

# **Town of South Bethany**

## **Planning Commission Meeting Minutes**

### **April 8, 2021 1:00pm**

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

**PC Members Not Present:** Scott Fischer

**Council Liaison (Remote Access):** Dick Oliver

**Other Attendees:** None

**Meeting called to order:** 1:00 pm, EST by Chairman Conway

**1. Minutes:** March 11<sup>th</sup>, 2021 minutes were adopted, by a motion by Masiello, seconded by Shaw and unanimously approved.

**2. Announcements:** None

**3. New Business:**

- Review of the Council's suggested changes to the questionnaire/survey and only minor changes were suggested by Fischer via Chairman Conway. Conway will forward the final document to Dick Oliver for the April 22<sup>nd</sup> Town Council workshop meeting.
- Mentioning the Town's Instagram account was discussed but it will not be mentioned in the survey.
- Oliver mentioned that Town Council is still discussing the pine grove next to Town Hall and possible uses. Councilmember Calloway requested that a question concerning use of the paved area be included as well. A question about this area and its use will be added. Conway and Oliver will review this item and possibly amend the existing questions.

**4. Old Business:**

- Review the status of PC members on their assigned areas of the 5-year CP update.
- Conway reviewed proposed updates by Fischer, Masiello and Bonbright.

Conway mentioned that one of the new 5G towers on Ocean Drive at N 6<sup>th</sup> St were erected by T-Mobile and the rest were erected by AT&T. None of this appears to be aimed at providing service to residents and visitors. The PC section on public utilities should address some of this.

Conway mentioned that the PC will eventually need to have a PowerPoint presentation for the State and a list of per-section changes made to the document (page, paragraph and what was changed from prior version). Each committee member needs to prepare this for their sections. This will be the basis for the PowerPoint presentation.

There was a discussion about land use and potential build-out of the Town by the end of the 10 years covered by the Plan. This will also impact the income mix as new construction decreases.

After the survey results come back, we can revisit the information about the town's demographics based on the responses.

Conway discussed several issues regarding the financial updates and suggestions for improving the Town's policies for multi-year cost projections and funding the ARM as required/needed.

Conway pointed out that we should retain strategies and objectives currently in the CP unless there is a specific reason for removing them. If they were one-shot or completed and not on-going then they can be considered for removal.

Questions were raised about the expense items in each of the portions of the budgetary pie chart. No action required.

Conway and Shaw will review Shaw's sections in a separate discussion after Conway reviews Shaw's sections.

Conway asked the group about their interest in continuing their commission membership into next (2021-2022) period as the current commission term ends in May.

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

**6. Adjournment:** Meeting adjourned at 2:12 pm, EST by a motion made by Tim and seconded by Jerry.

**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.

The next Commission meeting date is:

- May 13<sup>th</sup> at 1:00p

### 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 looked into Town lighting issues	D. Oliver	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 Late	3/14/2021
0027	Committee members to forward survey updates and suggestions to Jane ASAP	Full Committee	In Progress Extended	3/14/2021
0028	Determine if an added question about the recreational use of Town property near Town Hall is needed in, should be added to, the survey	J. Conway D. Oliver	In Progress	4/30/2021
0029	Review the CP updates for the sections assigned to T. Shaw	J. Conway T. Shaw	In Progress	5/13/2021

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