

**The Town of Selbyville**  
**Economic Development Committee**  
**Minutes of Meeting April 15, 2024**

The meeting was called to order by Mayor Rick Duncan at 4:00 P.M. Also in attendance were Committee Members Town Administrator Stacey Long, Administrative Assistant Mackenzie Long, Emily Gaither of the Bethany-Fenwick Area Chamber of Commerce (BFACC), and Zach Evans of Mountaire Farms. Committee Members HR Specialist Loryn Rose, Lauren Weaver of the BFACC, Diana Granados of La Sierra, and Leigh Scott of the Next Step Learning Center were absent.

The meeting was properly posted.

See the attached meeting summary provided by Emily Gaither of the BFACC.

There being no further business to discuss Mayor Duncan adjourned the meeting.

## **Selbyville Economic Development Committee Meeting**

**Monday, April 15, 2024**

**4:00 PM**

**Emily Gaither, BFACC**

Committee Members in Attendance: Stacey Long, Zach Evans, Emily Gaither, Mayor Rick Duncan, Mackenzie Long

### **Meeting Agenda:**

- Discussion on town codes, forms and social media relating to businesses.
- Discussions on any action items from February 26, 2024, meeting.

### **Meeting Minutes:**

#### **Discussion on town codes, forms, and social media relation to business**

- Chamber and town staff met in March to discuss town codes and forms that would be beneficial to review and potentially update.
- When looking into the town codes, the committee focused first on finding inconsistencies within codes pertaining to businesses and summarizing the codes to help make processes and procedures easier to follow (for new and existing businesses).
- For example, the planning and zoning code includes a specific list of permitted business types, and if a business is not explicitly listed there it would need to apply for conditional use with the town, and that process is not clearly defined in the permitted business section of the planning and zoning code.
- Economic development committee to review some of the town codes and processes known to cause hurdles or headaches to town staff or existing/new businesses, and create supporting documents to clear up the process/procedure detailed in that code.
  - Goal is to create resources for anyone who is reading a section of the code and may not know what it means, or what they need to do next.
  - This will help attract new businesses to town and might help existing businesses.
- If adjustment to sections of town codes is recommended by the Economic Development Committee upon further review, any proposed adjustments would go before town council for review and approval.

- Sections of the town code the committee knows we need to take a look at first: Sign Code and Permitted/Prohibited business types.

**Other discussion**

- J. Conn Scott 100<sup>th</sup> anniversary celebration
  - The town could do a plaque or tribute at the next town council meeting.
  - We could do a celebration or tribute during Old Timers' Day in June.

**Action Items:**

- Stacey to look through the code book to start list of codes to first address, in future committee meetings.
- Committee members to reach out to new potential committee members, who have expressed interest and could fill needed committee positions.
- Mayor Duncan to talk to J. Conn Scott about 100<sup>th</sup> Anniversary celebration

**Next Committee Meeting: Monday, May 20, 2024; 4:00 PM**