

**SOUTH BETHANY PLANNING COMMISSION  
MINUTES**

July 7, 2023

Attending: Jane Bonbright, Joe Conway, Ritt Dallaire, Steven Gallagher, Brian Gander, Rob Gensler, Fred Reitzel, and Chris Keefe (TC Point-of-Contact)

Absent: Steven Chantler

Meeting called to order by Chris Keefe at 2:38 pm on July 7, 2023

- Members introduced themselves.
- Chris Keefe and Joe Conway provided context for new members regarding the work the PC does for the town of SB and its relationship with the Town Council (TC). Joe reviewed the PC's work on land use hearings that most often involve approval/disapproval of combining or separating lots; the importance and process involved in revising the 10-year Comprehensive Plan with required 5-year updates (2022); and undertaking surveys to determine community priorities.

New Business:

- Motion was made by Brian to nominate Joe Conway as Chair of the Planning Commission. Motion seconded by Jane. Motion passed.
- Motion was made by Rob to nominate Jane Bonbright as Vice-Chair of the Planning Commission. Motion seconded by Brian. Motion passed.
- Motion was made to formally nominate Fred Reitzel as Secretary of the Planning Commission. Motion seconded by Ritt. Motion passed. Unofficially, the position will be rotated.
- Joe Conway highlighted some of the elements of the CP and special studies conducted by the PC that have guided Council and Town Management projects and processes over the past 7 years:
  - Capital Budgeting, Reserve Policies, beach access improvements, town lighting, bike parking, Healthy Community initiatives, floating dock regulations, and recent adoption of a goal promoting "ecofriendly" approaches to capital acquisitions and town operations.
  - RE the recent Council discussions on the acquisition of the 2 most recent Police vehicles, it was pointed out that CP Goal 5, Strategy 5 recommends that Life Cycle (Total Cost of Ownership) Cost Estimating be performed for all major acquisitions. If this were performed in the future the higher acquisition cost of replacements might be better evaluated in the context of the expected annual operating and maintenance savings over the life of the asset.
- Recommendations to members:
  - Read and become familiar with the Amended 2016 CP.
  - Retrieve and review the State of DE planning process "Basic Land Use and Development." [Note: Chris offered to send doc to PC members. Handled on 7/12/23.]
  - Review the Resiliency study on the Town of South Bethany website. [Note: Chris offered to send doc to PC members. Completed 7/12/23.]

Action Items:

- Given a discussion about the PC not currently operating within the bylaws, it was suggested that the PC either seek an amendment to the bylaws or change current operations of the commission to adhere to the bylaws. This should be done as early as possible.
- Update the Planning Commission Progress Report.
- Offer the Planning Commission as a resource to the Chair of the Sea Level Rise Committee or Resiliency Committee, as needed. Goal: To support future work.
- Consider process and product IF the Planning Commission were to engage an outside contractor to assist with future Comprehensive Planning documents.
- Set a date for the next Planning Commission meeting well in advance so members can build it into their full schedules.

A motion was made to adjourn the meeting by Joe Conway and seconded by Brian.

Meeting was adjourned by Joe Conway at 4:04 pm.