

**Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
May 6, 2026**

I. Call Meeting to Order

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

Those in attendance were Chairperson Brad Connor, Vice-Chairperson Theresa Ulrich, Commissioner Norwood Truitt, Commissioner Ryan Stuckey, Commissioner Cindy Gallimore, Town Manager Cynthia Brought, Engineering Consultant Kyle Gulbranson, and Mayor Jason Russell. Please see the sign-in sheet for others in attendance.

II. Public Comment

There was no public comment.

**III. Approval of Minutes
February 5, 2026 Minutes**

Commissioner Gallimore made a motion to approve the meeting minutes as presented. Commissioner Stuckey seconded the motion. All were in favor. The vote was 5-0.

IV. NEW BUSINESS

a) Fells Point Surf Co, Introduction (33214 Main Street) – Alison Schuch

Alison Schuch introduced herself and her company. They are a Baltimore based company open since 2003. They have a shop in Dewey Beach and Bethany Beach, with an additional woman's boutique called Tangerine Goods also in Bethany Beach. Alison also mentioned that her husband owns Su Casa furniture in Bethany Beach and Ocean View. Alison purchased the old Charles Moon plumbing building approximately three years ago and admires the space and its location. Alison plans to use the space to curate the best of the best from her surf shop, women's boutique and art from Su Casa. Alison aims to open Memorial Day weekend. Alison was asked if she intends to supply skateboard equipment, to which she advised they do not plan to at this time. It was also noted that Alison is a part of the Business Development Committee.

b) Clayton Commons – Gary Wesner

Mr. Gary Wesner introduced himself and advised that this was presented a few months prior to the Planning and Zoning meeting, where it was recommended for the zoning change. Since then, he has attended a Town Council meeting, and they suggested additional items be included to make it a "more desirable project." One of the main concerns besides the boulevard entrance, was to have a second entrance. He advised that they acquired enough land that a second entrance on Swamp Road would be accessible. Secondly, Town Council would like to see some sort of park that the entire community could use, not just the development. Mr. Wesner stated about an acre park has been planned, however there is room for expansion to the right at the entrance of the development. Mr. Wesner stated that he is open to discussion whether it should be a regular park, a dog park or a walking park.

Mr. Wesner stated that the reason for the zoning change was due to marketing. It is his understanding that the community is looking for more of a retirement friendly area (such as downsizing their homes). The reason for smaller lots would be for easier maintenance and more walkability. Mr. Wesner stated that while the plans include more lots than what the current zoning allows, if used as a retirement community the statistics show trips per day differ because seniors do not typically follow normal rush hour times. Mr. Wesner advised that there is additional revenue anticipated due to a higher number of lots while hoping that there is not any additional stress on the road system. Commissioner Truitt asked if there are two parking spaces per unit. Mr. Wesner stated "yes, that is correct and there will be overflow

parking, and most units will have two car garages. Engineering Consultant Gulbranson stated that this property is unique because the front portion of the property is zoned Town Center and the back portion is zoned Residential. The request for change of zoning is for it all to be zoned Residential. Commissioner Ulrich asked Mr. Wesner if he intended to change his setbacks, to which he confirmed. He advised that for the smaller lots that the setbacks would have to be adjusted just a bit. Commissioner Truitt asked if the lots were 5200 square feet per lot, which Mr. Wesner confirmed. Engineering Consultant Gulbranson confirmed that the original plans were for town homes. Mr. Wesner stated, "that is correct but looking to the community for input it was more desired for downsizing and single-family homes on a small lot, the plans were revised towards that goal. Current plans propose 92 homes;" however, he does not believe that it will be that many more likely be in the 80 to 90 homes range. Commissioner Ulrich questioned if all the homes would have a 20-foot front setback, to which Mr. Wesner advised he was unsure. Mr. Gulbranson stated that he believed all were 20-foot setbacks with corner lots having a larger front yard setback. Commissioner Ulrich asked if the lots were roughly 100 x 52, minimum. Engineering Consultant Gulbranson confirmed that the lots would be 52 in width and 100 feet deep, with some of the corner lots being larger on the arcs of the streets. Mr. Wesner commented that the lot size was an additional request because retirees do not want a large lot to maintain or walk down. Commissioner Ulrich asked if this was going to be an HOA community. Mr. Wesner confirmed that it would be, but every buyer will own their lot, with the intention of the roads being dedicated to the Town. Mr. Gulbranson stated that the roads would be dedicated to public use whether the roads will be maintained by the HOA or the Town is still to be determined. Commissioner Truitt asked if the fire department has been contacted about the roads being designed within parameters for Fire Department to turn radiuses. Mr. Wesner doesn't believe that they have but all roads would be up to Code. Commissioner Stuckey asked if storm water management counts toward the open space percentage, to which Mr. Wesner advised that was an engineering question and that he was not sure. Commissioner Ulrich asked if the plan was going to be built in phases. Mr. Wesner advised the plan is to be built in two phases, starting in the front. Commissioner Ulrich asked what the average square foot per home was. Mr. Wesner stated it is planned to be 1,800 – 2,300 square foot per home and within a \$500,000 - \$650,000 price range. Mr. Wesner stated that they plan on having a center where citizens can gather and take a bus back and forth to the beach, which would help alleviate any additional traffic.

