

Planning Commission Meeting on July 8, 2024  
Town of South Bethany  
Minutes Adopted September 6, 2024

Meeting called to order at 9:31am

Members Present: Joe Conway, Fred Reitzel, Steven Gallagher, Brian Gander (Zoom), Richard Dallaire, and Robert Gensler  
Others Present: Bob Shields (TC Liaison), Edie Dondero (Mayor), Maureen Hartman (Town Manager), and Barrett Edwards (Town Solicitor)

Lot Combo request – 151 & 153 Henlopen Dr

- Owner presented his case
- Survey company detailed situation from their perspective
- Joe Hinks provided background on application, discussion ensued with questions on process and procedure
- All members voted for the application/approved

Adoption of Minutes

- Mr. Reitzel presented situation with overlapping minutes due to question of “valid” for Aug Meeting
- Aug Meeting minutes were accepted – Mr. Gallagher abstained as he did not remember
- Mar Meeting – minutes approved with discussions as below
  - Standard PC Process – Mr. Gallagher generated a clarification discussion noting the example of the Bike Study and overall core study process for any study can be modified
  - Parking Study Task – Mr. Gallagher referenced Bullet 3 as to discussion on interaction between PC and Town Staff and the use of proper chain of direction
- A discussion was held regarding the process for future studies

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Organizational Meeting / Election of Officers

- The Commission unanimously elected Commissioner Reitzel as Chairperson of the Commission.
- The Commission unanimously elected Commissioner Dallaire as Vice-Chairperson of the Commission.
- The Commission unanimously elected Commissioner Gallagher as Secretary of the Commission.

Questionnaire for Parking Study

- Mayor Dondero noted that any survey of residents must be distributed by the Town with the consent of the Town Council.
- The Commission asked Town Council Liaison Shields and Mayor Dondero to determine whether the Town Council has any interest in surveying residents regarding storage units at the beach and a shuttle from Town Hall to the beach.

## Review of By-Laws

- Chairperson Reitzel opened the discussion by noting that the Commission is bound by, and will adhere to, the Commission's by-laws.
- The Commission voted unanimously to modify Article III (a) to provide for the Commission's organizational meeting to be held in June rather than in May.
- Solicitor Edwards suggested that the Commission consider amending Article III (c) to provide that officer terms be "one year, or until their successor is elected following the expiration of the Officer's term" rather than the current "one year" term. Following discussion, the Commission took no action on the suggestion.
- In response to a question regarding when executive sessions as provided in Article 5 (b) would be appropriate, Solicitor Edwards responded that virtually none of the exceptions to open meeting requirements would apply to the business before the Commission, except for the rare possibility of a discussion about pending litigation or a similar issue.

## Comprehensive Plan

- Commissioner Conway noted that he had spoken with Dorothy Morris regarding the preparation of the next version of the ten-year plan.
- Town Manager Hartman agreed to confirm whether the new plan is due in November of 2026 or 2027.
- Mayor Dondero noted that funding is in the current Town budget for a consultant to assist with the preparation of the report, but the Town Council has not determined whether to engage a consultant or the related scope of work. Town Council Liaison Shields will keep the Commission informed as to the Town Council's decisions regarding these issues.

## Municipal Comprehensive Land Use Plan Annual Report

- Town Manager Hartman distributed the Town's responses to questions presented by the Office of State Planning Coordination. In the absence of a commission meeting between the receipt of the questions and the deadline for responding, Mayor Dondero approved the responses on June 25, 2024.

The meeting was adjourned at 11:20 a.m.