

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

Mayor Duncan welcomed everyone and called the meeting to order at 6 o'clock p.m. Councilmembers Monroe Hudson, Gary Steffen, and William Kirsch were in attendance. Councilman Chris Snader was absent.

The meeting was properly posted.

1. Opening of Meeting –

- A. Mayor Duncan led in the Pledge of Allegiance.
- B. Presentation of the Minutes of the January 5, 2026, meeting by Mayor Duncan. Councilman Hudson made a motion to dispense with the reading of the Minutes and to approve them as presented. Motion seconded by Councilman Kirsch and carried by all.
- C. Presentation of the January 31, 2026, bills by Mayor Duncan. Councilman Steffen made a motion to pay all bills as presented. Motion seconded by Councilman Hudson and carried by all.

2. Public Hearing:

- A. **AN ORDINANCE AMENDING THE TOWN CODE OF THE TOWN OF SELBYVILLE, CHAPTER 200, ZONING (“ZONING CODE”) BY AMENDING ARTICLE XIV, SIGNS, ALL SECTIONS THEREOF §§ 200-105, TO INCLUDE NEW DEFINITIONS AND TO INCLUDE VARIOUS NEW REGULATIONS FOR AN OVERALL UPDATE AND MODERNIZATION OF THE TOWN’S SIGN REGULATIONS.**

Amy Mendelson, representing AECOM, stated that the primary section requiring updates was Article 14. The proposed revisions include adding definitions, establishing regulations for political signs, and incorporating specific requirements for freestanding, taller, and larger signs. Minor updates were also made to other sections, including the Historic District and the Neighborhood Business District, primarily addressing permitted window and door signage. Additional revisions to Article 12 (General Commercial District) include provisions for electronic variable message signs, as well as updated requirements for larger and freestanding signs, including foundation standards. No questions were raised during the public hearing. Mayor Duncan then closed the Public Hearing. Councilman Kirsch made a motion to approve the ordinance amendment. The motion was seconded by Councilman Steffen and carried by all.

- B. **TO CONSIDER THE REZONING OF REAL PROPERTY OWNED BY LIGHTHOUSE OAKS NORTH, LLC, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NUMBER 533-17.00-156.04, FROM R-4 RESIDENTIAL TO NB NEIGHBORHOOD BUSINESS.**

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

Tim Willard, representing Lighthouse Oaks North, presented a proposal for limited commercial use of the subject parcel. He stated that no formal site plan has been submitted at this time. Mr. Willard indicated that he and his client, Mr. Clark, would like to eventually combine the adjacent lot with the parcel under consideration. While the final plan has not been determined, the intended use may include a medical facility or clinic. Jean Truskowski of Atlantic Lakes, who resides within 100 feet of the property proposed for rezoning, asked for clarification regarding the definition of "Neighborhood Business." Town Administrator Long explained that permitted use generally includes small businesses and personal service establishments. Ms. Truskowski also inquired about potential impacts to the tax ditch. Town Administrator Long stated that any related concerns would be addressed during the site planning and preparation process. William Correll of Lynch Road expressed opposition to the rezoning, citing concerns about potential decreases in property values and the proximity of a commercial use to his residence. He stated that he values the quiet character of the Town and believes the proposed use would not benefit nearby residents. Stephon Petro, Sr., of Atlantic Lakes, voiced concerns about the possibility of a drug rehabilitation facility at the site and stated that knowing the specific intended use would help residents evaluate the proposal. He also expressed concerns regarding buffering along the tax ditch and was advised that such matters would be addressed through the site plan review process and could be adjusted by the Planning and Zoning Commission if necessary. Town Administrator Long reported that a written statement had been submitted by Robert Hudson expressing opposition to a liquor store or bar at the location. Jeff Collins of Lynch Road spoke against the rezoning, citing concerns about increased traffic and potential decreases in property values. He inquired about the timeline for submission of a site plan. Town Administrator Long responded that a site plan would be required if the rezoning were approved. Mr. Collins also noted the presence of vacant commercial buildings in Town and suggested that redevelopment of existing properties be considered before new construction. Shane Resh of Atlantic Lakes expressed opposition, stating that he values the peaceful residential character of the area. John Fritz of Coastal Villages stated that he believes the rezoning could negatively impact property values and the aesthetic character of the Town. He suggested that such a use would be more appropriate in the center of Town and raised concerns regarding summer traffic, litter, and trash. David Beach of Atlantic Lakes inquired about access to the property. Town Administrator Long explained that, if approved, access and related engineering matters would be reviewed by the Town's engineer as part of the site plan process. Julie Cummings of Frankford expressed strong opposition, citing concerns that permitted uses could include restaurants or microbreweries with liquor licenses and late operating hours that may disturb nearby residents. Mayor Duncan stated that Council would maintain oversight regarding permitted uses on the property. Bruce Clark, father of the client, stated that the current intention is to pursue a medical office and that he attended the meeting to hear community input. Augusta and John Jones of Coastal Villages expressed concerns regarding the type of business that could ultimately be developed, increased traffic, and potential decreases in property values. Susan Langrall of Coastal Villages opposed the rezoning due to uncertainty about the proposed use. Susan Hubbard of Coastal Villages also opposed the rezoning, citing a lack of detailed information and concerns about traffic. She stated that a site plan should be submitted prior to any decision. Eileen Wesley of Coastal Villages stated that she values the Town's small-town character and believes a formal plan should be

