

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL WORKSHOP MEETING MINUTES  
JANUARY 23, 2014**

**MEETING CALLED TO ORDER**

Mayor Jankowski called the January 23, 2014, Town Council Workshop Meeting to order at 5:00 p.m.

**ATTENDANCE**

PRESENT: Mayor Kathy Jankowski; Councilpersons Al Rae, Jim Gross, Tony Caputo, Sue Callaway, and Pat Voveris; Town Manager Melvin Cusick; and Code Enforcement Constable Joseph Hinks

EXCUSED ABSENCE: Councilman George Junkin

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**ADOPTION OF MINUTES**

- **Town Council Workshop Meeting Minutes, December 12, 2013** – A motion was made by Councilwoman Voveris, seconded by Councilman Gross, to accept the December 12, 2013, Town Council Workshop Meeting Minutes as amended as follows (where applicable, additions are **highlighted** and deletions **marked through**):

**Page 1:**

Mayor Jankowski called for a vote. ~~The motion was adopted.~~ **The voting was as follows:**

**FOR THE MOTION: Mayor Jankowski and Councilpersons Rae, Caputo, Callaway, and Junkin**

**AGAINST THE MOTION: Councilpersons Gross and Voveris**

**The motion carried with a 5-2 vote.**

**Page 2:**

Under Page 7 change "personal record" to "personnel file".

The motion to accept the December 12, 2013, Town Council Workshop Meeting Minutes as amended was unanimously carried.

- **Town Council Executive Session Minutes, December 12, 2013** – A motion was made by Councilman Gross, seconded by Councilman Rae, to accept the December 12, 2013, Town Council Executive Session Minutes as amended as follows:

Change "work as a satisfactory contractor" to "satisfactory work as a contractor".

The motion was unanimously carried.

- **Town Council Regular Meeting Minutes, December 13, 2013** – A motion was made by Councilwoman Voveris, seconded by Councilwoman Callaway, to accept the December 13,

2013, Town Council Regular Meeting Minutes as amended as follows (where applicable, additions are **highlighted** and deletions **marked through**).

Page 9, Last Paragraph: Delete the fourth sentence, "~~The variance runs with the land not with the ownership and not with the circumstance.~~"

Page 9, Last Paragraph, Sixth Sentence: In reading them they felt that these case laws were use variances and not area variances so the Board of Adjustment is asking our attorney to take a look at the case law and determine if they are **area** variance or use variance.

The motion was unanimously carried.

**DISCUSSION REGARDING THE SEA LEVEL RISE (SLR) AND STORM SURGE (SS) COMMITTEE'S CODE CHANGE RECOMMENDATIONS TO ADAPT TO SLR AND SS ISSUES**

Councilman Gross explained that the Seal Level Rise (SLR) and Storm Surge (SS) Committee held several meetings to do the initial work regarding code change recommendations to adapt to SLR and SS issues. The SLR and SS Committee then had their recommendations reviewed by the Charter and Code Committee and the Planning Commission. Councilman Gross noted that representatives from the Charter and Code Committee and the Planning Commission were present at this meeting to present their views. If Council agrees with the SLR and SS Committee's recommendation, then the Charter and Code Committee will prepare an ordinance for Council's consideration. Councilman Gross stated that the ordinance will also need to be reviewed by FEMA and the State of Delaware, and Councilman Gross suggested doing that simultaneously with the first reading of the new ordinance. Councilman Gross stated that the SLR and SS Committee supports holding a public meeting at Town Hall in the early spring to present this to the public.

Mayor Jankowski suggested sending out a news update explaining the process the Town is going through regarding this issue. Mayor Jankowski believes it would be useful and helpful to at least say the Town is working on it. Councilman Gross agreed.

Councilman Gross distributed and reviewed the following information:

**SLR & SS RECOMMENDATIONS**

**Primary Objectives:**

1. Substantially reduce potential damage due to future floods.
2. Reduce the cost of flood insurance for all homeowners. (Currently South Bethany has a CRS discount of 10%. It appears that a discount of 15% or more is attainable).
3. Assure an additional reduction of flood insurance costs of 67% for owners of new homes, substantially improved homes and raised homes.
4. Develop practical, cost effective, enforceable regulations that maintain the low rise residential character of South Bethany.

**Issues addressed:**

1. Minimum house elevation requirements (numerous components).
2. Maximum house height permitted (currently 32 ft.).
3. Minimum bulkhead height requirements (currently same as neighbor).
4. Maximum bulkhead heights.
5. Materials required for flood resistant construction.

**Background for SLR & SS Recommendations:**

1. Proposed Flood Insurance Rate Map (impact on South Bethany).
2. Data compiled from flood "Sandy"
3. Historic South Bethany Tide data.
4. URS 2013 Elevation Survey map for roads and bulkheads.
5. 14 new home Elevation Certificates from 2012 and 2013.

