

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**January 18, 2019**

**PC Members Present:** Dick Oliver, Scott Fischer, John Janowski, Linda Lewis, Joe Conway (dialed in)

**PC Members Absent:** none

**Council Liaison:** none

**Other Attendees:** none

**Meeting called to order:** 10 a.m. by Chairman Dick Oliver

**Old Business:**

1. Minutes from November 16, 2018 were adopted without change.

2. Nominate and vote for the position of Chairperson, Vice-Chairperson, and Secretary.

Dick Oliver volunteered to continue as Chairperson for one more term. Joe Conway motioned and Linda Lewis second the motion. Scott Fischer nominated Linda Lewis as Vice-Chairperson and Joe Conway seconded the motion. Dick Oliver nominated Scott Fischer as Secretary and Linda Lewis seconded the motion. All were in favor of each nominee and position.

3. Vote and Approval of modified PC By-Laws.

Linda Lewis modified the PC By-Laws, so they are compliant with the Town Code Chapter 20 by updating By-Law Article I. Membership a) regarding membership and Article IV. Attendance b) regarding the quorum. Linda Lewis moved to adopt the amended PC By-Laws and Chairman Oliver second the motion, all were in favor.

3. Linda Lewis discussed the PC website page suggesting the last paragraph be removed from the website page, since it is confusing and incorrect data. Since the Town administrative staff will be updating the website in the future, Lewis suggested the update be submitted to the Town Clerk to forward. Joe Conway suggested adding that the PC also conducts hearings regarding Lot-combining/Lot-separation. Lewis will pull the verbiage from the Town Code Chapter 20-5 Subdivision and Partition Hearings.

4. Continue to discuss the Street Lighting Master Plan Working Document. Discuss format and content of draft light pole census data report.

Chairman Oliver suggested we compile our data and present the Light Pole Census Document to Town Council. Upon reviewing the Delmarva Power & Light data of the 30 plus poles in our town, it was discovered that DP&L data was inconsistent with the PC data. Since the DP&L data is inconsistent, the PC decided not to take the responsibility of the accuracy of the DP&L report. Therefore, the PC agreed that the DP&L report will be an Appendix to our report, with noted discrepancies.

Scott Fischer volunteered to take the current data collected from the PC members and provide an electronic illustration of a map of our town with "numbered lights" where the street lights are located. The map can be displayed visually on a screen or printed. Once the map is complete, the Street Lighting Master Plan Working Document excel spreadsheet will be updated to consist of: numbered lights (from the map), map ID, street name, street address, light type/style and a column for notes and future recommendations on where more lighting is needed, what is technically available, aesthetics and current

costs. When the illustrated map and spreadsheet are reviewed and completed, Chairman Oliver will present the Street Lighting Master Plan Working Document to the Mayor and Town Council.

5. Progress Report for the Comprehensive Plan.

Joe Conway highlighted the Report with updated recommendations to review. Chairman Oliver suggested moving any wording in the Planned/Future Support into the Status column, since the Planned/Future Support column would be a job responsibility of the Town Council. The Planning Commission reviewed each Goal and Objective step by step and made the appropriate changes. Linda Lewis will collect any additional data discussed from committee members and will update the draft.

6. IPA Report.

The IPA Report was presented to the committee for their review. The IPA Report Delaware Transportation Lighting Inventory is suggested to be used as information for the committee's education, since we are involved in looking at lighting and lighting plans.

7. PC Appointments.

Chairman Oliver noted that the terms for the PC appointments for Scott Fischer and John Janowski are due to expire in April of this year. Both members were informed that if they wish to be appointed to a new term, they should indicate such in writing to Mr. Oliver who will review their request.

**New Business:** Next Planning Commission Meeting is scheduled for March 15, 2019

**Meeting adjourned:** 11:48 a.m.

**Submitted by:** Town Clerk, Janet Powell