

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**November 22, 2019 10:00am**

**PC Members Present:** Joe Conway, Tim Shaw, Gerry Masiello

**PC Members Remote Access:** Scott Fischer

**Council Liaison:** Dick Oliver

**Other Attendees:** Rick & Eileen Spencer, Colin & Martha Chasler, Jane & Jim Bonbright

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

First order of business was a public hearing on a lot partitioning request by Mr. and Mrs. Spencer. The Commission reviewed the request to partition a pair of lots (lots 55 and 56 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, but the applicants were advised about removing an existing asphalt driveway to be consistent with code requirements and utility easement requirements. The application was approved by the Planning Commission.

A short recess was called so that WRDE reporter, Mallory Metzner, could interview Joe Conway regarding the Lighting and Bike parking reports provided to the Town Council by the Planning Commission. The meeting was recalled to order by the Chairman at 10:20am

**1. Minutes:** September 20<sup>th</sup>, 2019 meeting minutes were adopted per a motion by Gerry Masiello, seconded by Tim Shaw and unanimously approved.

**2. Announcements:** None

**Old Business:**

Review the lighting presentation made to the Town Council on October 24<sup>th</sup> – Joe Conway explained how an estimated cost for one-time light additions and for monthly operating costs were developed for presentation to the Town Council. The Town Council wants these estimated figures revisited and presented along with the supporting data. Conway further noted that the Town Council was advised that there would be no capital budget impact as any costs associated with new lighting would be in the operating budget. Implementation of any new lighting can be done in phases with safety issues, and homeowner security, used to establish lighting priority.

The next step requested by the Town Council is to develop and perform a survey to gauge owner interest, preferences and priorities. The survey should allow for ranking and feedback and not just consist of YES/NO questions. It was agreed that there is no reason to approach Delmarva Power at this time. The Town Council will base any further lighting decisions on the results of the survey. Joe Conway noted that previously a suggestion had been made to ‘try out’ various lighting variations adjacent to Town Hall to gather information and provide the public with an opportunity to view the different options.

Several questions were raised regarding the proposed survey – who will receive and sort the results of the survey? Should the survey be sent out electronically? Should the survey be electronic itself? What would be a statistically valid sample set of responses to such a survey?

Joe Conway mentioned that he knew someone who is a survey professional and who appeared to be willing to assist the Town in performing such a survey.

Dick Oliver stated that the Town Council is not enthusiastic about lighting additions as a priority and does not see the owners as being particularly interested in more lighting. Dick stated that some owners are in fact very opposed to added lighting. Dick is going to propose to the Town Council that the town hire a professional organization to develop and perform the survey.

Joe Conway will approach SBPOA to obtain the results of the survey that they performed over a year ago to see if it provided any definitive information. It was also suggested that once the survey is crafted that it be run by a sample set of owners to get feedback to help in finalizing the survey. (Possibly selecting one street on the ocean side and one street on the bay side.)

Review the Bike Safety presentation made to the Town Council on October 24<sup>th</sup>. Joe Conway indicated that the presentation went well and produced little push-back from the public who attended. 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 Council was satisfied with the presentation and that the Town Council will shortly vote on the direction to be taken, based on the results of the recent workshop. Dick Oliver stated that the Town Council seemed to be universally opposed to the suggestion of bike parking on the beach and on the beach access walkways. The Town Council and Planning Commission both agreed that enforcement will be an on-going issue and will probably not be addressed in 2020.

The bike study materials and presentation and the lighting study materials and presentation will be placed on the Town web site ASAP.

#### **New Business:**

Assign work for lighting study survey and action plan – Joe to speak with possible volunteer for the survey. Dick to propose a survey be supported by the TC.

Discussion of applicants to fill a vacant position. Five names have been proposed to fill the vacancy left by the departure of Linda Lewis. The Planning Commission is going to provide a recommendation to the mayor for a primary and secondary person to fill the position. Joe Conway is to send a memo to the Mayor with the two recommendations.

Schedule of 2020 meetings – there is currently an outstanding lot partitioning request, so a meeting will be needed to address that request in a timely manner. Time must also be allowed to post the request. Dec 27<sup>th</sup> at 10:00am (Friday) has been set as the date for the hearing. A full meeting will be scheduled. Joe Conway will develop an agenda for the 27<sup>th</sup> so it can be posted as required. Joe Conway will approach the Mayor regarding the possibility of appointing the replacement Planning Commission member prior to the Dec 27<sup>th</sup> date.

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

March 6<sup>th</sup>, 2020 at 10:00am

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.

The full 5-year update of the Town's Comprehensive Plan (CP) will be due in 2021 and so an additional member may be needed to be added to aid in performing the updating work. But, the annual update of the Comprehensive Plan will need to be completed prior to July. Various sections of the Plan will be assigned to Commission members so that they can make the necessary updates. Joe Conway mentioned that goal 6 of the CP, being designated as a "healthy community", now falls under the "Lt. Governor's Challenge". That section of the CP needs to be revised to align with the new wording.

A motion to adjourn the meeting was made by Tim Shaw and seconded by Gerry Masiello

**Adjournment:** Meeting adjourned at 11:35am

**Submitted:** Tim Shaw, Secretary