6. Numerous FEMA Publications.
7. Federal and State Sea Level Rise predictions.
8. International Residential Building Code, 2012 issue.
9. Michael Powell, Manager of DE Flood Mitigation Program

The following is a summary of the SLR & SS Committee code change recommendations which Councilman Junkin first presented at the December 13, 2013, Town Council Regular Meeting. Council had this information in their meeting packet:

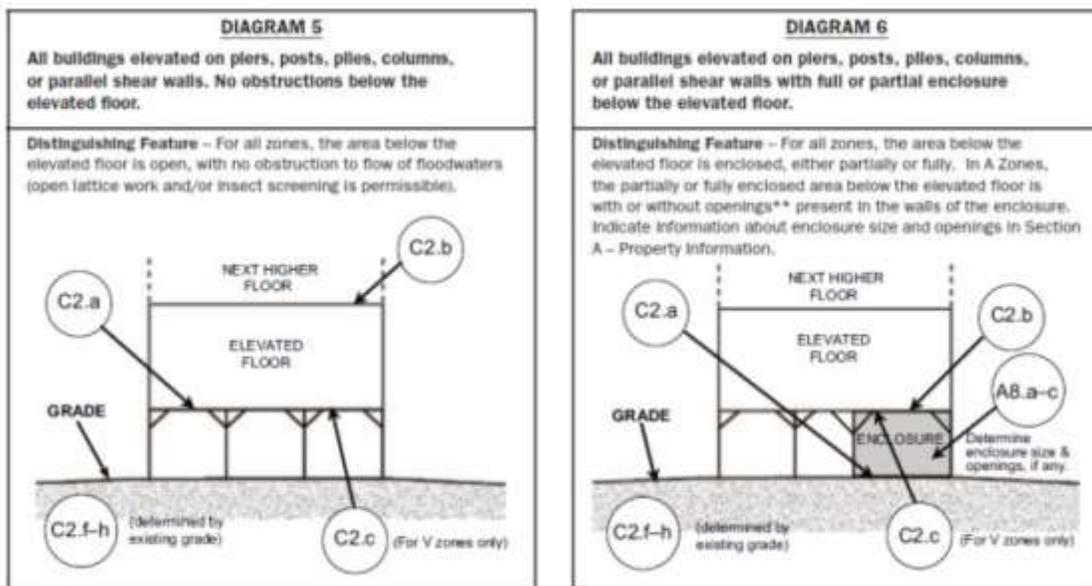
1. Make the height restriction the higher of 34 feet above the road or 38 feet NAVD.
2. Relative to bulkhead height
  - a. Maximum bulkhead height should be limited to the BFE as documented on the most current FEMA Map.
  - b. Any bulkheads that require replacement should have a height of at least 3.0 feet NAVD.
3. The committee agreed that our intent was to require 3 feet of freeboard and the words in the code should be amended following the criteria in the CRS Coordinator’s Manual to get credit for 3 feet of freeboard.
4. Require construction materials that are used below BFE plus 3 feet to be per FEMA Tech. Bulletin #2.

This third item is hard to define. It depends on how the house is built. The SLR & SS Committee’s intent is to meet BFE plus 3.0 feet. Joe Hinks recommends that we define “Design Flood Elevation” (DFE) to be Base Flood Elevation (BFE), as derived from information on the FIRM, plus 3.0 feet. DFE is asked for on the Elevation Certificate, item G10. This would give us 3 feet of freeboard. The committee’s intent was also to allow the following items below the DFE:

- An enclosed entry
- A space for storage
- A space for parking.

The words that we use in the code must be consistent with the terminology used by FEMA and the words on the elevation certificate.

The top of the bottom floor depends on how the house is constructed. See figures below.



**Notes to help in Understanding SLR & SS Committee Recommendations**

Need to use consistent terminology Base Flood Elevation (BFE) or the level of the one-hundred-year flood. I would define BFE per FEMA's definition and then use it everywhere.

BFE is derived from information on the Flood Insurance Rate Map (FIRM). A homeowners BFE depends on where the house footprint is on the FIRM. If the footprint is in two zones the higher zone governs. Our current and proposed FIRMs have the following zones identified:

