

**Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
February 6, 2025**

I. Call Meeting to Order

Commissioner Theresa Ulrich called the meeting to order at 6:00 p.m.

Those in attendance were: Commissioner Brad Connor, Commissioner Theresa Ulrich, Commissioner Armando Graziosi, and Town Administrator Cynthia Brought. Commissioner Cindy Gallimore and Commissioner Will Labor were absent. Please see the sign-in sheet for others in attendance.

II. Reorganization of P & Z Commission – Nominations and Vote

a. P & Z Chair

Commissioner Ulrich nominated Brad Connor for Chairman. Commissioner Connor seconded the motion. All were in favor.

b. P & Z Vice Chair

Chairman Connor nominated Theresa Ulrich for Vice Chair. Commissioner Graziosi seconded the motion. All were in favor.

Commission appointment:

Armando Graziosi	Replacing Cathy Flowers
Theresa Ulrich	Replacing Janice Kolbeck

III. Public Comment

There was no public comment.

**IV. Approval of Minutes
January 9, 2025 Minutes**

Commissioner Ulrich made a motion to approve the meeting minutes as presented. Commissioner Graziosi seconded the motion. All were in favor.

V. New Business

a. Site Plan Review Dagsboro Armory Readiness Center Addition

Keith Rudy, Engineer for Landmark Science and Engineering, stated that they were representing the Delaware Army National Guard for the Readiness Center addition that is proposed. He added that the project was part of their overall modernization program that's processed through the National Guard Bureau to make sure that the National Guard maintain their readiness. He stated that the project includes an addition of a 3100 sq. ft. classroom addition to the rear of the building which would force them to reroute the existing emergency access fire lane and to relocate the existing dumpsters and move them farther back onto the property. In addition, there currently are several ADA Compliant handicapped parking spaces in the front and adjacent to the building, he added that because of the anti-terrorism force protection standards. They will need to relocate those spaces as part of the requirement with the new building standards. He stated that they would be restriping the current military vehicle parking lot to accommodate the personal vehicles.

Keith Rudy stated that there would be renovations completed inside the building with upgrades to the showers and locker room facilities that are used when they have drill weekend activities.

Commissioner Ulrich asked for confirmation that the fire lane was previously where they planned to have the new addition. Keith Rudy pointed out where the fire lane was and stated that it would not be included because of the addition. He introduced Drew Hilferty, with the Delaware National Guard Council and Fred Cost, Delaware National Guard Manager who oversees these types of projects.

Commissioner Graziosi stated that the fire lane was 18 ft. and thought that it was supposed to be larger than that. Keith Rudy stated that it is proposed as 18 ft., and the requirement is 24 ft. He added that they do satisfy the percentage of coverage around the building, which is what the Fire Marshal would look at and they have already made their submission.

Commissioner Graziosi stated that the handicapped parking spaces should be a little larger incase there is an SUV or van because there would not be enough space. He added that the plans show they are 18 ft. and should be 20 ft. Keith Rudy stated that they are 9 ft. x 18 ft., and they have offset the slight difference because they are van accessible and there is an extra 3 ft. in between each space.

Keith Rudy stated that there are a lot of people that review their process with the National Guard and have made their 30% and 60% submission to the National Guard Bureau for their review. He added that they have already commented to the Guard to the anti-terrorism force protection requirements/setbacks and have accommodated with their requirements. He stated that they are required to go to the Architectural Accessibility Board because the project is funded partly by Federal and partly by the State and because of the State funding, they must follow the Delaware Facilities Managements protocol. He added that the Delaware Facilities Management would also review the project. He added that they did submit to the Architectural Accessibility Board and there with no objections to the layout.

Commissioner Connor stated that Engineering Consultant Gulbranson reviewed the project but was not present that evening.

Commissioner Graziosi made a motion to recommend Preliminary Site Plan Approval for the Dagsboro Armory Readiness Center Addition. Commissioner Ulrich seconded the motion. All were in favor. Vote was 3-0. Commissioner Gallimore and Commissioner Labor were absent.

VI. Old Business

There was no old business.

VII. Public Comment

No public comment was made.

VIII. Adjournment

Commissioner Ulrich made a motion to adjourn. Commissioner Graziosi seconded the motion. All were in favor.

Meeting was adjourned at 6:08 p.m.

Respectfully Submitted,
Wendy Rayne, Finance Clerk