

Town of South Bethany
Planning Commission Meeting Minutes
December 10, 2020 1:00pm

PC Members Present (Remote Access): Joe Conway, Gerry Masiello, and Jane Bonbright

PC Members Not Present: Scott Fischer and Tim Shaw

Council Liaison (Remote Access): Dick Oliver, absent

Other Attendees: None

Meeting called to order: 1:00 pm by Chairman Joe Conway

1. Minutes: November 12th minutes were adopted per a motion by Bonbright, seconded by Masiello and unanimously approved.

2. Announcements: None

New Business: Organizational Meeting –Town Manager Maureen Hartman had suggested the PC move their Organizational Meeting annually from Fall to May, as all other South Bethany committees. She also suggested membership renewal in May vs renewals sporadically throughout the year. All three members had no objection to moving the Organizational meeting to May. Chairman Conway asked Masiello to submit a letter stating if he would like to continue on as a member of the PC, since his membership ends August 2021, but renewal will now start in May. The By-Laws will also be updated.

Old Business:

Review the status of PC members progress on assigned areas of the 5 Year Plan Update of the Comprehensive Plan.

Chairman Conway received updated progress for the Comprehensive Plan from each member but Masiello. Gerry just received the information from Joe Hinks the morning of the meeting. Hinks provided the number of undeveloped lots, the number of dwellings and renovations from 2016 to 2020. Conway suggested Masiello ask Hinks what the estimated increased value/tax effect of the renovation of new construction is to provide an estimated increment of upcoming town revenues.

The next step of each member is to review their section in the current CP Goals, Objectives and Strategies and update with their new data. Conway suggested to highlight and make notes stating any type of notation of a recommendation needed, example: started, not accomplished, etc.

Conway and Bonbright discussed enumerating the finance data to clarify a long-range capitol planning. Bonbright will place in the Financial Goal section a recommendation that Town Council create a list of the Capital Revenue Project for each budget cycle.

Conway spoke to Joe Mormando regarding the SBPOA's questionnaire. Mormando did not want to assist in the PC questionnaire, since the SBPOA will be doing their own questionnaire in March. Conway felt the PC questionnaire will be similar.

Conway reached out to Dave Wilson regarding water sampling and testing for the University of Delaware, but Wilson was not available. Conway extended his deadline of contacting Mr. Wilson for another week.

The next meeting will be on January 14, 2021. The PC will be reviewing the CP 2016 Town questionnaire. The PC will be crafting new questions and providing a scale of 1-10 for people to answer.

Public Comment: There were no public members present.

Adjournment: Meeting adjourned at 1:56 pm by a motion made by Masiello and seconded by Bonbright.

Submitted: Town Clerk Janet Powell and reviewed/updated by Tim Shaw, Commission Secretary

Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
0009	Joe 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 Overdue	12/4/2020
0011	Joe to make a connection between Tim Shaw and Dave Wilson regarding water sampling and testing	J. Conway	In Progress	12/30/2020
0012	Masiello to submit a letter stating if he would like to continue on as a member of the PC	J. Masiello	In Progress	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	In Progress	1/14/2021
0014	Crafting of new questions and providing a scale of 1-10 for people to answer.	Full committee	Pending	1/14/2021

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