

**Planning Commission Progress Report for 2016 Comprehensive Plan  
As of March 28, 2019**

**Goal 1: Provide for a Well-Maintained Town**

Objectives	Status	Recommendations included in Comprehensive Plan
<p>1. Sustain relationships with State and Federal Agencies to ensure continued beach replenishment, maintenance and repair, and nourishment programs.</p>	<p>The town continues to maintain contact with ACOE, FEMA, and DNREC, as well as maintaining and improving coordinating activities with the other coastal towns.</p>	<p>Continue participation in Association of Coastal Towns (ACT) and liaison with State Legislators.</p> <p>Fund and/or pursue grants and participate with other agencies to develop a regionally consistent, town-specific strategy and plan to address and mitigate the impact of Sea Level Rise (SLR), storm surge and nuisance flooding.</p> <p>As part of the SLR mitigation efforts, the Town should consider funding additional check valves in storm drains (connecting street drains to the canals) on the West side of Coastal Highway to prevent flooding during extreme high tide and major rain storm events. The Town has already funded some. Funding for additional recommended check valves should be included in the 10-year capital budget.</p>

Objectives	Status	Recommendations included in Comprehensive Plan
<p>2. Improve and maintain canal water quality, depth and accessibility.</p>	<p>The Canal Water Quality Committee (CWQC) partnered with the Center of Inland Bays (CIB) in acquiring and installing floating wetlands and oyster cages to improve water quality. Early results are inconclusive. CWQC is also working with The Woods Hole Group to explore other potential options. CWQC is also working with DNREC on future dredging projects using grant funds obtained by the town.</p> <p>ACT liaison, consultant Tony Pratt, is researching the availability of grant funding from the ACOE and DNREC for a back-bay flooding study for the coastal towns partnering in ACT.</p>	<p>Obtain cost estimates for options and include in the capital budget.</p> <p>Obtain the scope of dredging and develop cost estimates.</p> <p>Schedule debris removal from the town waterways on periodic basis.</p> <p>Establish a periodic survey plan to measure water depths at critical canal accesses and known silt accumulation areas.</p> <p>Coordinate a strategy with DNREC to conduct surveys and dredge Jefferson Creek water accesses to town canals and access to Little Assawoman Bay. Schedule periodic surveys to measure changes and fund dredging of owned canals as determined by survey.</p>
<p>3. Consider the need and justifications for improving or expanding town offices and infrastructure to support growing public use and needs of expanded town staff, i.e., administrative and police staff.</p>		<p>Include in Capital Budget Planning.</p>

Objectives	Status	Recommendations included in Comprehensive Plan
<p>4. Continue efforts to improve common areas, including streets, wetlands and public open spaces.</p>	<p>The Community Enhancement Committee (CEC) sponsored the installation of a fitness area adjacent to the town hall and continues to sponsor the Adopt-a-Canal/Road End Program which enjoys great success.</p> <p>A pavement management study was initiated based on a 2016 consultant review of the town's road network. Treatments required to bring the network to a good state of repair would be approximately \$553,825. Approximately 9.77 miles of town maintained paved roads was surveyed. A preventive maintenance program utilizing micro-surfacing will effectively extend pavement life by 8 to 10 years. Two phases were planned but only Phase I was completed. Phase II is on hold.</p>	<p>Investigate CP suggested wet areas for insect reduction.</p> <p>Implement the recent street maintenance study recommendations by the University of Delaware and begin preventative maintenance efforts.</p> <p>Consider improvements to the site drainage should also be considered to reduce insect breeding in the standing water.</p> <p>The town should also consider either funding or seeking grant funds together with DeIDOT and performing the study and implementation of improvements to increase the performance of the forebay storm water treatment retention basin at Anchorage canal.</p> <p>The town is working with the Town of Fenwick Island in a multi-municipal effort to reduce costs with road work projects.</p>
<p>5. Ensure that code, tax and fee planning and enforcement create a positive environment for property owners to engage in property maintenance and improvement.</p>		<p>Consider an immediate review of bulkhead heights and alignment limitations to address the expected requirements of SLR.</p>

