

**Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
June 26, 2025**

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 Theresa Ulrich, Commissioner Cindy Gallimore, Commissioner Will Labor, Town Administrator Cynthia Brought and Engineering Consultant Kyle Gulbranson. Please see the sign-in sheet for others in attendance.

II. Public Comment

There was no public comment.

**III. Approval of Minutes
May 29, 2025 Minutes**

Commissioner Gallimore made a motion to approve the meeting minutes as presented. Commissioner Labor seconded the motion. All were in favor. The vote was 4-0.

**IV. New Business
a. Morse Project Final Approval**

Tom Morse, owner of Morse Roofing and Siding, stated that two and half years ago he presented a concept of a new business and residential community and received preliminary approval. Mr. Morse stated that they have received all of the approvals required from the State and County agencies and are presenting them to the Commission and then Town Council for Final Approval. Revisions were made to what was submitted in the past. The commercial section on the original concept included five buildings but that was split into seven buildings at 2800 sq ft each, which will be broken into subunits at 1400 sq ft each. They would like to see medical facilities in the units and one building for a food establishment. He stated that his goal is to build the shell and then the tenant would do the tenant fit out to their needs which is standard. They are going to have the mechanicals on the roof as it is a flat roof to help with visual appearance and noise.

The State has required them to put underground retention because you have to be able to retain ten inches of water in a 2-hour period. Engineering Consultant Gulbranson stated that it is correct, it has to stay on site for a certain number of hours. The back property line is currently all trees and they granted permission to Sussex Conservation District to assist with the ground water issue in the Prince George's Acres Community. Sussex Conservation was given contractual permission to cut select trees and re-ditch the property.

Mr. Morse stated that the back of the property is the community and the name had to be changed to The Commons on Vines Creek because it was too similar to another community in the area. There will be nine duplexes which will be 1450 sq ft per unit. There will be 18 units and one single property which will be for the property manager. The units will be short-term rentals and in the off season they will be utilized to assist people that have been displaced from their homes for unfortunate reasons.

Commissioner Labor asked if DelDOT assisted with any way to alleviate the traffic on Vines Creek Rd. Mr. Morse stated that they charged him a traffic light maintenance fee of \$11K for both traffic lights at both ends of his property. He stated that they are going to seek a grant to see if there are any funds to assist them with the project as it has increased. It was \$7 million and now it's \$10 million. The site groundwork came in at \$1.2 million more than they anticipated.

Commissioner Labor asked if there would be turn lanes both North and South to access the property. Engineering Consultant Gulbranson stated that there is a center turn lane.

Commissioner Connor wanted to note that Mr. Morse appreciates all that he does for the Town and the community. He stated that Mr. Morse is a businessman, but he goes far above and beyond, and it is really appreciated.

Commissioner Labor made a motion to recommend final approval to Town Council. Commissioner Ulrich seconded the motion. All were in favor. The vote was 4-0.

V. Old Business

a. PowerPoint Presentation/Workshop Town Financials/Fees – Planning for Future Development

Commissioner Labor stated that he had been working on the impact assessment since the meeting in May when Mayor Chandler attended and discussed the moratorium on building for six months. One reason for the moratorium was to ensure the fee structure was aligned with the growth that is expected. He stated that based on the fees given from Town Administrator Brought and Engineering Consultant Gulbranson he built an impact model of today's costs and revenue generated from the costs and then how that model would change with the number of homes added and the time period that they would be added in.

In the model he made it's under the assumption that growth would happen equally across the number of years. For instance, a 500-home growth over the next ten years, in each of those ten years there would essentially be a 50-home increment. He used averages for the cost and revenue for simplicity's sake. Currently with 526 homes the town is operating at roughly a \$250k deficit based on the model. However, the financials from PKS showed a surplus for 2024 of \$190k, but he stated that they may account for things he didn't. In the initial model, he based it off of 500 homes in roughly ten years, and that's with the same staffing ratios as today. The town would then be in the positive by \$1.4 million at the end of the ten years. That does not assume any investment in additional infrastructure or park space.

Commissioner Labor stated that in order to get out of the hole there would need to be at least 150 homes in the next five years in order to keep the status quo or we will continue to lose money at about a half million a year. Commissioner Ulrich stated that she felt that something is missing because the budget isn't over by that much each year. Commissioner Labor stated that he is sure he is missing things and that this was a workshop. He stated that as a citizen it needs to be explained better as to why the taxes would increase if the town does pose a Referendum.

Commissioner Labor would like to further investigate questions that were left unanswered that could affect his numbers on the spreadsheet prior to the next P&Z meeting. The P&Z Commission should then be able to start working together on initial suggestions and proposals on the future fees and regulations needed for upcoming development for presentation to the Mayor and Town Council.

VI. Public Comment

There was no public comment.

VII. Adjournment

Commissioner Gallimore made a motion to adjourn. Commissioner Ulrich seconded the motion. All were in favor. The vote was 4-0.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,
Stacy West, Finance Clerk