p.m.

Those in attendance were: Chairman Brad Connor, Co-Chairperson Cathy Flowers, Commissioner Audrey Miller, Commissioner Earl Savage, Town Administrator Cindi Brought, and Town Engineer Kyle Gulbranson. Commissioner Cindy Gallimore was absent. Please see the sign in sheet for others in attendance.

II. Public Comment:

No public comment was made.

III. Approval of Agenda

Commissioner Savage made a motion to approve the agenda. Commissioner Miller seconded the motion. All in favor.

IV. Approval of Minutes:

A. March 7, 2019 – Planning and Zoning Meeting minutes

Co-Chairperson Flowers made a motion to approve the March 7, 2019 meeting minutes. Seconded by Commissioner Savage. All in favor.

V. New Business:

A. Site Plan Review – Arctic Heating and Air

Daniel Coblentz of The Ready Companies was present to explain the project. They would like to add a forty by eighty pole building to the existing structure. As far as parking, there is currently stone on the property, but the owner is prepared to do what is needed. Mr. Gulbranson noted the very front of the building is paved currently. Mr. Coblentz confirmed the very front is paved and stated the plan is for this to just be a warehouse; there will be no offices or extra bathrooms or anything like that. It will have five garage doors and be storage for equipment. The owner has a heating and cooling business and would like the space to put extra equipment in.

Mr. Coblentz stated there was a question about entrances. He informed the Commission that the property is sitting on two roads so they didn't think there would be an issue with getting in and out. Chairman Connor asked if vehicles will be stored in the garages. Mr. Coblentz stated he doesn't think there will be vehicles being stored; he is only aware of the possibility of a forklift and equipment.

Commissioner Savage questioned the one paper that stated a forty by sixty building with a carport. Mr. Coblenz clarified it is a forty by sixty building, but then there is an extra twenty feet at the end with the carport making the total footprint a forty by eighty.

Chairman Connor asked if the plan meets all of the requirements. Mr. Gulbranson replied that it does. It is in a Commercial zoning district and it does meet the setbacks. This is a corner lot so it has two front yard setbacks and the other two are side yard setbacks. They have enough parking to meet the requirements. It is surrounded by residential lots so there is a landscape buffer that will need to be installed. As far as the zoning and setbacks, all of the requirements are being met. The plan also shows a proposed landscape buffer. In the back of the property, there is a grove of existing trees so that can be incorporated into their plan for the landscape buffer. Mr. Gulbranson asked if they have any idea of what kind of plants they will put in. Mr. Coblenz replied that he thinks they are open to whatever is suggested. Mr. Gulbranson replied that for trees, they would want to use something that will have a substantial size right away. He also informed Mr. Coblenz that it can be a mix of trees and fencing. Mr. Coblenz replied that is what he thought the idea was along the west side of the property. Mr. Gulbranson agreed that the property owner along that side already has a nice row of trees. He showed Mr. Coblenz on the current site plan where he would recommend a fence and where the trees are sufficient.

Mr. Gulbranson asked if there are plans to put a trash dumpster on the property. Mr. Coblenz stated they haven't planned for that. Mr. Gulbranson replied that it is not required, but if it is needed, it will need to be screened in also.

Mr. Gulbranson also noticed they plan to extend the stone parking area. The town code requires parking areas to be paved, but there have been times in the past that the town has allowed a project to continue, but added the condition that after so much time, it must be paved. Mr. Coblenz clarified that the parking in the front isn't enough for the whole structure. Mr. Gulbranson stated he thinks it is, but the plan shows more. Mr. Coblenz stated that is not a problem.

Chairman Connor asked if the property is already hooked up to water and sewer. Mr. Gulbranson and Town Administrator Brought replied they know it is hooked up to water because they get a water bill. Mr. Coblenz stated he has not been in that part of the building, but he does know there is a bathroom.

Mr. Gulbranson asked if there is any proposed lighting for the property. Mr. Coblenz stated there is not. Mr. Gulbranson explained the concern is if they put a bright pole light in because it is surrounded by residential lots, it would need to be filtered or directed away from the residences. Mr. Coblenz said they are not doing that.

Chairman Connor asked if they are putting a sign up. Mr. Coblenz stated he is not trying to advertise the location – it is strictly for storage. Chairman Connor stated that would have to be addressed if they wanted a sign – it would need to meet the code and have a sign permit. Mr. Gulbranson stated he could always add that in the future if he wanted; it doesn't have to be now.

Mr. Gulbranson noticed notes from the Fire Marshall and asked if they had approvals yet. Mr. Coblenz stated they did not. Mr. Gulbranson informed him the town will need to see the approval from the Fire Marshall before issuing a permit.

Co-Chairperson Flowers asked what kind of noise the neighbors should expect since it is surrounded by residences. Mr. Coblenz stated they would only be there during the day. There might be trucks coming in and out, but it should only be during the day. Town Administrator Brought suggested he confirms that with the owner before they go to Town Council.

Mr. Gulbranson also informed Mr. Coblenz that if there is more than a 5,000 square foot land disturbance, it needs a Conservation District review. With the building and the stone, it is just over 5,000 square feet. He would need a letter of approval from Sussex Conservation also.

