

**Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
September 4, 2025**

I. Call Meeting to Order

Commissioner Brad Connor called the meeting to order at 6:02 p.m.

Those in attendance were Commissioner Brad Connor, Commissioner Theresa Ulrich, Commissioner Will Labor, Mayor William Chandler, Town Administrator Cynthia Brought and Engineering Consultant Kyle Gulbranson. Commissioner Cindy Gallimore was absent and there is one vacancy on the P&Z Commission. Please see the sign-in sheet for others in attendance.

II. Public Comment

There was no public comment.

**III. Approval of Minutes
June 26, 2025 Minutes**

Commissioner Ulrich made a motion to approve the meeting minutes as presented. Commissioner Labor seconded the motion. All were in favor. The vote was 3-0. Commissioner Gallimore is absent and one vacancy on the Commission.

IV. New Business

There was no new business.

**V. Old Business
a. Work Shop – Moratorium Code/Fee Updates**

Commissioner Labor stated that this is a tough discussion. Cindi, the police department, and town staff have done a tremendous amount of work to put this data together, but there are still some holes. He stated that there were some assumptions made and some gaps in the complete understanding which he will point out.

Commissioner Labor stated that the idea behind doing this assessment is to ensure fiscal responsibility while preserving the town values and preparing for the growth that is to come in the future. He stated that this is something that needs to be done every few years, if not yearly during the audit, as this is how we will sustain Dagsboro and the future growth. The goal of the model is to see where we will be at the end of ten years. He chose to use the number of homes for his data. He took the numbers in revenue and cost and divided that by the number of homes which gave him an average cost per home. When predicting growth in the number of homes it gives him a way to multiply that prediction of homes by the same balanced factor that he used today to apply to current values. Commissioner Labor stated that after reviewing the information given to him on other towns, he felt that there is potential to change the impact fees.

Commissioner Labor stated that he was unable to get the same amount that PKS had for the previous audit, as they had a surplus of \$125K, so he started with the surplus of \$125K and then worked in the assumptions.

Mayor Chandler asked Commissioner Labor if these were operational costs, not capital costs, that he was referring to. Commissioner Labor stated "yes, that is correct." Mayor Chandler stated that Commissioner Labor meant that operationally the town's operating cost would be at a deficit based on the data compiled. Commissioner Labor stated that changing impact fees doesn't get to the place that we could support building a new town hall and new police department. Mayor Chandler stated that the only other revenue source would be from property taxes. Commissioner Labor confirmed "yes, that it is correct."

Engineering Consultant Gulbranson asked if anyone knew how the new assessment was going to affect the town in terms of revenue or if the town was going to accept Sussex County's new assessment. Mayor Chandler stated that the town has not decided whether to accept the County assessment or to stick with its own independent assessor. He stated that he had heard a lot of feedback with reaction to the county's assessments, and everyone should have understood that if you haven't had a reassessment in thirty years there would be an increase in the assessed value. Mayor Chandler stated that the County is adjusting the tax rate so that the actual tax amount that they receive in theory doesn't change because the rate would go down even though the assessed value goes up. Mayor Chandler stated that the town hasn't decided on that yet. Town Administrator Brought stated that she felt that it needed to be evaluated what the County's assessment is versus the towns because if Sussex County's are lower then we have dug an even bigger hole. Commissioner Labor stated that based on the data shown, the town is already eating up the entire property tax revenue, which is the largest source of revenue. Mayor Chandler asked Commissioner Labor and Engineering Consultant Gulbranson if the numbers could be scaled depending on the size of the development. Engineering Consultant Gulbranson stated that "yes, it could be done by the size." Commissioner Labor stated that he would do a workup using the sliding scale and email it to the P&Z Commission.

Commissioner Labor stated that he and his family are moving out of Dagsboro for a business opportunity in Northeastern PA. He stated that he does have a vested interest in the town as he knew about the move but still did the work because he would like to see Dagsboro make good changes and grow in the right way for the residents.

Mayor Chandler stated that Commissioner Labor's whole family and himself have been a tremendous asset to the Town with him serving on Town Council and now the P&Z Commission. Mayor Chandler stated that the town has a dischargeable debt that Commissioner Labor is owed. Mayor Chandler wished him luck and is sure it will be a great success for his family.

VI. Public Comment

Norwood Truitt asked if the town goes with Sussex County's assessments would the town tax rate be adjusted also. Mayor Chandler stated that yes, the town would have to adjust the rate based on the new assessment value, but assuming that you wouldn't have to adjust the rates in order to pay off the debt that you would be borrowing to build the new police department.

VII. Adjournment

Commissioner Labor made a motion to adjourn. Commissioner Ulrich seconded the motion. All were in favor. The vote was 3-0. Commissioner Gallimore is absent and one vacancy on the Commission.

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,
Stacy West, Finance Clerk