

Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
September 5, 2024

I. Call Meeting to Order

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

Those in attendance were: Commissioner Brad Connor, Commissioner Cathy Flowers, Commissioner Cindy Gallimore, Commissioner Will Labor, Town Administrator Cynthia Brought, and Engineering Consultant Kyle Gulbranson. Commissioner Janice Kolbeck was absent. Please see the sign in sheet for others in attendance.

II. Public Comment

No public comment was made.

III. Approval of Minutes
Meeting Minutes July 11, 2024

Commissioner Gallimore made a motion to approve the minutes as presented. Commissioner Flowers seconded the motion. All were in favor.

IV. New Business
Sandy Properties – Conceptual Only Proposed Business

Tiffany Ryan and Julia Shapiro, owners of Sandy Properties, were present. Engineering Consultant Gulbranson asked if their business would be in the house or the pole building that was mentioned. Tiffany Ryan stated that their intention is to run the business inside of the house and would be doing extensive renovations to the house. She added that they have had their cleaning business for almost 3 years and need a facility to accommodate their growing business. It would also be used to hold training sessions and quarterly meetings with their staff, and she does not anticipate a lot of traffic coming in and out of the office. Town Administrator Brought asked for confirmation that only their staff would be in and out of the office for training, etc. Julia Shapiro replied, "Yes and to pick up keys/supplies." Town Administrator Brought and Commissioner Connor referred to Heather's Home Works and how their staff are in and out of the office each day. Tiffany Ryan stated that she has been cleaning for 20 years and has always worked for herself and doesn't know how Heather's Home Works operates but doesn't plan to use their office as a come/go place for their employees.

Commissioner Connor asked if they plan to have a sign in the yard. Tiffany Rayn replied, "We absolutely do because we are paying a mortgage." Julia Shapiro added that they are not set up like Heather's and have one vehicle that their staff uses that they may store in the pole building when not in use. She added that they would use the pole building for their vehicles while they are there working. Tiffany Ryan stated that there is no HOA on the property and no major restrictions. She added that there was an old car port on the property which was a health hazard and was removed. They would like to replace it with a pole building and would use it to store supplies, cars and a lawnmower.

Engineering Consultant Gulbranson asked, "How many employees do you have?" Tiffany Ryan stated that they currently have 12 experienced employees, who are all insured and English speaking. She added that to date, they have never had anyone quit working for them. Commissioner Gallimore asked, "Are they licensed sub-contractors?" Julia Shapiro stated that they are independent subcontractors. Engineering Consultant Gulbranson asked for confirmation that the employees would not be going to the office every day. Tiffany Ryan replied that they won't need to come to the office for anything. Julia Shapiro added they only would come to pick up a key or cleaning supplies. Tiffany Ryan stated that they are partnering with Aqua Chempacs, which is an eco-friendly enzyme-based cleaning line. These supplies come in 4-packs, which last for quite a while, and the cleaners only need to pick up supplies every so often.

Commissioner Flowers asked, "Are your supplies delivered by large trucks?" Julia Shapiro replied that they are delivered by Fed-Ex. Tiffany Ryan added that currently the supplies are being delivered to her house. She added that if they need to have a pallet of supplies delivered that it would only be once every two years.

Commissioner Connor asked if they would need to get an entrance permit from DeIDOT? Engineering Consultant Gulbranson stated that since the property is being converted from a residence to a business, DeIDOT needs to be contacted to see what they require for the entrance. Tiffany Ryan stated that they would contact DeIDOT and eventually they would like to have a more formal driveway. Mr. Gulbranson stated that if any improvements are made to the driveway, they would need a permit from DeIDOT.

Engineering Consultant Gulbranson stated that with a commercial business, they would need to go through the site plan process with the Town. Tiffany Ryan stated that she was not familiar with that. Mr. Gulbranson asked Town Administrator Brought if this would be considered a change of use. Town Administrator Brought agreed that it would be. Julia Shapiro stated that they were under the impression that the property was zoned TN. Town Administrator Brought stated that it is considered Town Center which means that you can have business there. She added that the property has always been considered residential but since they are changing it to a business, they would need to apply for a change of use. Mr. Gulbranson stated that the application can be picked up at Town Hall and it would go before the Planning Commission and Town Council. Commissioner Connor stated that if the application is ready that they could be added to October's agenda. Engineering Consultant Gulbranson stated that the owners would need to meet with DeIDOT first. Town Administrator Brought stated that a sign permit would also be needed.