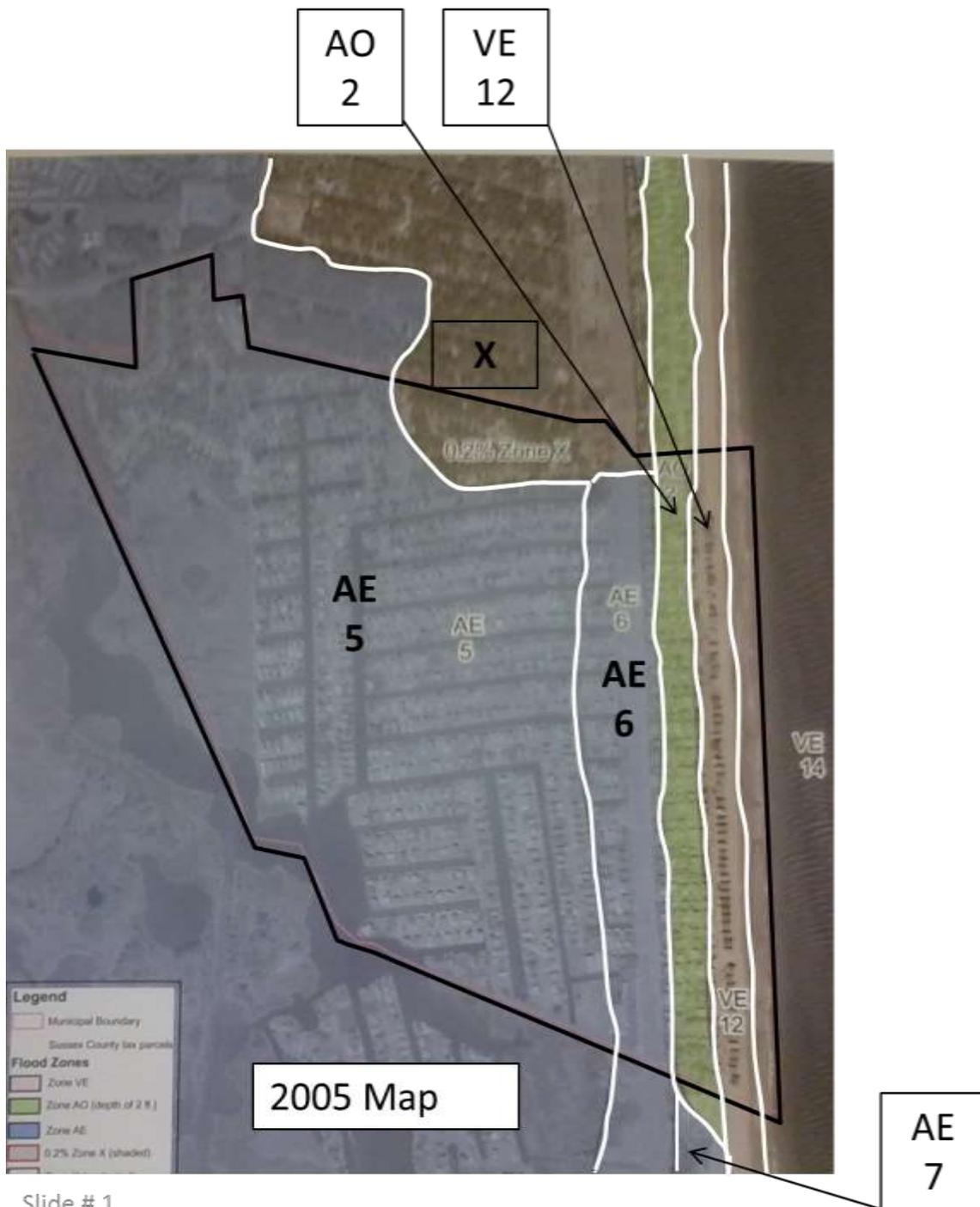
- In AE zones the BFE is equal to the value that follows AE for example AE 6 means that the BFE is 6 feet NAVD (North American Vertical Datum, 1988).
- In AO zones the BFE is equal to the number after the AO plus the highest adjacent grade (HAG) as shown on the elevation certificate. Thus a house in zone AO 2 that has a HAG of 9.0 feet NAVD has a BFE of 11.0 feet NAVD.
- In VE zones the BFE is equal to the value that follows VE. For example VE 12 means that the BFE is 12 feet NAVD.
- In X zones there is no BFE.

Our Tide Gage reads elevation in NGVD (National Geodetic Vertical Datum, 1929). In South Bethany the difference between NAVD and NGVD is about 0.8 feet. 0.0 feet NAVD is equal to 0.8 feet NGVD. We should make all our references to NAVD.

Definitions of FEMA Flood Zone Designations:

