

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**March 6, 2020    10:00am**

**PC Members Present:** Joe Conway, Tim Shaw, Jane Bonbright

**PC Members Remote Access:** None

**PC Members Not Present:** Scott Fischer, Gerry Masiello

**Council Liaison:** Dick Oliver was present

**Other Attendees:** None

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

Joe Conway introduced Jane Bonbright who is the new member on the Planning Commission, replacing Linda Lewis. Jane provided a brief overview of her background and experience.

The minutes of December 27<sup>th</sup> needed to be amended to show that the lot partitioning requested and approved at that meeting was later rescinded. A letter was received from the owner's representative that documents the rescindment request.

**1. Minutes:** December 27<sup>th</sup> minutes were adopted (with the amendment outlined above) per a motion by Tim Shaw, seconded by Jane Bonbright and unanimously approved.

**2. Announcements:** None

**Old Business:**

Review status of the action item list

Joe Conway brought the SBPOA survey as a paper copy and he will be distributing the survey electronically to the commission members. Joe asked the commission members to go to the Town web site and look up the Comp Plan and review the Town's prior questionnaire.

Joe Conway has identified an ad hoc expert, Mr. David Vershel, that has offered to assist the Commission in constructing questions for the Town survey to be used for data-gathering as part of the 5-year CP Update reminded all that in the June/July timeframe the commission has the requirement for submitting the annual update to the CP. We will use the same matrix scheme used for the last years' update. Joe will get a copy of that matrix and provide it to Commission members. Between March and June 5, we will endeavor to update the matrix with information we are aware of. Before the June meeting we will send our matrix to the Town Manager for update. At the June 5th meeting we will review with the Town Manager the result and approve for submission to the state.

Re the 5-year Update of the CP: Dorothy Morris, who provided guidance at the last Comp Plan update, is to be contacted by Joe to ask for her inputs and guidance on the Comp plan update. Joe will invite her to the June meeting. At the June meeting we will develop time line for completion of the Update.

Joe mentioned an objective in the Comp Plan of generating a 10-year financial cost model that projects Town operating costs against revenue sources. There appears to be a need to update the demographics of the Town as part of updating the Comp Plan. This includes comprehending changes in the population of residence and of rental properties vs unrented Homesteads. Most, if not all, of the new/replacement construction along Ocean Drive are properties that will not be rented.

Lighting: Joe reminded the commission members that questions regarding lighting desires and preferences will be included in the survey used for the update of the Comp Plan and that the resulting data will inform the Town Council's future plans and proposals concerning lighting changes.

Healthy Community: The current Comp Plan addresses the 'healthy community' initiative that was important to the prior State governor. The current State level government has a slightly different focus. Joe has been in contact with the LT Governor's Office which has responsibility and will advise the Commission for the 5-year Update.

Joe received lighting cost information from Delmarva Power and will be distributing this to the commission members. This cost information includes full life-cycle cost of ownership details at the per fixture level. Joe also found out that Delmarva Power already has several studies and trials on-going with various LED-based lighting alternatives and that new fixtures have several technological features that could be of interest in the future.

As of this meeting action items 0001 through 0004 have been completed and removed from the list. These meeting notes will show their removal.

#### **New Business:**

##### Review of the Town Bike Parking plan

Joe advised the commission that the Town Manager has implemented various elements of the bike parking study produced by the commission. At this point there has been no feedback on what specific actions have been implemented.

The Town is generating a brochure to advise owners and renters of the new bike parking arrangements. Jane recommended placing the brochure on the Town web site, issuing them to all owners who rent (as part of getting the rental license) and possibly getting them to the rental agencies to hand out to renters in their welcome packets.

The June 5th meeting will include a kickoff for updating the Comp plan, preparing a rough schedule with major milestones and initial work on the survey and questionnaire for data-gathering. The goal is to issue this survey to owners and residents sometime in the Fall of 2020.

As with the prior plan update the expectation is that some Comp Plan elements will be assigned to each of the commission members and will be their responsibility to update.

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

Motion to adjourn was made by Tim Shaw and seconded by Jane Bonbright.

**Adjournment:** Meeting adjourned at 11:02am

**Submitted:** Tim Shaw, Secretary

Remaining Planning Commission scheduled meeting dates for 2020:

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

Sept 11<sup>th</sup>, 2020 at 10:00am

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.

### Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
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	In Progress	6/5/2020
0006	Review the questionnaire that was used for the last Comp plan update and compare that with the SBPOA survey questions	All members	In Progress	6/5/2020
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

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