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

presented before action is taken. Brian Rowe of Lynch Road addressed the public, noting that no decision was required that evening and suggesting the property owner be given an opportunity to prepare plans. He stated that traffic matters fall under State jurisdiction and noted the expense associated with preparing site plans. He indicated that he was neither in favor of nor opposed to the rezoning. Councilman Steffen made a motion to close the public hearing. The motion was seconded by Councilman Kirsch and carried by all. Councilman Hudson then made a motion to deny the rezoning of the parcel. The motion was seconded by Councilman Steffen and carried by all.

3. Mayor's Report:

Mayor Duncan reported that he and Councilman Snader attended the Selbyville Volunteer Fire Company banquet and expressed their appreciation for the invitation. The Mayor and members of Council also attended the ribbon cutting ceremony for the new training facility at Mountaire Farms and extended their thanks for the invitation to participate in the event.

Susan Bunting, representing the Selbyville Historical Society, expressed appreciation to the Mayor and Council for their continued involvement and dedication to the organization's efforts. She reported that the Historical Society is currently undertaking repairs to the Townsend Building. Ms. Bunting also requested to be included in the Town Workshop calendar for future coordination and participation.

4. Reports

A. Police Report – B. Wilson

Captain Parsons reported that during the month of January there were 282 calls for service, 102 tickets issued, and 5 criminal arrests. The Selbyville Police Department has successfully passed its police accreditation review and is scheduled to undergo the accreditation process again in December 2028. Captain Parsons further reported that two new police vehicles are currently being prepared and equipped for service. The department anticipates beginning a new hiring process in mid-March. Of the two most recent hires, one remains enrolled in the police academy, while the other did not complete the academy and has resigned.

B. Building and Code Enforcement – A. Merollini

See report for the month of January. Inspector Merollini reported they issued 21 building permits, conducted 85 building inspections, closed 118 open building permits, investigated 8 code violations, had 11 postings, and performed 54 rental inspections. They did not come in contact with any contractors working in town limits without their Outside Contractors Business License.

C. Hazard Inspection Committee – C. Snader

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

Town Administrator Long reported that concerned neighbors have contacted the Town regarding a property located on Main Street. She stated that she will be coordinating with the appropriate committee to schedule a meeting to address the matter.

D. Water – G. Steffen

See report for the month of January. Councilman Steffen reported that the water plant produced 6,369,660 gallons of water. He noted it was approximately 2,000,000 gallon decrease compared to this time last year. CR1 Well pump has been replaced. The Water Department continues to mark water lines for Miss Utility locate requests and reading water meters.

E. Public Works – G. Steffen

Councilman Steffen reported that the Public Works Department is continuing to clean the storm drains, salt roads for weather conditions when necessary, and have taken down the Christmas lights around Town.

F. Recreation – G. Steffen

No report for the month of January.