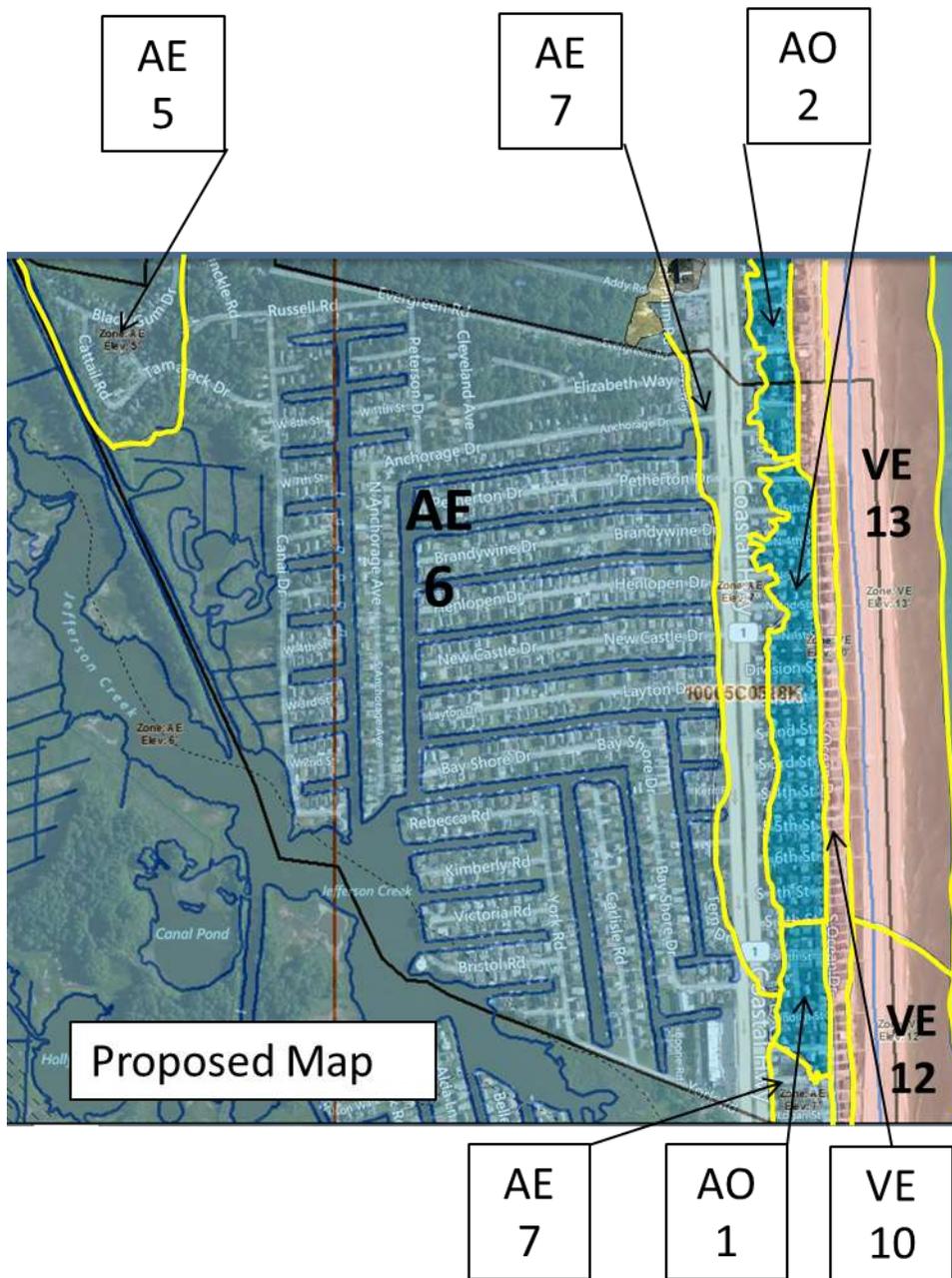
- AE Zone – Areas subject to a one percent or greater annual chance of flooding in any given year. Base flood elevations are shown as derived from detailed hydraulic analyses
- AO Zone – Areas subject to a one percent or greater annual chance of shallow flooding in any given year. Flooding is usually in the form of sheet flow with average depths between one and three feet. Average flood depths are shown as derived from detailed hydraulic analyses.
- VE Zone – Areas along coasts subject to a one percent or greater annual chance of flooding in any given year that include additional hazards associated with velocity wave action. Base flood elevations are shown as derived from detailed hydraulic analyses.
- X Zone – Areas of minimal flood hazard from the principal source of flood in the area and determined to be outside the 0.2 percent annual chance floodplain.

Current FIRM



**Proposed FIRM – Expected to be released sometime next year**

**It may change before it is released**



Council discussed recommendation Number 1 – Make the height restriction the higher of 34 feet above the road or 38 feet NAVD. The following points were made:

- This helps those that are in very low lying areas – particularly those that want to raise their homes in these low areas.
- The skyline would not be the same – it would move up to 38 feet NAVD.
- By and large on the west side roads are at 2-3 feet. There are some roads that touch 4 feet and some roads get below 2 feet.

