

Town of South Bethany
Planning Commission Meeting Minutes
July 15, 2021 1:00pm

PC Members Present (Remote Access): Chairman Joe Conway, Jane Bonbright, Brian Gander, Brian Moroz, Fred Reitzel, Liaison Richard Oliver.

PC Members Not Present: None

Council Liaison (Remote Access): None

Other Attendees: None

Meeting called to order: 1:03 pm, EST by Joe Conway

1. Minutes: Motion by Chairman Conway, seconded by Bonbright to adopt the May 13, 2021 Minutes. Motion carried 2-0, new members Gander, Moroz, and Reitzel abstained.

2. Announcements: None

3. New Business:

- Introductions of new members Brian Gander, Brian Moroz and Fred Reitzel. All members introduced themselves and provided backgrounds.
- A discussion of the role of the Planning Commission was led by Chairman Conway. The process and responsibilities were explained, along with timelines.
- The homeowner survey/questionnaire was discussed.
- Chairman Conway presented a slide presentation starting with reference to the Town Code, bylaws, administration organization, a SWOT diagram, and past surveys.
- There was a discussion led by Chairman Conway about where the Planning Commission is presently in the process and discussed the 5-year Comprehensive Plan update and State reporting requirements. A discussion followed on the submission of the "Matrix of Changes", summarizing Comp Plan changes to be reviewed by the State. Jane Bonbright will compile the report.
- A discussion of the next survey to be sent out and future meeting dates followed.

4. Old Business:

- None.

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

6. Adjournment: Motion by Brian Moroz, seconded by Fred Reitzel to adjourn the July 15, 2021 Meeting adjourned at 3:10 pm, EST. Motion carried 5-0.

Submitted: Brian Gander, Commission Secretary, edited by Administrative Specialist Janet Powell.

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	Complete	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	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 investigated Town lighting issues	D. Oliver	Complete	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	Complete	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	Complete	3/14/2021
0027	Committee members to forward survey updates and suggestions to Jane ASAP	Full Committee	Complete	3/14/2021
0028	Accept the edits to the compiled Comp Plan and distribute the document to members as the new baseline	J. Conway	Complete	5/31/2021
0029	Revise and correct the section and paragraph numbering in the new baseline document and add more numbering detail	J. Bonbright J. Masiello	Complete	5/31/2021
0030	Document the problem with the Survey Monkey questions where follow-on questions cannot be bypassed	T. Shaw	Complete	5/20/2021
0031	Revise documents edit summary sheet for the new numbering being applied per action item 0029	T. Shaw	Complete	5/31/2021
0032	Work with staff to place an Ad in the local papers regarding available membership positions in the Planning Commission	J. Conway	Complete	5/31/2021
0033	Speak with Janet/Maureen about restoring descriptive text for Question 22 regarding lighting options	J. Conway	Complete	5/31/2021

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