**Goal 2: Continue to Enhance the Attractiveness of the Town to Families, Investors and Vacationers**

Objectives	Status	Recommendations included in Comprehensive Plan
<p>1. Develop and practice proactive public relations efforts that educate and inform all interested parties on issues affecting them respectively.</p>	<p>The town issues regular News Updates by email. The town manager is implementing a new procedure to reduce the number of updates as well as ensure that they contain important and useful information, and that they limit less important, non-critical subject matter.</p> <p>The town has also acquired a new, no cost, website from the State of Delaware which enhances functionality and coordinates more effectively with state activities.</p>	
<p>2. Promote support for community and family (adult and child) social activities.</p>	<p>The South Bethany Community and Public Relations Committee (SBCPRC) sponsors several events throughout the year to stimulate interest in town affairs, promote good fellowship among town residents and increase volunteerism. Activities include pot-luck dinners, July 4th events and other events throughout the year. SBCPRC also promotes family entertainment such as movies on the beach.</p>	
<p>3. Annually review and fund approved social activity plans that promote volunteer interest and activities for town improvements and attractive family activities.</p>	<p>The South Bethany Communication and Public Relations Committee (SBCPRC) is meeting regularly with town staff to plan future activities such as the Town's upcoming 50<sup>th</sup> anniversary celebration in June 2019.</p>	

4. Ensure that consistent and equitable town codes are adopted.	The South Bethany Charter and Code Committee (SBCCC) works diligently on making the town code responsive, reasonable and equitable.	The town code is in many ways antiquated, conflicting, and confusing. The PC suggests that the town pursue securing outside consulting assistance to bring the code up to date. In that connection, it also suggests the Institute for Public Administering (IPA) at the University of Delaware be our first source.
5. Make sure that public messaging and actions support town interests.	The town manager is currently conducting a review of communication practices and will be coming forth with recommendations when it is completed.	

**Goal 3: Maintain a Safe Public Environment for Town Residents and Visitors**

Objectives	Status	Recommendations
1. Provide daily 24-hour police protection and services.	<p>Staffing shortage in 2018 has limited coverage to less than 24 hours resulting in no enforcement of the seasonal 3-hour turning prohibition at Kent Avenue /Black Gum Drive during July 2018. Scheduling modification made in August improved enforcement.</p> <p>Town Council has agreed on the number of police needed for 24X7 coverage and is working with the Chief of Police to fill positions.</p>	

Objectives	Status	Recommendations
2. Provide safe and improved access to and use of the beach.	The ad hoc Beach Access Improvement Committee was formed. Results were briefed to Town Council. Town Council is addressing the results as part of the FY 20 budget.	Plan and implement a multi-year capital project in response to the Ad Hoc Committee study recommendations.
3. Provide public awareness information to support safe vehicle, bike, and boat operation.	<p>The Police Department yearly promotes a safe biking outreach program and distributes free helmets and bike locks. The funds are provided through the Office of Highway Safety (OHS).</p> <p>The USCG Auxiliary provides a course in boating safety at the South Bethany town hall annually in the spring.</p>	SBPOA and the town promote safe boating on web sites.
4. Sustain cooperative agreements that enhance emergency services to the community.	The town has negotiated fire and ambulance service with another 5-year contract.	
5. Plan for and improve town lighting to meet modern standards for safe communities while meeting concerns for light pollution. The Planning Committee plans lighting initiatives, which are then reviewed and approved by Council. The town works closely with Delmarva Power consultants to optimize town street lighting and efficiency. The use of LED lamps is a feasible solution and may be considered in the future.	The Town Council asked the PC to develop a long-term town-wide street light improvement plan. Completed items include goals and objectives. Data collection from various public (DelDOT) and private sources (DPL) on street plans. Exploring methods to determine types of lighting (LED vs high sodium pressure), types/styles for stand-alone light fixtures. A comprehensive inventory of existing streets lights is underway. This includes street lights within SB Right-of-Way (ROW), DelDOT ROW and lights located in adjacent jurisdictions that illuminate SB streets; i.e. Evergreen Road.	
6. Explore the need for a town policy on the use of drones.	The Town Council addressed and agreed to follow the Federal Guidelines for Drone Use in congested areas.	

