

Town of Selbyville
Economic Development Committee
May 27, 2026

Mayor Duncan called the meeting to order at 4:00 pm at the Selbyville Public Library. The group followed by introductions.

The first item on the agenda was review and discussion of the downtown development district application. The application for the Downtown Development District (DDD) designation is due June 15, 2026. The primary focus of the meeting was identifying specific incentives that could be presented to the Mayor and Council for consideration and ultimately included in the DDD application to attract new businesses to downtown Selbyville.

The committee discussed that Town staff had already developed a list of potential incentives; however, Sharon Cruz of Davis, Bowen & Friedel (DBF) explained that the application requires much greater specificity. She emphasized that the State is looking for exact details, including eligibility requirements, financial commitments, timelines, and measurable outcomes rather than broad concepts.

Mayor Duncan invited local business owners to share what incentives would be most beneficial when establishing a business in Selbyville. Matt Leimbach of Matt the Carpet Guy commented that the Town's \$125 business license fee is not a significant concern for most businesses. Instead, he stated that larger expenses, such as impact fees, building permit costs, and construction-related expenses, present a greater challenge. He suggested that tax incentives would be beneficial and recommended considering delaying the due date for impact fee payments rather than eliminating them entirely.

Ms. Cruz requested that the Town obtain letters of support from organizations, businesses, and community partners willing to collaborate with the Town on the Downtown Development District initiative. These partnership letters would strengthen the overall application.

Committee members discussed the importance of creating a more vibrant downtown that encourages visitors to spend more time in Selbyville. The goal is to provide a variety of shops, restaurants, services, and attractions within walking distance so visitors have multiple reasons to visit rather than making only a single stop. The committee agreed that improving walkability and creating a destination where residents and visitors can easily explore downtown without driving would help revitalize the community and reduce traffic congestion.

Ms. Cruz noted that even if Selbyville is not selected for the Downtown Development District designation, many of the proposed incentive programs could still be implemented locally to help revitalize downtown. Receiving the designation would simply provide additional financial resources to expand these efforts.

Mayor Duncan stated that funding has already been included in the Town's budget to begin supporting downtown revitalization initiatives. If the initial funding proves insufficient, the Town could consider increasing the allocation during the following budget cycle.

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Ms. Cruz reminded the committee that the State expects a highly detailed application with specific incentive amounts, implementation timelines, eligibility requirements, and program administration details. She also clarified that Downtown Development District funding assists with building improvement and construction costs, not architectural or design expenses. Properties must also be located within the designated downtown district and meet all State eligibility requirements. She further explained that the Town does not determine the amount of funding awarded through the designation program.

Mayor Duncan proposed creating a Residential Property Assistance Program to assist homeowners who are financially or physically unable to maintain their properties. The proposed program could provide assistance with services such as power washing, exterior painting, lawn maintenance, and similar exterior property improvements. Ms. Cruz requested additional details regarding the proposed program, including eligibility requirements, funding amounts, and administration procedures, so it could be incorporated into the application.

Town Administrator Long suggested reducing the Town's building permit fee from 1.75% to 0.50% within the Downtown Development District as a significant incentive for commercial development. Committee members agreed that while residential growth is occurring regardless, the Town's primary objective is to encourage additional commercial investment and redevelopment.

Ms. Long noted that reducing impact fees presents additional challenges because those fees provide important funding for the local fire department. The committee acknowledged the need to balance development incentives with maintaining essential public safety funding.

The committee noted that there are currently 16 vacant lots and 2 vacant commercial buildings within the proposed downtown district. It was also noted that the Town owns both the municipal parking lot and the property located at the corner of Bethany Road and South Main Street, although the corner parcel is too small for significant redevelopment.

Ms. Cruz suggested requiring at least one EDU (Equivalent Dwelling Unit) fee to be paid initially, with additional utility-related fees reevaluated after the business has been occupied for one year. She explained that the initial infrastructure costs represent the Town's greatest upfront expense.

Ms. Long proposed a phased property tax credit incentive for qualifying redevelopment projects as follows:

- Year 1 – Property owner pays 25% of Town property taxes
- Year 2 – 50%
- Year 3 – 75%

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- Year 4 – 100% (full tax obligation)

She also recommended implementing a Clean Hands Policy, requiring applicants to be current on all Town obligations and have no delinquent accounts before receiving incentive funds.

Jessica Snader of Salem Church asked whether the Clean Hands Policy would apply to all properties owned by an applicant or only the specific property receiving assistance. After discussion, Ms. Cruz recommended applying the policy only to the property participating in the incentive program, and the committee agreed.

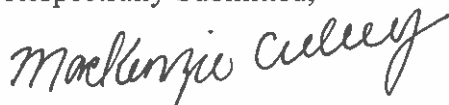
Ms. Cruz also recommended allowing tenants to apply for eligible grant or rebate programs provided they obtain written authorization from the property owner. The committee agreed that this approach would allow businesses leasing commercial space to benefit from available incentive programs.

Finally, Ms. Cruz noted that certain rebate and incentive programs will require specific application deadlines and completion timelines, which should be clearly defined within the Downtown Development District application.

Mayor Duncan encouraged local businesses, property owners, residents, and community organizations to submit letters of support for the Downtown Development District designation to be included with the Town's application.

There being no further business to discuss, Councilman Kirsch made a motion to adjourn the meeting, seconded by Loryn Rose. The motion carried, and the meeting was adjourned.

Respectfully Submitted,



Mackenzie Culley

Administrative Assistant