- Most of the west side is currently set at 5 feet (AE 5). The new recommendation will probably go in at 6 feet (AE 6) for most of the west side.
- Councilwoman Callaway stated that she is picturing a real change in architecture and in lifestyle if you have go up that high to get to the first living level. If you are an older person it is almost going to be a requirement that you have an elevator.
- It is not going to be retroactive – it is for new construction, substantially improved homes and raised homes.
- Councilman Gross stated that 13 out of 14 certificates during the past two years already comply with the recommended code changes.
- In order to visualize the recommended changes, Mayor Jankowski said she would like some pictures of what a house would look like if it were redone to meet the recommended changes. The pictures should show the BFE to begin with and what it means if you add in the NAVD and any other pieces of the puzzle that will help to visualize the whole picture.
- Councilman Gross said with the recommended changes you can have the maximum height of your house two feet higher than you have it now or more if you are in a low lying area.
- Councilwoman Callaway asked if the committee had considered an option which would allow people to go up even higher if they choose to include freeboard.
- Regarding substantial improvements, the biggest complaint or concern the Planning Commission has is that under these new recommendations substantial improvements to an existing house would have to abide by the new ordinance. This means that if the house is not already raised it would have to be raised to the new requirements. This would be a big cost. The Planning Commission recommends that it apply to new construction – not for substantial improvements. (It was noted by Councilman Gross and Joseph Hinks that FEMA's requirement includes substantial improvements.) From a strategic perspective, the Planning Commission questions if the additional savings in flood insurance is worth the cost of lifting a house to meet the requirement.
- Bob Cestone stated that the Town cannot dictate or change the Base Flood Elevation (BFE), but it can change the SLR & SS Committee's recommendation of 3.0 feet of Freeboard. The Code Enforcement Constable explained that in order to get a town-wide insurance discount for freeboard, the Town would have to require one foot plus of Freeboard to qualify. Bob Cestone suggested making the freeboard requirement one foot to help qualify for an insurance discount and then the Town could recommend up to three feet of freeboard but leave that up to the property owners.
- Councilman Gross stated that sea level rise is a fact and looking at the data on sea level rise he believes the Town has a responsibility to do more than just meet the base flood elevation requirements.
- The Code Enforcement Constable noted that the building requirements are different around town depending on the flood zones.
- Councilman Caputo believes it would be helpful to have a diagram which showed something that was common to all homes on the west side of Route 1 that laid out various cut off points including height, first floor, etc.
- There was misunderstanding as to whether CRS would allow increased discounts for more than one foot of freeboard.
- To accommodate for FEMA's proposed 1 foot increase in BFE, the Code Enforcement Constable suggested amending Town Code § 145-35J as a short-term fix and take the rest under study regarding freeboard. The following is the Code Enforcement Constable's suggested temporary solution:

§ 145-35J. Maximum building height: main: ~~32~~ **33** feet; accessory: 15 feet, measured from center line of street, except as provided in § 145-38E(2). Minimum roof pitch: 4/12.

Councilman Gross said he would be opposed to 33 feet because it does not really help people in a low lying area.

- Councilwoman Callaway would like more clarity regarding the CRS credits and the insurance discount.
- In addition to pictures, Councilwoman Voveris suggested having a fact sheet that looks at the pros and cons.

Regarding recommendation Number 2 (Relative to bulkhead height: a. Maximum bulkhead height should be limited to the BFE as documented on the most current FEMA Map, and b. Any bulkheads that require replacement should have a height of at least 3.0 feet NAVD), Councilwoman Callaway stated that she was trying to picture what existing bulkheads would look like next to new bulkheads built per the SLR & SS Committee's recommendation.

In the end, Council agreed that they would need to schedule a separate workshop to discuss the SLR & SS Committee's recommendations. Councilman Gross said the SLR & SS Committee will need to meet again before Council discusses it at another workshop.

### **DISCUSSION AND POSSIBLE VOTE TO APPLY FOR A COASTAL MANAGEMENT ASSISTANCE GRANT**

Council had the following information from Councilman Junkin:

Councilman Junkin believes the Town should apply for a DNREC Coastal Management Assistance Grant. There is a \$ for \$ match required. The match can be in cash and/or in-kind-service.

The projects DNREC is looking for regarding Planning Grants are: Projects that seek to improve Delaware's resiliency to sea level rise and coastal storms, including:

1. Assessments of local land use ordinances, zoning codes and building codes for the purpose of identifying barriers and opportunities and recommending improvements
2. Local sea level rise vulnerability assessments and/or adaptation plans
3. Planning and design of on-the-ground adaptation projects

Councilman Junkin believes the Town will need a lot of help on item 2 from someone like URS or Pennoni. Councilman Junkin believes the Town can do item 1 by itself. If both are included in the grant proposal, the Town can get a lot of match from in-kind service that the Town provides.

Councilman Junkin is looking for permission from Council to go after the grant and to commit up to \$5,000 if needed to meet the match requirement.

If council approves, Councilman Junkin will approach both URS and Pennoni to see if they are interested in helping.

During discussion, Councilman Caputo noted that if approved a \$5,000 budget amendment would be needed because the match would be required before May 1, 2014.

