

Planning Commission Meeting
3/1/24

Meeting called to order by Mr. Conway at 1:05 pm

Attendees: Joe Conway, Jane Bonbright, Fred Reitzel, Steven Gallagher, Brian Gander, and Chris Keefe (TC Point-of-Contact)

Missing: Richard Dallaire, Robert Gensler

Mr. Conway noted that Mr. Chantler resigned from the Commission on February 11, 2024.

Minutes from 7/7/23 approved, see clarification:

- There was some question that the Commission's "meeting" in August was not posted with sufficient public notice, so actions taken at the meeting are void, including the adoption of the July meeting minutes. Therefore, the Commission voted again to adopt the July meeting minutes.
- A discussion concerning the Minutes of an August meeting took place and the members thought they recalled not having an officially conducted meeting. Therefore, the July meeting minutes could not have been officially adopted. Consequently, they were proposed for adoption and approved.
- Subsequent investigation clarified this misunderstanding; the July minutes had been adopted at a properly convened August 25th meeting. Minutes of the August Meeting will be reviewed at the next PC meeting

Standard PC Study Process

- Chairman Conway presented the Bike Parking Study as an example of a PC accepted and conducted Study. In particular, he highlighted the Study Process used in former PC Studies. This will remain the core process for any accepted or PC initiated PC Study unless modified by Commission member agreement.

Parking Study Task

- The Chairman reviewed his activities in preparation for conducting a full PC Study. He highlighted the plans for a PC meeting on Dec 2 and his efforts to acquire information in support of that meeting. He explained the feedback from the Town Staff on why they thought a Study would not yield the results sought by the Mayor, primarily due to Code Limitations. In that discussion, the Staff agreed that a number of Town responsible efforts observed in the Chair's preparatory survey could be initiated to enhance parking management.
- The Chair briefed that on this basis, he provided a Draft Assessment from the Chair to the Mayor offering his assessment of the requested task and some recommendations. The Chair provided a handout of the exchange with the Mayor for review. The Mayor asked that West Side Parking be better defined and that we address Sandpiper Village, before bringing the collected information to Council.
- There was discussion on how the requested West Side info would be provided. The Chair explained that the Town Manger would ask public Works to do the measurements. The discussion concluded with Ms. Keefe's observation that as a Council member she saw no issue with our working with Town Staff to get things done.
- It was noted that the Town Council is having a professional engineering firm provide a property line validation study and GIS system update in order to assess the actual distance measurements between property lines, easements, covenants, etc. in order to more accurately measure available space for additional vehicle, i.e., car, motor scooter, golf cart, etc. parking spaces

- It was suggested that the PC should submit input for contractor to Joe Hinks to note parking space measurement allowances

Capital Projects

- The Chair asked Ms. Keefe to provide an overview of the Strategic Capital Project activity that is ongoing and Ms. Keefe provided a review of the capital projects the TC is currently reviewing
- A discussion ensued and led to a review that the TC is enacting a Resilience Committee in order to review and update aspects of Town business for future strategic planning and budgeting which would ultimately affect land usage.
- Since the issues above would include land use planning, the PC discussed having a position on this Committee and asked Ms. Keefe to suggest having a PC representative position on Resilience Committee
- Ms. Keefe agreed that our concern was appropriate but, that as the Committee was just getting started, we might wait a bit (along with the Canal Water Committee) to join their effort.

New Business

- In view of parking accommodations as noted above in the Study, suggestions were offered to address ways in which parking demand might be lessened. These might include: tram service, beach chair storage containers to promote bike vs car transit and dedicated parking for golf carts, mopeds, etc. As such:
 - The Commission agreed that further consideration should be pursued only if sufficient interest was expressed by property owners. SBPOA, if appropriate, to be requested to include in their planned questionnaire:
 - Tram service for Cat Hill residents – The Chair asked Mr. Gallagher to develop Tram questionnaire with SBPOA for Cat Hill residents
 - Chair storage lockers at beach to encourage more biking – The Chair asked Mr. Gander to develop questionnaire with SBPOA
- Mr. Gallagher asked that we assure transparency in our work. The Chair explained that the PC subscribed to guidance provided by the Mayor in conducting Special Studies. This helps avoid getting the community upset over issues that are only being investigated.
- By Law Review
 - Mr. Gallagher agreed to review and make recommendations for By Laws updates, if required.

Meeting Adjourned at 3:30

Proposed Next Meeting 5/10 or 5/17