Town Administrator Brought asked if this would be considered a home business. Julia Shapiro stated that the reason they liked this location was because it was a home and they could use it as their office and if they had new staff, they would utilize the house to train them, but it would just be an office for them. Engineering Consultant Gulbranson asked for confirmation that no one would be living there. Julia Shapiro replied, "Right." Engineering Consultant Gulbranson stated that it would not be considered a home business since no one lives there. Julia Shapiro added that they would like to have that option. Tiffany Ryan stated that her mother is very elderly and if she needed somewhere for her to live close by, this property is 1.3 miles from her house. She added that since it was zoned as multi-use, they were hoping that would be an option. Engineering Consultant Gulbranson stated they should apply for a change of use with a home occupation. Tiffany Ryan asked if that would give them the option to have her mother live there later. Town Administrator Brought replied, "Yes." Commissioner Connor asked what fees would be involved with this? Town Administrator Brought stated that the change of use application fee would be \$250. Mr. Gulbranson recommended that they contact DeIDOT to see what their requirements would be.

Julia Shapiro asked, "How can we get the permit for the pole building?" Town Administrator Brought stated that they would be able to get the permit for the pole building because it is not part of the home business. Julia Shapiro stated that she didn't think the location of the pole barn is considered within Town limits. Tiffany Ryan stated that part of their property is within Town limits and part is not. Engineering Consultant Gulbranson stated that if it is not within Town limits then they would not need a building permit. Town Administrator Brought stated that they would just need a County Permit.

Julia Shapiro asked for confirmation that the change of use application would cost \$250. Town Administrator Brought replied, "Yes," but wasn't sure of the cost of the home occupation application and that she should call Town Hall, and they would let her know. Tiffany Ryan stated that their first step would be to call DeIDOT the next day and then go to Town Hall for the change of use application. Town Administrator Brought stated that they can fill out and pay their application fees and can be added to P&Z's October agenda. She added that hopefully they would have DeIDOT's requirements by then. Commissioner Connor stated that once they have DeIDOT's approval, it would move quick. He asked when they wanted to start the pole building. Julia Shapiro stated that they had wanted to start it a month ago. Engineering Consultant stated that if the property is out of Town limits, then the contractor should be able to pull the County permit.

V. Old Business

Review and Discussion regarding the results of the Survey for the Comprehensive Plan – Gift Card Winners – Plan Moving Forward

Town Administrator Brought stated that survey results came in and tried to manually count each column but there must be a way for Constant Contact to give them a final report on the survey. Commissioner Labor stated that she shouldn't have to do that. Ms. Brought added that it is in an excel sheet but includes every person's entry. Commissioner Labor asked Town Administrator Brought to email him the excel document and he would look at it. He added that there should be a summary. Engineering Consultant Gulbranson stated that Constant Contact should be able to run a report with a summary of answers. Town Administrator Brought stated that part of the issue is that they don't have their own account and are using the Chamber's account. Commissioner Labor stated that he may be able to find a way to summarize it.

Town Administrator Brought stated that they received 221 responses and 153 people entered their name for the gift card raffle. Commissioner Flowers asked if the winners were drawn. Town Administrator Brought stated that she wanted to wait until she was certain that they had all the surveys in. Engineering Consultant Gulbranson stated that they don't know if the survey has been officially closed. Ms. Brought stated that she feels like it is still open even though it should be closed. Commissioner Labor stated that they shouldn't draw winners until the survey is closed. He added that if you can still click on the link to the survey then it is probably still open.

Commissioner Gallimore asked how this affects the people who filled out the paper copy of the survey. Town Administrator Brought stated that Finance Clerk, Wendy Rayne, entered all the paper filled surveys into the website, so they are all in there. Commissioner Labor was interested in how many paper surveys were turned in. Town Administrator Brought stated that there were between 60-70 turned in. Commissioner Connor stated that it was a good idea to include the surveys in with the monthly water bills.

VI. Public Comment

No public comment was made.

VII. Adjournment

Commissioner Flowers made a motion to adjourn. Commissioner Labor seconded the motion. All were in favor.

Meeting was adjourned at 6:27 p.m.

Respectfully Submitted,
Wendy Rayne, Finance Clerk