Councilwoman Voveris suggested that it makes sense to apply for a grant because it is going to give the Town information on local sea level rise vulnerability assessments and/or adaptation plans which will help the Town monitor what Council discussed previously in the meeting regarding the SLR and SS Committee's code change recommendations to adapt to SLR and SS issues. Councilman Gross noted that Number 1 under the projects that DNREC is looking for is what the Town has been working on – assessment of local ordinances.

A motion was made by Councilman Caputo, seconded by Councilwoman Callaway, that Council amend the budget to increase it by \$5,000 to accommodate this initiative. Mayor Jankowski asked for discussion. There was no discussion. The motion was unanimously carried.

Councilman Gross stated that Council won't need to amend the budget until such time as the Town receives the grant.

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, that Council accept Councilman Junkin's proposal to go for a DNREC Coastal Management Assistance Grant. The motion was unanimously carried.

Councilman Gross stated that now Council can amend the budget when it is needed. Mayor Jankowski stated that Council has agreed that Council will amend the budget regarding this grant when it is needed. There were no objections.

**ADMINISTRATIVE MATTERS – CONSIDERATION AND POSSIBLE VOTE ON THE APPOINTMENT OF JOE CONWAY TO THE BUDGET AND FINANCE COMMITTEE**

A motion was made by Councilman Gross, seconded by Councilman Caputo, that Council approve Mayor Jankowski's recommendation to appoint Joe Conway to the Budget and Finance Committee. The motion was unanimously carried.

**DISCUSSION AND POSSIBLE VOTE TO APPROVE BUDGET CONTROL GUIDELINES/POLICY AND FIXED ASSET CAPITALIZATION GUIDELINES/POLICY**

**Budget Control Guidelines:** Councilman Caputo stated that this document has been approved by the Budget and Finance Committee and the Town auditors. Subsequent to putting this document together, Joe Conway suggested changing the first sentence to the following: The purpose of the Town's budgeting is to document the expected resources and planned expenses that respond to the Town's annually approved goals, objectives, plans and projects. It is the primary document that guides execution planning and control.

A motion was made by Councilman Caputo, seconded by Councilman Rae, that Council adopt the Budgetary Guidelines as amended (during Council discussion) as follows (where applicable, additions are **highlighted** and deletions **marked through**):

Section 1.1: ~~The purpose of the Town's budgeting is to guide itself in operations planning followed by control.~~ **The purpose of the Town's budgeting is to document the expected resources and planned expenses that respond to the Town's annually approved goals, objectives, plans and projects. It is the primary document that guides execution planning and control.** Accordingly, our annual adopted budget needs to be managed once the fiscal year begins. Budgetary control may be defined as the process of comparing the current budget with actual results, and taking necessary actions to address any deviation or potential deviation. Most of the focus is on controlling expenditures, although revenue is as important. Actions may involve amending the budget and or investigating reasons why events vary from plan. As noted below, the Budget Officer is to have some discretion on amending budgets, while other Amendments require Town Council approval.

Section 3.1: The Town's Budget Officer is the Town Manager or **the Finance Director Chief Financial Officer** when there is no Town Manager.

Section 4.1: Specifically say that the Chief Finance Officer is the Finance Director and delete "accountant", "treasurer", "finance officer", or any other reasonable descriptive title.

Section 7.1, Second Sentence: Generally the **Finance Director Chief Financial Officer** shall Amend the budget with Budget Officer authorization.

Section 8.1, Third Sentence: Accordingly the Budget Officer should watch for deviations and potential deviations from the Current Budget and at ~~their~~ **his or her** discretion Amend the Current Budget that is within ~~their~~ **his or her** authority so that line item expenditure budgets are not exceeded.

The motion was unanimously carried.

**Fixed Asset Policy:**

Councilman Caputo stated that the title should be Fixed Asset Capitalization Policy.

A motion was made by Councilman Caputo, seconded by Councilwoman Callaway, that Council accept this proposal on defining the Fixed Asset Capitalization Policy as amended as follows: Section 2.1, Second Sentence – The ~~Chief Fiscal Officer~~ **Finance Director** is responsible for accurately capturing supporting financial support for all capital procurements.

The following discussion took place regarding Section 8 – Capital Asset Useful Life and Capitalization Threshold Table:

Councilman Caputo stated that the Town has items capitalized that are under \$200.

Councilwoman Voveris stated that in March of 2012 the Budget and Finance Committee brought to Council to remove any item \$2,000 or less and that was adopted in the 2013 Budget.

Councilman Rae stated that the Council had spent a lot of time talking about the useful life. Councilman Rae said it was adopted by the Council and Council eliminated the buildings at that time. Councilwoman Voveris agreed and said it was done in March 2012.

A motion was made by Councilman Gross to table the proposal on defining the Fixed Asset Capitalization Policy until Councilwoman Voveris' and Councilman Rae's points have been rectified. (Administrative Assistant's note: This motion was not seconded and was not voted on.)