**Goal 4: Continuously Improve Town Services**

Objectives	Status	Recommendations included in Comprehensive Plan
<p>1. Revise and implement new policies, procedures, and guidelines for town management and committee activities, processes and reports as required to improve efficiency and effectiveness of services.</p>	<p>The town implemented new times and dates for Council sessions.</p> <p>The PC has updated existing by-laws regarding new membership.</p> <p>New parking pass procedures are being undertaken.</p> <p>The town continues to revise and implement new policies, procedures and guidelines for staff, management and committee activities.</p> <p>The Town Council continues to review ideas for improving or expanding town offices for security and expanding public use, as well as efforts to improve common areas, including streets, wetlands and public open spaces.</p>	
<p>2. Continue to pursue competitive pricing and sourcing for town utilities and other services, within regional constraints.</p>	<p>The town's goal is to continue to improve efficiency and effectiveness of services and continue to pursue competitive pricing and sourcing for utilities and other services within regional constraints.</p> <p>There is an on-going review of existing contracts and service options, for example, hired a new town attorney, hired a new beach concession service, and updated the town website through the State of Delaware web program to take advantage of the free service and support.</p> <p>The town council and town staff continue to plan and pursue implementation of 5G network services.</p>	<p>Continue to work on an ordinance to accommodate small cell installations.</p>

Objectives	Status	Recommendations included in Comprehensive Plan
<p>3. Continue to use qualified professional consultants to advise the town where it is deemed necessary and appropriate.</p>	<p>The town utilizes qualified professional consultant to advise the mayor, council and staff on issues where legal, engineering, technical or process expertise will enhance the objective development of alternatives for proposed issues or projects.</p>	
<p>4. Pursue initiatives to clean up the visual impact of town utilities.</p>	<p>The PC collected and inventory of most of the town's poles for excess wiring. Residents were asked to contact Verizon regarding old phone lines. Some were removed. Burying wires was considered but found to be not achievable due to cost and reliability issues.</p> <p>Continue to work on small cell tower ordinance to improve the appearance and continue to handle wire tails on electric poles and media installs.</p>	
<p>5. Coordinate with state and other localities for any potential cooperative long-range community service plans.</p>	<p>The town continues to coordinate with the State of Delaware and other municipalities for any potential cooperative long-range community services plans, specifically back bay flooding, canal clean up and future nuisance flooding/storm water remedies.</p> <p>Participation in ACT continues to build partnerships and relationships with other towns and DNREC.</p>	



Objectives	Status	Recommendations included in Comprehensive Plan
<p>6. Improve town communication services and strive to stay abreast of evolving technology and homeowner expectations.</p>	<p>The town has initiated the following:</p> <ul style="list-style-type: none"> <li>• more active South Bethany Facebook posts with town specific and local interest articles,</li> <li>• new updated town website,</li> <li>• improved access to Code Red on website, and,</li> <li>• newsletter improvements on content concentrating on information.</li> </ul> <p>Plans are in place to allow:</p> <ul style="list-style-type: none"> <li>• on-line building permits,</li> <li>• consolidate communications on a weekly calendar of events,</li> <li>• install a kiosk for parking permits,</li> <li>• provide an outside brochure holder for community news and,</li> <li>• provide a shopping cart on the town website for parking permits, paying taxes, etc.</li> </ul>	