Engineering Consultant Gulbranson advised Mr. Wesner that his next step was to file their rezoning application, then there would be a Public Hearing. Commissioner Ulrich asked if the mailbox located at the front was the only one. Mr. Wesner stated yes, but he thinks there may need to be two. Mr. Gulbranson reiterated that these plans are very preliminary, and that once the re-zoning is approved the plans may be "totally different".

c) Layfield Property – Horsey/Davis, Bowen, Friedel

This presentation has been postponed.

d) D.R. Horton – Annexation Application – Matt Connelly/Plitko

Matt Connelly advised that they are proposing a subdivision called Harmony on tax map parcels 2-33-10.00-72.00, 73.00, and 77.00 for a total gross acreage of 133.82 acres. The site is currently in Sussex County and is zoned AR-1. They are proposing to annex the properties into the Town of Dagsboro with a base zoning of MR and a Cluster Residential District (CRD) overlay. The site is adjacent to the Dagsboro Church of God property which is within the town limits. Density allowed for the MR zoning is 2.9 dwelling units per acre based on a 15,000 square foot lot size. The CRD overlay allows for 10,000 square foot lots with a density not to exceed that of the underlying district. Sewer would be through Sussex County; initial sewer evaluation with Sussex County engineering has been completed. Water service would be through the Town of Dagsboro. The Site Plan presented at the meeting was very preliminary, showing maximum build out. Should they receive approval for annexation, plan changes are anticipated as they receive more detailed site information and approval on the permitting processes. Commissioner Ulrich questioned how many houses were planned to be in the development. Mr. Connelly advised that the current plan showed 262 houses but anticipates losing a number of those homes to amenities on site and tax ditches. Mr. Connelly stated should approval for annexation be granted, that they would come back with concept and preliminary plans that are much more detailed and "more realistic." Commissioner Truitt asked if the lot sizes were less than 10,000 square feet. Mr. Connelly advised that the lot sizes cannot be less than 10,000 feet, and that it is his understanding per the CRD overlay, making them between 10,000

– 15,000 square feet. Mr. Gulbranson stated that what they are proposing is using the cluster regulations which allow you to go from 15,000 down to a 10,000 square foot lot in exchange for more open space.

Mr. Gulbranson stated that since they have submitted the annexation application the Town can start the process to make a future land use map amendment because the Comprehensive Plan designates that land as Low Density Residential. In addition, for any annexation, the Town needs to select an Annexation Committee, of which the minimum number of people required is three. The Committee would review the pros and cons of the annexation proposal and come back with a recommendation. If the Committee comes back with a favorable decision, Town Council is advised of such recommendation and ultimately decide whether to move forward with the annexation. A Plan of Services document will then need to be put together which needs to be reviewed by Sussex County for sewer, Town of Dagsboro for water and police services, and Delmarva Power for electricity. All those agencies must review and send back a letter approving that they do have capacity to serve this new community. Mr. Gulbranson stated that there is a lot that must happen but that it can be done concurrently. Chairperson Connor asked if there had to be a vote by the people? Mr. Gulbranson stated “no, not for an annexation.” Chairperson Connor asked about the three people for the Committee, who would they be? Town Manager Brought stated that Town Council would appoint the Committee members.