Referring to Councilwoman Voveris' and Councilman Rae's comments, Mayor Jankowski asked if it appears anywhere other than in the meeting minutes. Councilwoman Voveris stated that it is in the meeting minutes and Council approved the budget that it was put in. Councilwoman Voveris stated that Council did have the ARM Reserve. Councilman Caputo said that he read that the ARM was approved in concept and that further work had to be done.

The Town Manager stated that he is not sure if Council voted on the capitalization years, but Council did see the document with those years in it and Council did vote on the document. Councilman Rae stated that the Finance Director had a spreadsheet on this. Councilwoman Voveris and the Town Manager agreed.

Mayor Jankowski inquired about the spreadsheet. Councilman Caputo stated that there is an Excel Worksheet but it does not agree with the Town's financial report. Councilwoman Voveris and the Town Manager agreed. The Town Manager added that the Budget and Finance Committee came up with the years on the Excel Worksheet which is different from the accountant's. Councilman Gross stated that Council had made some changes. Councilwoman Voveris agreed and said Council did a lot of work on customizing the years.

Mayor Jankowski stated that the only thing that Council is questioning in the proposed Fixed Asset Capitalization Policy is the table in Section 8.1. Councilman Rae stated that he thinks Council should compare Section 8.1 (which are recommended accounting standards) to what Council has previously done. Mayor Jankowski agreed.

Mayor Jankowski asked Councilman Caputo to go back and find out what the numbers were that the Council had worked on previously and replace the table in Section 8.1. Councilman Caputo agreed.

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, that Council table this matter until such time as these matters can be incorporated. The motion was unanimously carried.

**REVIEW DISCUSSION AND UPDATE OF INDIVIDUAL STRATEGIC PLANNING STRATEGIES, 2014 OBJECTIVES, ETC., WORKSHEET – GOALS 5, 6, AND 7**

Joe Conway stated that being a member of both the Planning Commission and the Budget and Finance Committee he hopes that over the course of the next six months or year he can help to pull the annual cycle for budget preparation together with the analyses of what has been done on goals and objectives (strategic planning). Councilman Caputo and Mayor Jankowski agreed. Mayor Jankowski thanked Mr. Conway and the Planning Commission for the work they have done.

5.1: Mayor Jankowski will be working on this. She does not have the leads on this yet.

5.1.1: Councilman Caputo stated that it is on the Budget and Finance Committee agenda to work on and Steve Farrow is working on it. Mayor Jankowski and Councilman Caputo agreed that the Budget and Finance Committee should be listed in the Support column for this item.

5.1.3 – Councilman Caputo stated that this is on the Budget and Finance Committee agenda.

5.1.3.1 – In the Objective Measurement column change to: Maintain adequate budget **and Council approval** for operations.

5.1.3.2 – Councilman Caputo stated that this is on the Budget and Finance Committee agenda.

5.1.3.3 – Change 2014 Objectives column to: Long Term Project Comprehensive Plan. In the 2014 Measurement Goal column insert: Comprehensive Plan Annual Update

5.2.1 – Mayor Jankowski stated that she plans to have this done by April 30, 2014. Councilman Gross suggested including standardizing the scope and operating procedures for each committee.

5.2.3 – Mayor Jankowski will take a look at this.

5.3.1 – Mayor Jankowski and Councilman Caputo agreed they need to take a look at this.

5.4 – In the Strategies column take out hyphen after con. Add the Chief of Police to at least the Support column

5.5 – Change the Strategies column to: Assure that all stakeholders are informed on the approved yearly budget adopted by Town Council. Also, for this strategy state that the Audit Report is reviewed annually at a Town Council meeting.

5.6 – In the Lead column put Jim Gross, Charter and Code Committee Liaison. In the Support column put Charter and Code Committee. In the 2014 Objectives column put the Sea Level Rise issue and amending Chapter 145, Zoning, to revise and update requirements. Mayor Jankowski asked Council to send additional suggestions they may have for the 2014 Objectives to the Administrative Assistant.

6.3.1 and 6.3.2: Councilman Caputo stated that he would take a close look at what other communities along the coast are doing to see if they are doing something that South Bethany is not doing. The Town Manager suggested that grants would be included in these sections. Regarding 6.3.1, Councilman Gross said that he does not see the Treasurer leading this objective. He believes it is more the committees, the Town Manager, and the Chief of Police. Change 6.3.1 to Investigate and pursue alternative sources of income. Change 6.3.2 to Optimize external sources of funding. Mayor Jankowski stated that she changed the 6.3.1 Lead column to Committee Chairs.

6.4 – Councilman Caputo stated that the objective measurement is to maintain a surplus.

6.5.1 – This is ongoing.

6.6 – Remove hyphens.

