

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**Sept 11, 2020 1:02pm**

**PC Members Present:** No in-person participation due to Covid-19 restrictions

**PC Members Remote Access:** Joe Conway, Tim Shaw, Jane Bonbright, Scott Fischer

**PC Members Not Present/Remote:** Gerry Masiello

**Council Liaison:** Dick Oliver attended by remote access

**Other Attendees:** None

**Meeting called to order:** 1:02 pm by Chairman Joe Conway

**1. Minutes:** March 6<sup>th</sup>, 2020 minutes were adopted per a motion by Jane, seconded by Scott and unanimously approved.

**2. Announcements:** Joe reminded all members of the various documents he sent to the group in preparation for this meeting and asked that all verify their receipt

**Old Business:**

Review Comp Plan updating

Joe discussed the plan, schedule and work assignments on the Comp plan 5-year update effort. He went through the Municipal Comp Plan Guide and identified the areas he has identified as being relevant (or not) to the current 5-year update effort.

Joe advised the committee members to access the current Comp plan and become familiar with its elements and to note any issues or suggestions in preparation for a complete review of the plan at a future meeting.

Joe then led a review of the Roles in the Comp Planning Process document which discusses the various responsibilities of all of the associated stakeholders who are part of the process. Joe reminded the committee members that once approved by the Governor, the Comp plan has the force of law. Because of this Joe suggested care in the choice of key action words such as “should” versus “shall” or “may” versus “must” in order to provide flexibility for future Councils.

Joe has reached out to SBPOA about the possibility their help (specifically Joe Mormando) in creating a new survey. The Town has a tool license for Survey Monkey and Joe wants to ask for aid in crafting a new questionnaire to be used for gathering data to help in formulating Comp plan changes. Mr. Kent Stephen has also been asked to assist in formulating the new questionnaire based on his Marketing expertise.

Joe assigned all personnel to review the two prior surveys. (Added to the task list.)

Joe reviewed his preliminary action plan spreadsheet and discussed key target dates.

Joe plans to review the entire current Comp plan at the next meeting and use that review to identify areas where updates will be required. Note: the State has not yet met to evaluate our Town proposal to be designated as a healthy community which is Goal #6 in the Comp plan.

Joe is going to solicit all of the existing Town Committees about anything related to their work that needs to be addressed in the Comp plan update. (Added to the task list.)

Joe suggested holding more frequent (monthly) remote meetings to help move this project along. It was suggested that a meeting at 1:00pm on the 2<sup>nd</sup> Thursday of each month be added (to the end of the year) to support this effort. The committee members agreed to the time and date proposed.

Joe advised the committee that due to Covid-19 it was now allowable to hold Commission hearings using remote access, if such a hearing is requested and required.

**New Business:**

No new business was identified

**Public Comment:** No members of the public were in attendance

**Adjournment:** Meeting adjourned at 1:44pm by a motion made by Tim and seconded by Scott

**Submitted:** Tim Shaw, Secretary

Remaining Planning Commission scheduled meeting dates for 2020:

Dec 4<sup>th</sup>, 2020 at 10:00am

Additional meeting dates can be added, if needed, in the event of a request or submission that must be addressed by the Planning Commission.

Additional working meetings are now planned on the following dates through the end of the Year:

October 8<sup>th</sup> at 1:00pm

November 12<sup>th</sup> at 1:00 pm

December 10<sup>th</sup> at 1:00pm

### Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
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0005	Contact Maureen to get a copy of the last Comp plan update matrix and distribute to the commission by the next PC meeting on June 5 <sup>th</sup>	J. Conway	Completed	
0006	Review the questionnaire that was used for the last Comp plan update and compare that with the SBPOA survey questions	All members	Completed	
0007	Dorothy Morris to be contacted and asked to provide suggestions and guidance on the Comp plan update	J. Conway	In Progress	6/5/2020
0008	All members to review the current two survey questionnaires by the Town and by SBPOA	Full committee	In Progress	10/8/2020
0009	Joe is going to query all the existing Town committees regarding anything they feel needs to be addressed in the Comp plan update	J. Conway	In Progress	10/8/2020

**NOTE: Items on the above list with a Status of "Completed" will be removed from the table in subsequent meeting notes**