Commissioner Stuckey confirmed the process that they first wanted to be annexed then it would be re-zoned. Mr. Gulbranson stated that they would do that concurrently. Commissioner Stuckey confirmed that they would like to be re-zoned CRD. Mr. Connelley stated “yes, MR with a CRD overlay.” Commissioner Stuckey asked about the proposed open space currently at 40%, but in the application, it says passive recreation throughout. Mr. Connelly advised that besides sidewalks throughout the community, they are planning on doing walking trails through the wetland area, some pickleball courts, some tot lots, some small pocket parks and some open space areas behind the lots. Commissioner Stuckey reiterated that in the Town Code that at least 50% of the total number of dwelling units shall adjoin the required open space or be directly across the street from such open space. Mr. Connelly advised that most of the lots are backed up onto the open space alleys or pocket park areas, if they are not already backed up onto the larger open space area. There are only a few lots (such as corner lots) that are not planned to back up onto open space. Commissioner Stuckey stated that the Town Code also stated that open space should be arranged to maintain continuity with other designated open space areas or similar areas, adjacent lands, in order to ensure the potential for a contiguous open space network throughout the town. Commissioner Stuckey asked if alleys or essentially the scraps between houses are being counted as open space? Mr. Connelly advised that they do have open space near the perimeter as well. Commissioner Stuckey asked Engineering Consultant Gulbranson if he felt this was fair interpretation of the Code? Mr. Gulbranson stated that he had not really looked at the planned open space in the development because he knew this was a very preliminary plan but that it can and will likely get better. Commissioner Ulrich stated that she could foresee concern with the paths behind the houses, as residents in other communities were unhappy that people were able to walk behind their houses and were unsure where their property line ended. Mr. Gulbranson stated that he would prefer that they eliminate those and open a larger area of open space somewhere else. He stated that the reason they do the cluster is to protect open space. He stated that there have been issues with people behind people’s houses and it is a maintenance issue. Commissioner Truitt stated that on the site plan it said the front footage would be 70 feet and the depth is 100 feet. Mr. Connelly clarified that this is the minimum, but the lot size must be at least 10,000 minimum so they will be bigger. Chairperson Connor stated that they will all be single-family homes. Mr. Connolly stated “yes, that is correct.”

Commissioner Truitt made a motion to recommend the annexation. Commissioner Ulrich seconded the motion. All were in favor. The vote was 5-0.

Engineering Consultant Gulbranson stated that the next step would be for Town Council to appoint the Annexation Committee. The Committee would do their work and come back with a report. Commissioner Truitt asked Mr. Gulbranson if this affected the Comprehensive Plan. Mr. Gulbranson stated that yes, it does and part of the reason we have to do the future land use map amendment is because the area just west of town wasn’t in the Towns’ primary annexation area. It is within a secondary annexation area and in addition, the Comprehensive Plan called for that to be Low Density Residential. Mr. Gulbranson stated that we will have to change the map and at the same time process the annexation through the State Plan of Services. He stated that there are multiple layers that we must go through, but that can be done concurrently. Chairperson Connor asked if Sussex County had anything to do with this annexation? Mr. Gulbranson stated that the County just has to say that they have the capacity to serve it with sewer. Commissioner

Stuckey asked Mr. Gulbranson what he would guess the overall timeline for this process would be? Mr. Gulbranson stated that the approval process, if everything falls into place with the annexation, should only take about three months. He stated that the Site Plan process, once the annexation and re-zoning is done, doesn't take a long time. He stated that they must have all their agency approvals before the Town can grant final approval and that is what takes the longest. The timeline on the Site Plan is based on agency approvals.

V. Old Business

There was no old business.

VI. Public Comment

There was no public comment.

VII. Adjournment

Commissioner Ulrich made a motion to adjourn. Commissioner Stuckey seconded the motion. All were in favor. The vote was 5-0.

The meeting adjourned at 6:30 p.m.

Respectfully Submitted,
Stacy West, Finance Clerk