**Goal 5: Maintain South Bethany’s Fiscal Soundness**

Objectives	Status	Recommendations included in Comprehensive Plan
1. Maintain and fully utilize the current accounting software.	The town utilizes a commonly used Commercial Off the Shelf (COTS) automated system to process and report its accounting transactions and ledgers.	
2. Assure that the operating budget; reserve and accounting practices lead to successful annual review and audit.	The town continually reviews its practices to ensure its financial procedures and guidelines will yield successful review and audit of the town’s financial position and/or accounting processes.	
3. Strive to maintain cash-based annual operations and a balanced budget.	The town can fund its annual operating expenses using annual revenues without relying on debt or assessments.	
4. Assure adequate fiscal reserves are available for operating variances, replacement and maintenance of town assets, and emergencies.	<p>Current reports suggest that there are adequate cash reserves to meet expected and reasonably unexpected requirements.</p> <p>Cost estimates for capital projects in the CP are being developed.</p>	<p>Continue to fund the Depreciation and Capital Reserve accounts in anticipation of expected town improvements.</p> <p>Publish Council approved town financial reserve policies for each town reserve and re-affirm the past \$500,000 target or establish a new emergency reserve target value.</p>
5. Implement multi-year modeling for future costs and revenue projections, including but not limited to a comprehensive review of town employee total compensation growth over the plan period.	Rough estimates of staffing costs are understood, and steps being undertaken to manage the total compensation growth in the planning period.	Establish an annual council priority list of major topics, efforts and expenditures to be undertaken. Update the list and add new priorities on an annual basis prior to providing budget guidance for budget preparation and approval.

**Goal 6: Promote South Bethany as a “Healthy Community”**

Objectives	Status	Recommendations included in Comprehensive Plan
<p>1. Implement State Guidelines for Promoting Health in Local Communities.</p>	<p>The town has aggressively requested and obtained grant funding for adult outdoor exercise equipment. Phase I equipment is installed, and a Phase II equipment area is planned for spring 2019.</p> <p>Walking and bicycle path markings are reviewed as needed.</p> <p>The town monitors canal hiking path progress and publishes as needed.</p> <p>The town sponsored Beach Yoga and Boot Camp venues during the summer season. Over 50 people attended sessions offered 2-3 times per week.</p> <p>The Junior Life Guard program in the summer season promotes healthy life style and physical skill development among summer youth.</p> <p>The town continues to maintain roads, and sidewalks, which support pedestrians, and bicycles. A traffic study was completed in 2017 which evaluated vehicle volume, speed, and safety. DeIDOT staff/consultants and town-wide representation served on an ad-hoc committee. The traffic study concluded that a large number of vehicles used neighborhood streets in town as a cut through.</p>	<p>Continue to fund beach access improvements.</p> <p>Promote summer activities.</p> <p>Publish an annual planning schedule of activities.</p>

Objectives	Status	Recommendations included in Comprehensive Plan
	<p>Recommendations and projects constructed as a result of the study include:</p> <ul style="list-style-type: none"> <li>• 3-hour peak period turning restriction at Kent Avenue and Black Gum Drive,</li> <li>• upgrade and additional speed humps,</li> <li>• 3-way stop-sign controlled intersection at Canal Drive/Tamarack Drive,</li> <li>• 4 new digital speed signs,</li> <li>• vehicle size regulatory signs,</li> <li>• elimination of double yellow center lines on neighborhood streets, and</li> <li>• pedestrian road stencils on streets reminding the public to face traffic.</li> </ul> <p>Traffic volume and speed is monitored in Cat Hill and Evergreen Road. The police department continues to provide data reads from digital speed signs.</p> <p>New beach accesses will support easier access and participation in beach health activities and promote walking.</p> <p>DNREC's planned Assawoman Canal Trail currently ends at SR 26. Final phase shows a connection to Black Gum Road in Cat Hill. The current easement may not be accurately shown on Cat Hill record plan.</p>	

<b>Objectives</b>	<b>Status</b>	<b>Recommendations included in Comprehensive Plan</b>
<p>2. The town has aligned the smoking regulations with other local communities and owner feedback from the 2015 survey.</p>	<p>The town implemented a NO-SMOKING policy for its beaches in 2017/2018. Signs are posted, and beach goers are conforming.</p>	<p>Continue enforcement</p>