

Town of South Bethany
Planning Commission Meeting Minutes
January 14, 2021 1:00pm

PC Members Present (Remote Access): Joe Conway, Jane Bonbright, Scott Fisher and Tim Shaw

PC Members Not Present: Gerry Masiello

Council Liaison (Remote Access): Dick Oliver

Other Attendees: None

Meeting called to order: 1:03 pm, EST by Chairman Joe Conway

1. Minutes: December 10th, 2020 minutes were adopted per a motion by Shaw, seconded by Fisher and unanimously approved.

2. Announcements: None

3. New Business:

Organizational Meeting

The PC organizational meeting will be changed to May and all new/current members will be renewed in May per a request from the Town Manager, to better align with other Town organizations and elections. A vote was taken and there were no objections to the change.

Updating of the PC By-Laws to incorporate the date change has been made and distributed to the committee. The committee voted and unanimously adopted the changes. Joe is to advise the Mayor and Council of this change.

Conway noted that in Section 20-8 of the South Bethany Charter it says that the PC will prepare the report, but in practice the Town manager is doing that work. It was proposed to change the Charter to reflect this reality and that the PC be responsible to support that effort and provide final approval prior to submission. The committee voted to approve making this change. Conway is to bring this to the Town Manager and Council.

It was agreed to use Survey Monkey to do an electronic survey, rather than a paper survey, and will generate a broader response. Conway reviewed the SBPOA questionnaire and provided a list of questions to potentially modify and use in the new survey. All members are to provide feedback to Conway on each identified survey question by the next meeting. The questions will be reviewed at the next meeting and a draft list for the survey developed. Some questions from the Town's questionnaire will also be used with modifications. A question arose concerning the difference between communications with full-time residents and owners who only have part-time or occasional presence. It appears the full-time residents have different preferences than part-time residents. This communication preference is will be examined the new survey.

Conway indicated that in spite of the PC's plan to generate a comprehensive new survey, both SBPOC and the Communications and Public Relations committee under Carol Stevenson, may still be planning surveys of their own. Joe is to coordinate with Carol to see if her effort can be consolidated in the PC.

Dick Oliver will drop off a set of documentation about lighting, accumulated during prior lighting explorations, at town hall to be held by the PC as backup and support information for future planning on lighting once/if a direction and plan is developed.

Oliver will discuss getting updates on ACT from the Town Manager so that ACT participation can be incorporated into the plan update, where applicable, and so that the PC is informed of relevant activities.

Additional PC meetings are needed to advance work on the Comprehensive Plan update and the development of a new survey/questionnaire. The following two added meeting dates were scheduled:

- Feb 11th at 1:00PM, with members still using remote access
- March 11th at 1:00pm, with members still using remote access

4. Old Business:

Review progress/status of assigned Comp Plan updates

Conway will be contacting Masiello to determine his status and progress on updating his plan sections. Conway believes that Masiello may have obtained some of the information he needed for his update.

The Water quality section was reviewed, and it appears that reasonable progress has been made on that plan section. Conway has additional water quality references and testing data that needs to be incorporated into the section. Conway is to forward these additional documents to Tim Shaw to add as references in UPDATE.

Infrastructure progress was reviewed and discussed. It was suggested that the Comp Plan probably needs to address and mention the Comcast cable infrastructure plans for the Town. There may also be reasons to investigate the Verizon 5G deployment along Route 1 and determine what potential benefits, if any, may be available to the Town and thus should possibly be discussed in the Comp Plan update.

It was suggested that either the PC or Town Council should contact Verizon and seek details on their 5G service plans. No specific task was assigned to PC members at this time.

The finance section has been progressing well based on meetings with Renee, Randy and Maureen and the update will address the ARM reserves and capital reserves and plans for the use of those funds. Much of the basic income and expense information has only changed slightly. Both old, but not implemented, plans and new proposed plans will be covered in the update.

Joe mention that there is a written ARM funding policy document, and he will ask the Town Manager to locate this and provide the PC with a copy, so it can be addressed in the plan update.

5. Public Comment: There were no public members present.

6. Adjournment: Meeting adjourned at 2:16 pm, EST by a motion made by Shaw and seconded by Bonbright.

Submitted: Tim Shaw, Commission Secretary and edited by Janet Powell, Town Clerk

Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
0009	Conway 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 Overdue	12/10/2020
0010	Work on preparing updates to the Comp plan sections assigned to each committee member	Full committee	In Progress Extended	1/14/2021
0011	Conway to make a connection between Tim Shaw and Dave Wilson regarding water sampling and testing	J. Conway	Cancelled	Complete
0012	Masiello to submit a letter stating whether he would like to continue on as a member of the PC, or not	J. Masiello	In Progress Overdue	1/14/2021
0013	Each member is to review their section in the current CP Goals, Objectives and Strategies and update with their new data	Full committee	Complete	1/14/2021
0014	Crafting of new questions and providing a scale of 1-10 for people to answer.	Full committee	Replaced by 0017	Complete
0015	Advise the Town Manager and Council of the acceptance of the new annual starting date in May of the PC	J. Conway	In Progress	2/11/2021
0016	Suggest changing the Charter to reflect that the preparation of the updates will be done by the Town Manager and reviewed, supported and approved by the PC	J. Conway	In Progress	2/11/2021
0017	Review a list of questions taken from the SBPOA survey and provide suggested edits and comments for commission review	Full Committee	In Progress	2/11/2021
0018	Conway to locate the ARM Funding Policy document and provide copies to Bonbright and other interested PC members	J. Conway	In Progress	2/11/2021
0019	Conway to speak to Carol Stevenson about the possibility of the PC survey eliminating the need for her committee to perform one as well	J. Conway	Complete	2/11/2021
0020	Collect and provide the PC with documentation regarding various aspect of street lighting that was accumulated by various groups that have previously looked into Town lighting issues	D. Oliver	In Progress	2/11/2021
0021	Request that the Town Manager provide periodic updates on the ACT activities to the PC	D. Oliver	In Progress	2/11/2021

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