

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**September 15, 2017**

**Planning Commission Members Present:**

Dick Oliver, Joe Conway, Scott Fisher, John Janowski, Linda Lewis, George Reese, Sharon Polansky

**Absent:** none

**Other Attendees:** Tim Shaw, Council Liaison

**Meeting called to order:** 1 pm by Chairman Dick Oliver

Old Business:

- a. Minutes from May 12, 2017 and July 21, 2017 were adopted without change
- b. Discussed Lighting Plan Vision Statement presented by Joe Conway
  - a. The Vision statement was amended to change the second sentence by adding the word 'has'. It now reads, "South Bethany **has** adopted environmentally friendly, cost-effect, modern light standards and aesthetic fixtures appropriate to the Town and input from its property owners."
  - b. The Purpose was amended to add the words "designed to be" and now reads: "To develop a sustainable Lighting Master Plan that reflects property owner priorities, Town values and its desired image which is **designed to be** affordable and can be funded and implemented incrementally."
  - c. Add one more goal - Inform Council as early as possible the potential range of dollars required to the various lighting options being evaluated.
  - d. Goal #4 was amended to remove the word 'new' and now reads "Identify street lighting ..."
  - e. With the above modifications the Vision Statement was accepted by the Commission.
  - f. Joe Conway will update the Vision Statement and send to all members and Tim Shaw.
  - g. Tim Shaw will include the final version, provided by Joe, to the Town Council in his report.
- c. Lighting Plan Actions
  - a. Dick and Tim will talk to Maureen about contacts in other local jurisdictions to gather any lighting information they may have. We are especially interested in West Ocean City.
  - b. The following recommendation was made and accepted by the Commission: "The Commission recommends disabling the existing lights on Canal Drive due to the abundance of negative feedback from residents and renters. This recommendation was unanimously accepted and Tim will present to Town Council. Our rationale for the recommendation is twofold - leaving the fixtures in place could allow a demonstration of additional Delmarva fixtures when we execute the lighting study and the need to be sensitive to community needs.
- d. Action Items from July 21st meeting:
  - a. Collect related information from CEC - Linda Lewis. All information forwarded to commission members – DONE.
  - b. Research/review other resource docs - Pam Smith to upload documents from Dick Oliver on our town website/planning commission / documents tab for all to review – DONE.
  - c. Visit Delmarva Power and talk to Jim Smith from Delmarva Power – Dick Oliver postponed until website review is complete. Expect completion by next meeting.

- d. Contact other local towns - Dick Oliver will ask Maureen to complete this.
- e. Review Del Dot 2009 criteria - John Janowski - DONE. Del Dot only reviews highway systems so town lighting does not apply to Del Dot criteria.
- f. Collect existing town street lighting map and info – DONE.
- g. Add locations where new lights have been installed on town map – DONE.
- e. Preparation for Comprehensive Plan Annual Evaluation
  - a. The Commission will continually evaluate the progress made against the Six Major Goals in the Comprehensive Plan to complete a written evaluation of progress in May 2018. Commission members agreed to track specific Goals.
    - a. Goal 1: Provide for a Well-Maintained Town: Sharon Polansky
    - b. Goal 2: Continue to Enhance the Attractiveness of the Town to Families, Investors and Vacationers: Dick Oliver
    - c. Goal 3: Maintain a Safe Public Environment for Town Residents and Visitors: John Janowski
    - d. Goal 4: Continuously Improve Town Services: Linda Lewis
    - e. Goal 5: Maintain South Bethany’s Fiscal Soundness: Scott Fisher
    - f. Goal 6: Promote South Bethany as a “Healthy Community”: Joe Conway

New Business:

- a. Budgeting: Joe Conway discussed his work with the Finance Committee on goal based budgeting and creating a five year look at capital budget needs. Joe has created a look at budget line items against goals in the Comprehensive Plan without capital or reimbursing items. Joe has sent this break down to the full committee. It would be helpful to look at the non-discretionary budget line items to see the potential impact on the Comprehensive Plan.
- b. The Traffic Plan is still being looked at and will probably be discussed at the next meeting.

**Meeting adjourned:** 3 p.m.

**Submitted by:** Linda Lewis, 105 Tern Drive