

Town of South Bethany
Planning Commission Meeting Minutes
December 27, 2019 10:00am

PC Members Present: Joe Conway, Tim Shaw, Scott Fischer

PC Members Remote Access: None **PC Members Not Present:** Gerry Masiello

Council Liaison: Dick Oliver

Other Attendees: Gregory Hook, surveyor, representing 235 Bayshore Drive, Edward Bower, Trustee

Meeting called to order: 10:04am by Chairman Joe Conway

First order of business was a public hearing on a lot partitioning request for 232 Bayshore Drive. The Commission reviewed the request to partition a pair of lots (lots 76 and 78 on block 5) that had previously been combined, to be returned to being two separate lots. The plat was reviewed by the Code Enforcement Constable and Commission members, no issues or objections were raised. The application was approved by the Planning Commission and survey copies stamped and signed.

On March 6, 2020 Simpler Surveying sent a letter stating that the property owners have decided not to partition of lots 76 & 78. They did not file at State of DE courthouse. The letter has been placed into the property owner's file.

1. Minutes: November 22nd minutes were adopted per a motion by Tim Shaw, seconded by Scott Fischer and unanimously approved.

2. Announcements: None

Old Business:

Creation of a Public Survey on the Lighting Plan/Proposal

Joe Conway had an action item to meet with an owner whose company had experience in performing surveys and who had offered his assistance. Apparently, his personnel developed the survey questions and his talent is in identifying biased/leading questions that tend to tilt the survey results. He has agreed to review the questions the PC develops in that light. He owns a property in Sandpiper Village on the beach but has assured Joe that he has no strong feelings one way or the other regarding lighting.

Joe reaffirmed that an electronic survey is the objective due to both cost and a generally higher response rate to electronic surveys. Joe has obtained a copy of the SBPOA survey, performed in 2017, and has an action to distribute copies to the Planning Commission members for their comments. Sharon Polanski, who has a background in marketing, helped to develop that SBPOA survey and it included a set of questions about lighting.

Dick Oliver pointed out that the Comprehensive (Comp) Plan will require an update and that one of the tasks is to get a reading on owner/resident satisfaction (or lack) with various aspects of the plan and to

solicit input regarding priorities. Dick suggested that a survey would probably be used for this effort. Shaw and Fischer both warned that if a survey gets too long and covers too much, it is likely people will be less likely to complete the survey. The general consensus was that the lighting survey probably ought to stand alone.

Joe mentioned that survey results, once correlated and counted, would undoubtedly be presented at a future Town Council meeting to give the owners and residents an opportunity to provide comments. Scott warned that such meetings tend to mainly attract people with strong negative feelings about the results, and so the public comments may need to be looked at in that light.

Bike Safety/Parking Report

Joe Conway indicated again that the Town Council chose to accept the PowerPoint presentation as the final report, so no further action is required by the Planning Commission.

Dick Oliver reported that the Town Manager has been given the task of putting the portions of the report that the council agreed with and to move forward with implementation.

Discussion on filling the vacant position.

The Town Council did not have time to address the proposed new member in the December meeting and so this issue is delayed until the Council meets in February 2020. This means the Commission should have some results to review in the March 6th, 2020 meeting

New Business:

Action Item List

Joe asked that an action item list be created to track the various tasks assigned to Commission members. Shaw agreed to add such a list to the meeting notes and to update the after each meeting. Shaw's action item has been assigned, and these meeting notes include the first use of a table to track action item assignments.

Lighting Fixture Trials

Joe reminded the members of a previous suggestion regarding setting up a test stand/pole where different styles of light fixture could be tested and observed, by both owners and residents as well as the Town Council, Town Manager and Chief of Police. Joe has taken an action item to contact Delmarva Power and explore their willingness/interest in performing such a test. He will report the results of his discussions at the March meeting.

As there were no members of the public present, a motion to adjourn the meeting was made by Scott Fischer and seconded by Tim Shaw

Adjournment: Meeting adjourned at 10:40am

Submitted: Tim Shaw, Secretary

Planning Commission scheduled meeting dates for 2020 have been set as follows:

March 6th, 2020 at 10:00am

June 5th, 2020 at 10:00am (including a review of CP update requirements)

Sept 11th, 2020 at 10:00am

Dec 4th, 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.

Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
0001	Distribute a copy of the SBPOA survey to PC members	J. Conway	In Progress	01/03/2020
0002	Add an action-Item list to the meeting notes and maintain the list with updates at each meeting	T. Shaw	Completed	12/30/2019
0003	Contact Jim Smith at Delmarva Power regarding possible trial implementations of various lighting choices to allow	J. Conway	In Progress	03/06/2020
0004	Call Maureen to obtain the contact information for Jim Smith	J. Conway	In Progress	01/03/2020

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