The next step would be to go to Town Council once he has those letters of approval. Chairman Connor asked if it would need to be advertised. Mr. Gulbranson replied that it is a site plan approval so it doesn't require a public hearing. Mr. Coblenz asked when they would need the letters by for the meeting. Town Administrator Brought replied she would need them at least a week before the meeting.

Mr. Gulbranson stated the Commission can make a recommendation now or wait until the May meeting, since the meeting will be before they have the approval letters, or they can make a recommendation contingent on them getting the approval letters. Commissioner Savage expressed concern with items on the agenda and having to vote on them the same night. He doesn't want to delay the process, but they don't get a chance to really think about what was presented. The next meeting would be May 2<sup>nd</sup>. Mr. Gulbranson suggested they start on getting the approvals soon. He doesn't anticipate a problem with the Fire Marshall because it is a simple plan, but he should still get started. The Commission decided they wait until May's meeting to make a decision.

VI. Old Business:

A. Continue Reviewing Comprehensive Plan – Update due by April 2019

Mr. Gulbranson has gotten all of the maps updated and had copies for the Commission. The first map was an updated aerial view and updated boundary for the town. The town zoning map was updated because there were two parcels on south Main Street that were zoned Cluster Residential and have been changed to Residential. He left Vines Creek Village alone on the map because even though it has sunsetted with the town, it is still recorded with the County. They would have to go back through the subdivision process again if the owner did decide to follow through with it.

They also reviewed the existing land use map. There weren't really any changes to this map, except he did go out to Prince George's Acres because there have been several new homes added in the last couple of years. The map showing the town's annexation area/area of concern is more challenging because Dagsboro is sandwiched in between two towns. The area of concern means that the town is interested in any development that happens in that area and the County and adjacent municipalities need to coordinate with Dagsboro if any development occurs there. The other colored areas are the primary annexation areas for Dagsboro. This map is one of the most important. Mr. Gulbranson asked the Commission to think about this map and come back next time with any thoughts on it.

The next map shows the town boundaries with the state strategies for spending. Their plan is to concentrate development in towns or close to towns. They have a series of levels (one through four, with level one usually being a downtown area and level four is where the state does not want to see any development). This helps to eliminate building and maintaining infrastructure in the country, which is wasteful spending.

They also reviewed the transportation map. This shows the road network – major, secondary, local roads are shown. Previously, it was called out for improvements to the intersection of Armory Road and Route 26, which is in the planning stages now. Another problem intersection is Dagsboro Road and Iron Branch Road. The other item was a continuation of streetscape improvements on Main Street from Town Hall north (they are already in place from Town Hall, south). Co-Chairperson Flowers asked about a meeting that was supposed to be the previous Monday in Millsboro about a Del-Dot project that would impact Iron Branch Road. Town Administrator Brought replied there was, but they didn't discuss the project. The Mayor and Councilman Chandler attended the meeting. Town Administrator Brought stated it will be known throughout town if they find there are plans for a bridge for Millsboro putting traffic on Iron Branch Road. Mr. Gulbranson replied that he would see what he can find out and incorporate that into the plan also.

The last map is environmental features; it is a requirement of the plan. It shows wetlands, flood plains, and well-head protection areas and recharge areas. There are excellent recharge areas out Piney Neck Road. Co-Chairperson Flowers asked what that means. Mr. Gulbranson replied that it means the rainwater percolates quickly down the aquifer – this is good for water protection and usually is a good place to put a well, but this area is also very easily polluted. The state wants the town aware of that. They don't require an ordinance to protect that area because the town is so small, but it is part of the annexation area for the town so it needs to be made aware of.

The goal is to have the comprehensive plan done by July. Mr. Gulbranson hopes to have the draft next month and then they need a public meeting for residents to come look at the maps. Millsboro has to share their draft plan with Dagsboro. Dagsboro has to share with Millsboro and Frankford. If a neighboring disputes anything, the state would have to give an extension.

Mr. Gulbranson and Town Administrator Brought also informed the Commission that they are going to apply for the Downtown Development District after Dagsboro was encouraged to re-apply. The Kerns project will help the application and then it will benefit them by being able to get rebates. Mr. Gulbranson stated developers can get up to 20% in rebates on their construction costs. Town Administrator Brought is hopeful this would attract developers. Co-Chairperson Flowers asked if this would help with the Zack King property that is condemned. Town Administrator Brought and Mr. Gulbranson replied they think it would. Co-Chairperson Flowers stated she misses having a produce stand in town. Town Administrator Brought stated the Kerns mentioned a farmer's market would be nice. The lodge was going to expand and do parking, including some parking for the Town, but they haven't said anything in a long time. Mr. Gulbranson also informed them that Bodie's Dairy Markets are all up for auction. Commissioner Miller asked how many towns there are that are Downtown Development Districts. Mr. Gulbranson stated there are currently seven.

Chairman Connor asked if Royal Farms still isn't ready to move forward. Mr. Gulbranson stated he was given their final plan, but he hasn't received any other news yet. They may have decided to work on the Selbyville store instead.

VII. Public Comment:

No public comment was made.

VIII. Adjournment:

Commissioner Savage made a motion to adjourn. Co-Chairperson Flowers seconded the motion. All in favor. Meeting adjourned at 6:58 p.m.

Respectfully Submitted,

Megan Thorp, Town Clerk