

Town of South Bethany
Planning Commission Meeting Minutes
March 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

Other Attendees: None

Meeting called to order: 1:22 pm, EST by Scott Fischer

1. Minutes: February 11th, 2021 minutes were adopted, after minor edits were made and approved by Chairman Conway, a motion by Shaw, seconded by Fischer and unanimously approved.

2. Announcements: None

3. New Business:

- Review of the accumulated questions submitted by commission members as condensed by Chairman Conway. Also reviewed a summary outline for the Questionnaire.
- All eighteen (18) of the actual questions were reviewed in detail. Some new ones were added, several were changed. Tim Shaw is to update the document and distribute to the committee.
- Dick Oliver will be responsible for discussing this document with Town Council.

4. Old Business:

- Review the status of PC members on their assigned areas of the 5-year CP update was postponed due to the late start of the meeting.

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

6. Adjournment: Meeting adjourned at 2:19 pm, EST by a motion made by Tim Shaw and seconded by Jane Bonbright.

Submitted: Tim Shaw, Commission Secretary and Administrative Specialist Janet Powell

Meetings will continue to occur on the 2nd Thursday of the month, by remote access.

The next Commission meeting date is:

- April 8th at 1:00 p.m.

Planning Commission Action Item List

Action ID	Description of Action Item	Assigned To	Status	Expected Completion Date
0010	Work on preparing updates to the Comp plan sections assigned to each committee member	Full committee	In Progress Extended	3/14/2021
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
0021	Collect and provide the P.C. with documentation regarding various aspect of street lighting that was accumulated by various groups that have previously investigated Town lighting issues	D. Oliver	In Progress	3/14/2021
0023	Develop survey questions about canal water quality and owner expectations	T. Shaw	Completed	3/14/2021
0024	Develop survey questions about the various conditions that qualify one to vote in the Town elections	T. Shaw	Completed	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 Joe any actions, of which they are aware, taken by the Town since the prior survey 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 Jane ASAP	Full Committee	In Progress	3/14/2021
0028	Tim to update the questionnaire and send it to all the commission members and Council liaison	T. Shaw	Completed	3/11/2021

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