G. Sewer Report – C. Snader

See report for the month of January. Town Administrator Long reported the plant had an average daily flow of 1,105,000 gallons and a peak flow of 994,000 gallons. The plant performed within all required permit parameters for the month. She reported that the department helped plow snow around Town. The utility water repair project has been rescheduled for today. She concluded by reporting that the department completed approximately 60 Miss Utility locates.

H. Planning & Zoning – C. Snader

See minutes of the January 20, 2026, meeting.

The first item on the agenda was discussions on a proposed mixed-use building located on Lot B, Strawberry Lane, District 5-33. Map 16.15, Parcel 35.01, owned by Rockswitch Properties, LLC, featuring two ground-level commercial storefronts and two residential dwelling units on the second level. Town Administrator Long explained that applicant James Feger currently holds an offer on the subject property but is not the owner at this time. The property is vacant, approximately 1,007 square feet, and located on a lot facing Strawberry Lane. The property is presently zoned Historic Business. The applicant is proposing a mixed-use development consisting of two residential units and two commercial units. This use is not permitted under the current Historic Business zoning; therefore, a rezoning or conditional use approval would be required to add residential units. The purpose of this meeting was to determine whether there is interest in the

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

concept before the applicant invests significant time and financial resources into a conditional use application. The property is accessed via a one-way alley, which presents challenges for both residential and commercial parking. The applicant indicated plans for four residential parking spaces but was uncertain how commercial parking requirements would be met. Questions were raised regarding parking setbacks from the roadway and overall setback requirements for the property. It was noted that the Town Code specifies the required number of parking spaces per employee for commercial uses. The Planning and Zoning Committee expressed concerns regarding parking availability and compliance with stormwater management requirements. It was explained that substantial preliminary work by an engineer and/or architect would be necessary to determine feasibility and compliance prior to any formal decision. Commissioner Mike Doyle asked what type of commercial businesses were proposed. The applicant stated that one unit would house a real estate office operated by himself and his girlfriend. The second commercial unit would likely be an office use as well, accommodating a small business with approximately five to six employees. The applicant inquired whether coordination with DelDOT would be required for parking. Town Administrator Stacey Long stated that DelDOT approval would not be necessary because the Town owns the roads; however, the project would need to comply with Town requirements, soil conservation, stormwater management, and Fire Marshal regulations. Commercial use is permitted within the Historic Business zoning; however, adding residential units would require rezoning. The applicant asked whether the rezoning process would be lengthy. Town Administrator Long explained that it will have to go to a public hearing prior to any decision being made, and it could be a two-to three-month-long process. The applicant also asked what uses are permitted without rezoning. The Town Administrator advised that permitted residential use includes single-family detached dwellings and tourist homes (bed and breakfasts) where the owner resides on the property. The applicant requested that the zoning map and the list of business uses as indicated in the Town Code be emailed to him for further research. Town Administrator Long stated she would also provide a list of properties eligible for Mixed-Use zoning, should the applicant wish to pursue both residential and commercial development elsewhere. The applicant clarified that he is not committed to this specific property but is interested in pursuing a mixed-use project within the Town of Selbyville. There was no vote taken on this item.

I. Industrial Park Report – S. Long

No report for the month of January.

J. Annexation Report – C. Snader

No report for the month of January.

K. Economic Development Committee – S. Long

No report for the month of January.

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

L. Security Committee – M. Hudson

No report for the month of January.

M. Special Committee – S. Long

See minutes of the January 12, 2026, meeting.

