

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**May 13, 2021 1:00pm**

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

**PC Members Not Present:** Scott Fisher

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

**Other Attendees:** None

**Meeting called to order:** 1:09 pm, EST by Joe Conway

**1. Minutes:** April 8<sup>th</sup>, 2021 minutes were adopted, and approved by a motion by Jerry, seconded by Tim and unanimously approved.

**2. Announcements:** None

**3. New Business:**

- Organizational meeting – Election of Officers and renewal of members. Joe asked the members about their willingness and interest in continuing their membership on the commission. Joe noted that five members is probably adequate since the Comp Plan update is soon to be completed. Jerry has decided not to continue as a member of the commission. An ad will shortly be placed to solicit for new members, and preferably identify a resident with interest in joining the Commission. Joe asked the members to suggest anyone they feel might be interested, and to send their info to Janet and Joe.
- Currently Joe and Scott are the Chair and Vice-chair. Joe feels that a resident ought to hold one of those positions so that actions can be taken in the Winter when Joe might be unavailable to come to Town.
- Jerry made a motion to nominate Jane as the Vice-Chair to replace Scott.
- Jane made a motion that Joe remain as Chair. Tim will remain as Secretary unless he is elected to the Council in the up-coming election.
- These motions were approved unanimously.

**4. Old Business:**

- Town staff report on status of CP 5-year survey preparation with Survey Monkey and expected release date.
- Review of the status of ‘change page’ creation by PC members, for their Comp Plan section changes. Joe stated that the Comp Plan update is back on schedule and about 80% complete.

- Final recommendations will be based on the results of the survey.
- Joe has assembled all the various Comp Plan parts, received from all the members, into a working document.
- Dick provided an update on the state of the Survey Monkey questionnaire, he stated that it is nearly ready to be sent out to the mailing list.
- Tim noted that there is an issue in the on-line survey about not being able to bypass follow-on questions that do not apply. Tim to write up the problem and provide it to Joe and Maureen.
- Joe suggested restoring some descriptive text about Question 22 on lighting options. Joe to speak with Janet about restoring that deleted text. Joe will provide the suggested text to Dick.
- Joe went through the outline of the Comp Plan and discussed where there still needs to be some additional work.
- Joe posed a question about how the Town deals with remaining funds at the end of each fiscal year.
- Joe will 'accept' the assorted edits and create a new baseline document that will then be used for any subsequent and further edits. Once done Joe will send that document to the committee.
- Joe asked Jane to create and edit summary document. Jane and Gerry agreed to renumber the document to improve the ability to reference specific sections and to fix some misnumbering issues.
- Once the document numbering has been corrected Tim will revise his list of document edits to match the revised numbering.

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

**6. Adjournment:** Meeting adjourned at 1:47 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 once the Town Elections have taken place, probably in June on the 10<sup>th</sup> at 1:00pm. Meetings will be in-person, at Town Hall, going forward. Joe may call a meeting prior to the June date to deal with the survey results.

## 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	In Progress	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	In Progress	5/31/2021
0030	Document the problem with the Survey Monkey questions where follow-on questions cannot be bypassed	T. Shaw	In Progress	5/20/2021
0031	Revise documents edit summary sheet for the new numbering being applied per action item 0029	T. Shaw	Pending action 0029	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	In Progress	5/31/2021
0033	Speak with Janet/Maureen about restoring descriptive text for Question 22 regarding lighting options	J. Conway	In Progress	5/31/2021

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