

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**February 11, 2021 1:00pm**

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

**PC Members Not Present:** None

**Council Liaison (Remote Access):** Dick Oliver – not in attendance

**Other Attendees:** None

**Meeting called to order:** 1:13 pm, EST by Chairman Joe Conway

**1. Minutes:** January 14<sup>th</sup>, 2020 minutes were adopted per a motion by Tim Shaw, seconded by Scott Fischer and unanimously approved.

**2. Announcements:** None

**3. New Business:**

The action item list for the Commission was reviewed and updated with previously completed items removed and the rest given updates. New items coming from this meeting will be included in these notes.

The need for additional meetings was discussed and it was decided that, as long as progress can continue with members working independently, there is currently no need to schedule additional meetings.

Review progress/status of assigned Comp Plan updates:

- Progress was discussed, and updates are to be passed to Chairman Conway ASAP for consolidation.
- Conway discussed the approach to be taken to assemble and review the new Comp Plan update and suggested an approach to have Town Clerk Janet Powell assemble the document from updates provided by the Commission.
- The plan and objective are to be done with the update in July. Conway will review the updates and give to Janet Powell to consolidate. Conway stated that progress on the Update is currently a month behind the level of completion identified in his original schedule plan.
- Conway discussed how to statistically (projected-in-plan vs. actual-as-of-today) apply the housing data Masiello has collected to the applicable Comp Plan section.
- Conway mentioned that the current budget appears to have some funds allocated for partial dredging, primarily in the canal dead ends. These items could/should be included as 'proposed' or 'under consideration' in the Comp Plan update.
- Conway wants to list town actions taken since the last survey and ask how satisfied people are with those actions (e.g., no-smoking on the beach, new walkways, bike parking, etc.) Conway asked members to send him any such actions of which they are aware to add to the list he has already compiled.
- Conway has provided Masiello with information and images to go into his Comp Plan section update.

#### 4. Old Business:

Conway discussed the deployment of 5G cellular service in Town. The actual service available is the lower bandwidth service with speed similar to that of 4G LTE. High speed 5G is not likely to be available in South Bethany. The new towers on Route 1 are AT&T towers intended to provide cellular service on the highway to meet a state highway safety requirement.

Conway mentioned that there is a recording of the presentation that Verizon gave to the Council on the Town web site.

Discussion of the CP plan and survey/questionnaire –

- Conway has received the input from the Commission members, on the SBPOA survey questions, and will have a compiled version to review at the meeting on March 11<sup>th</sup>
- Conway asked Janet Powell to investigate the steps necessary to implement the Survey Monkey posting of the new survey (e.g., what file format, content required, etc.) Conway will coordinate with Powell. Bonbright also has experience with this platform and will assist as well.
- Conway will be adding a lighting question proposed by the Council to the survey. There was some discussion about the provided responses to be associated with the question.
- Several of the questions on the SBPOA survey were eliminated. Some of the questions from a prior Town survey were considered. The plan is to do a complete review of the survey questions at the next meeting.
- A need for a question to differentiate between types/purpose of property, when an owner has multiple properties, was discussed.
- Shaw should craft a question or two about canal water quality, owner expectations and Town activities in that regard to be completed by the next meeting.
- Shaw to also craft a question about voting rights eligibility in Town elections.
- Bonbright is to review the SBPOA questions about owner communications and attempt to consolidate them and update them for new technologies (e.g. Facebook and Twitter.)
- All members should copy the rest of the committee with their survey updates and not wait for the next meeting, so that a finalized list can be completed rapidly. Bonbright will consolidate the questions.
- The survey must go to the Council for review and approval prior to publication and so the Committee needs to have a draft of the survey prepared prior to the next Council meeting.
- It was decided that the people receiving the survey will be given at most two (2) weeks to provide their responses once the survey is sent out.

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

**6. Adjournment:** Meeting adjourned at 2:22 pm, EST by a motion made by Tim and seconded by Gerry.  
**Submitted:** Tim Shaw, Commission Secretary and Administrative Specialist Janet Powell

Meetings will continue to occur on the 2<sup>nd</sup> Thursday of the month, by remote access, and so the next two (2) Commission meeting dates are:

- March 11<sup>th</sup> at 1:00pm
- April 8<sup>th</sup> at 1:00pm

### 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	Complete	12/10/2020
0010	Work on preparing updates to the Comp plan sections assigned to each committee member	Full committee	In Progress Extended	3/14/2021
0012	Masiello to submit a letter stating whether he would like to continue on as a member of the PC, or not	J. Masiello	Complete	1/14/2021
0015	Advise the Town Manager and Council of the acceptance of the new annual starting date in May of the P.C.	J. Conway	Complete	2/11/2021
0016	Suggest changing the Comp Plan to reflect that the preparation of the updates will be done by the Town Manager and reviewed, supported and approved by the P.C.	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	Complete	2/11/2021
0018	Conway to forward to Shaw some additional documentation and testing information related to water quality	J. Conway	Complete	2/11/2021
0020	Conway to speak to Carol Stevenson about the possibility of the P.C. survey eliminating the need for her committee to perform one as well	J. Conway	Complete	2/11/2021
0021	Collect and provide the P.C. 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	3/14/2021
0022	Request that the Town Manager provide periodic updates on the ACT activities to the P.C.	D. Oliver	Complete	2/11/2021
0023	Develop survey questions about canal water quality and owner expectations	T. Shaw	In Progress	3/14/2021
0024	Develop survey questions about the various conditions that qualify one to vote in the town elections	T. Shaw	In Progress	3/14/2021
0025	Review the SBPOA questions about communications and attempt to consolidate them and update them for new technologies (e.g. Facebook and Twitter.)	J. Bonbright	In Progress	3/14/2021
0026	Members to send Conway any actions, of which they are aware, taken by the Town since the prior survey in order to include a satisfaction question for these actions on the survey	Full Committee	In Progress	3/14/2021
0027	Committee members to forward survey updates and suggestions to Bonbright ASAP	Full Committee	In Progress	3/14/2021

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