At the January 5, 2026, Town Council meeting, the Mayor and Council, by majority vote and resolution, appointed Councilmen Chris Snader, Monroe Hudson, and William Kirsch to investigate the proposed vacation of an unnamed street and to report their findings to the Mayor and Council. The unnamed street is located between 14 N. Williams Street (Sussex County Tax Map and Parcel No. 5-33-16.12-99.00) and 12 N. Williams Street (Sussex County Tax Map and Parcel No. 5-33-16.12-98.00), within the Town of Selbyville. Chairman Chris Snader called the committee meeting to order at 4:00 p.m. at Selbyville Town Hall. It was noted that the Town currently owns the unnamed street, which is estimated to be approximately 12 feet by 40 feet of paved roadway. The street has never been opened by the Town and has not been used by the general public. The owners of 14 N. Williams Street have requested use of the unnamed street to access a three-car garage located at the rear of their property and for parking purposes. The roadway is currently in poor condition and would require repair and repaving. It was stated that, should the street be vacated, all associated costs would be the responsibility of the new owner, including attorney fees for preparation of a deed, a survey, and recording fees. It is unclear how far the pavement extends due to grass overgrowth. Historically, the roadway was intended to serve as an extension of Holloway Street; however, that project was never completed. Councilman Hudson requested that letters of consent from surrounding property owners be obtained and placed on record. Councilman Kirsch inquired about the anticipated timeframe for the project. The applicant indicated that, upon receiving all approvals and finalizing costs, he would like to proceed as soon as possible. Following discussion, the committee recommended that the Town vacate the unnamed street located between 14 N. Williams Street and 12 N. Williams Street, contingent upon receipt of letters of approval from surrounding property owners and with the understanding that all costs associated with the street vacation will be paid by the new owner. **The committee is therefore recommending to the Mayor and Council that the Unnamed Street stated above, of which is attached to the January 12, 2026, Special Committee Minutes, be vacated and deeded over to the property owners that are currently landlocked so long as the property owners agree to pay for all costs associated with the transfer of property and the paving of the road to the property.** Councilman Kirsch made a motion to move forward and set a Public Hearing for March 2, 2026. Councilman Hudson seconded the motion and carried by all.

N. Administrative Report – W. Kirsch

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

Councilman Kirsch reported that Town Administrator Long has been actively preparing the Town's Fiscal Year 2027 budget. He also noted that she has been working with the Lexipol system to assist in drafting an updated employee handbook. Councilman Kirsch further reported that the Town's new employees are currently participating in cross-training efforts due to short staffing and are performing well in their respective roles.

O. Administrative Report – S. Long

Town Administrator Long reported that she attended the Fire and Ice Festival at Salted Vines Vineyard & Winery, where the Town's seal was presented as an ice sculpture and was well-received. She also provided an update regarding the upcoming Town Election. Candidate filing must be completed by 4:00 p.m. on February 10, 2026. To qualify, a candidate must be at least 21 years of age, a United States citizen, and a bona fide resident for a minimum of two years in either District 2 or District 4. To be eligible to vote, individuals must register by 4:30 p.m. on February 10, 2026. Town Administrator Long noted that voter eligibility requirements for the Town of Selbyville differ from those of the State of Delaware and encouraged residents to contact Town Hall for additional information.

5. Visitors in Attendance:

Charlie Murray inquired about the proposed traffic circle previously discussed for Lighthouse Road, noting that he had not received any recent updates and commenting that the current four-way stop appears to be functioning adequately. He also asked whether the property for the new water tower on Lighthouse Road had been acquired. Town Administrator Long confirmed that the property is now owned by the Town.

Ruth Munoz, representing Mountaire Farms, thanked the Mayor and Council for attending the recent ribbon cutting ceremony. She also announced that the Easter for Thousands event will be held on March 28, 2026, with registration beginning at 7:00 a.m. and the event concluding around 12:00 p.m.

Kim Taylor, representing the Mill Pond HOA, expressed appreciation to the Mayor, Council, and Town Administrator for their assistance in past matters. She stated that the HOA recently became aware that it has been paying for street lighting for several years and expressed concern regarding the fairness of this arrangement. Ms. Taylor noted that another subdivision in the general area had reportedly been reimbursed for similar street lighting expenses and requested an update on the status of Mill Pond's request. Town Administrator Long reported that she has consulted with the Town Solicitor and recently received a response. She indicated that a meeting with the Mayor and Council will need to be scheduled and that further investigation into the matter is required.

The Community Club expressed their gratitude to the Town for allowing them to place the Coats and Sweats for Vets donation box at Town Hall.

**MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL MEETING FEBRUARY 9, 2026**

There being no further business to discuss, Councilman Hudson made a motion to adjourn and go into Executive Session to discuss personnel matters. The motion was seconded by Councilman Kirsch and carried by all.

Mayor Duncan adjourned the meeting and thanked everyone for attending.

Respectfully submitted,


Mackenzie Culley
Administrative Assistant

EXECUTIVE SESSION