

Planning Commission Meeting  
Aug 25, 2023

Meeting called to order by Mr. Conway at 2:05 pm

Attendance: Rob Gensler, Joe Conway, Jane Bonbright, Steve Gallagher, Ritt Dallaire, Brian Chantler, Brian Gander, Chris Keefe (TC Point-of-Contact)

Absent:

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 were not considered valid at the time in this meeting.
- Minutes were not originally produced for this August 25 meeting due to the bullet item above, a later subsequent investigation clarified this August 25 meeting was valid and the July minutes had been adopted at a properly convened August 25th meeting.
- Minutes of this August Meeting were not reviewed at the PCs future meeting on 3/1/24 and will be reviewed at the next PC meeting after 3/1/24.

Mayor related discussion items:

- Town Council is moving in the direction of dividing the Comprehensive Plan from a strategic plan for the town. Personnel to be 4 Town Council members which opens it to the public as well.
- The intent is to hire a professional consult to provide input to Comprehensive Plan. Comprehensive Plan will focus on land use.
- Resiliency Comm is being created to identify grants and consultants to work on problems. Action Item: The PC asked Ms Keefe to liaise with TC to include a member of the PC on this Committee.

Status of Goal Matrix update:

- Color coding not clear (red new, blue follow up, black original) generated for Mayor and Town Council
- Ms Keefe reports to TC will fulfill requirement to keep TC updated.
- Annual report due next June 2024

New Business

- TC member Ms. Dondero appointed to Resiliency Study. Mission statement not available yet. Purpose of Resiliency Committee is to identify grants and consultants for TC to use in problem areas.
  - Fenwick completed Resiliency study this year. Wildwood, NJ did a resiliency study recently as well.  
Action Item: Mr. Conway tasked himself to get a copy of the Fenwick Island Study and send to Mr. Amerling.

- Ms Keefe provide a report on August 15<sup>th</sup> Long Range Capital Needs workshop. No results yet. Goals:
  - identify capital projects
  - finance strategies
- Discussion that a 3-person TC team has been appointed to keep it moving. Budget & Finance (B&F) provides input. Trying to get this done in a 6-month timeline.
- Major projects include infrastructure; resiliency York flooding; canal dredging canals and ramification; ocean front beach replenishment; Reserves (cash) \$3-4m; 4 months reserve for operating budget; update code changes and financial planning;

#### By Laws

- Ms Bonbright suggested the following Amendment to the By Laws (Article 5 Meetings):
  - “An annual organizational meeting is required. Land-use hearings and other meetings are called throughout the year as needed.”
  - Need wording to address the validity of using of Zoom for subsequent meetings

Operation and Bylaws – nothing. Include paragraph on communications between PC, TC, and staff. “Contact PC with anything to do with our functions or responsibilities.”