

**Town of South Bethany**  
**South Bethany Charter and Code Committee (SBCCC) Meeting Minutes**  
**June 18, 2021, 2:00pm**

**SBCC Members Present**

William T. (“Tim”) Shaw (Chairman)  
Derek Abbott  
Thomas Barletta  
Carl Bittenbender  
Jessica Rich (Secretary)  
Joe Hinks (Code Enforcement Constable/non-voting member)

**SBCC Members Remote Access**

None

**SBCC Members Not Present**

None

**Other Attendees**

None

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The posted agenda for this meeting listed eight agenda items. These minutes track those items:

1. **Call meeting to order.** 2:00pm by Chairman Shaw.
2. **Announcement of absences.** No absences (see above).
3. **Review of revised committee guidelines, return to in-person meetings.** The main change from the prior year was the resumption of in-person meetings at the Town Hall on a quarterly basis. Any member that finds it necessary to participate remotely may only do so consistent with the rules and procedures in the Town Code. Chairman Shaw also stated that all of the SBCCC members listed above had been approved for the current term by the Town Council.
4. **Nomination of Committee Secretary.** Chairman Shaw made a motion to restore Jessica Rich as SBCCC Secretary, which was unanimously approved by the committee.
5. **Discussion of code changes for offset structures.** Constable Hinks reported that he is receiving many requests from members of the public regarding the building of outdoor structures outside a property’s buildable area – i.e., in the setback areas. The Town Code permits certain structure in these areas but is currently too narrow – e.g., prohibiting non-portable firepits, pergolas, and hot tubs that could be safely installed in a property’s rear setback area without creating safety, nuisance, or aesthetic concerns.

The committee determined that it would draft a proposed amendment to the code designed to permit additional structures in the rear setback, consistent with building and manufacturing codes. Carl Bittenbender volunteered to develop a first draft, for consideration by the other committee members and ultimately, the Town Council.

**6. Review of proposed meeting dates.** Planned SBCCC meeting dates in 2021-2022 are:

- June 18th at 2:00pm EST
- August 20th at 2:00pm EST
- October 15th at 2:00pm EST
- December 17th at 2:00pm EST
- February 18th at 2:0pm EST
- April 15th at 2:00pm EST

**7. Public Comment.** There was no public comment, and no members of the public were in attendance.

**8. Adjournment.** 3:07 by Chairman Shaw.