6.6.3 and 6.6.4 – Councilwoman Callaway stated that the Assawoman Trail is not listed here. Councilman Rae stated that it is under the committees.

6.6 and the four objectives under this strategy: Put it under Goal 7 (Continuously Improve Our Town Services).

6.7 – Put Joe Conway in the Support column and ask him what the details are that go under it.

6.8: Councilman Caputo said he will update this and he will put Finance Director in the Support column.

7.1: The Lead is Town Council and Support is the Planning Commission

7.2: The Lead should be the Town Council and the Support should be the Planning Commission Chairperson or the Lead should be the Planning Commission Chairperson and the Support should be the Town Council.

7.2.2 – The Census is the best source for this objective.

7.2.3 and 7.2.4: For the Lead put Town Manager and Mayor and for the Support put SCAT.

7.3: Ask Planning Commission for clarification.

7.5: Change to 7.4. Change wording to Expand volunteer base from community to support activities. For the Lead put in Communications and Public Relations Chair

7.5.1 – Delete the word enhanced in the 2014 Objectives column. Change the number to 7.4.1

7.5.2: Delete

7.3.1: Delete

Mayor Jankowski stated that the changes will be made and a revised copy will be distributed.

Mayor Jankowski asked Council to think about anything else they want to include in the document that is not already covered. She stated that everything the Town is working on should be reflected somewhere in the document.

### **CONSIDERATION AND POSSIBLE VOTE TO APPROVE THE UPDATED VERSION OF THE TOWN'S VISION STATEMENT**

Mayor Jankowski stated that she and the Planning Commission took into account the two responses received from residents and updated the Vision Statement as follows: "South Bethany is a well-maintained, single family, safe, seaside community structured around an internal canal network. It provides a welcoming environment to its property owners and visitors. South Bethany offers a full range of services through a well governed, fiscally sound government that preserves, maintains, and improves its beaches, waterways and public spaces. To protect and sustain its unique environment, South Bethany develops practical plans in cooperation with other jurisdictions to address sea level rise and other issues of common concern."

Councilman Rae stated that vision means the future and this statement is written in past tense.

Councilman Gross questioned if "sea level rise" belongs in the Vision Statement. He said it is a very important issue but to single out one thing seems out of place. Council agreed. Councilwoman Voveris suggested including a list of things.

Councilman Caputo suggested saying "beach community" rather than "seaside community".

Mayor Jankowski will revise the Vision Statement considering Council's suggestions. Mayor Jankowski said she will email Council the Vision Statement off the website along with the above updated version and then Council can email her their suggestions.

### **DISCUSSION AND POSSIBLE VOTE REGARDING PARKING PERMITS FOR UNIMPROVED LOTS**

Mayor Jankowski explained that a property owner requested a change to the Town's parking permit system because owners of one or more unimproved lots have to pay the ambulance fee for all of their unimproved lots but are only allowed parking permits for unimproved lots as provided in the following Town code:

#### Chapter 94. PARKING

§ 94-6. Parking permit system.

B. The Town will have a dual system of permits, nontransferable and transferable. Permits will be issued for a fee.

(1) Each residential dwelling shall be entitled to four parking permits: two nontransferable and two transferable, but no more than four permits shall be issued per dwelling unit regardless of the number of dwelling owners.

(2) Owners of one or more residential lots unimproved by a residential dwelling may jointly purchase a maximum of two nontransferable and two transferable parking permits (regardless of the number of lots owned), provided that: such owner(s) are not entitled to parking permits under § 94-6B(1) nor have they been previously issued any parking permits under § 94-6B(2). Any permits issued under § 94-6B(2) shall be deemed to have been issued jointly to all of the record owners of the lot for which the permit(s) are issued.

Council discussed the lack of parking on the east side.

Councilwoman Voveris provided Council with information on Bethany Beach's and Fenwick Island's parking permit system. Councilwoman Voveris stated that essentially Bethany Beach's system is the same as South Bethany's. Councilwoman Voveris added that the Town of Fenwick Island issues one parking permit per property owner.

Councilwoman Voveris pointed out that the Ambulance Fee is a pass through and there is no gain to the Town.

Council discussed the abuse of parking permits historically which led to the current Town code.

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, that Council not change the current policy. The motion was unanimously carried.

Mayor Jankowski stated that she will send a note to the property owner who inquired about this.

### **DISCUSSION AND POSSIBLE VOTE ON REVISIONS/ADOPTION OF THE TOWN'S PERSONNEL POLICY MANUAL**

The Town Manager provided Council with a summary of all the changes to the manual since the last Workshop Meeting.

A motion was made by Mayor Jankowski, seconded by Councilwoman Voveris that Council accept the Personnel Manual. The motion was unanimously carried.

The Town Manager stated that when the Town gets updated information on the Blood Bank he will bring that to Council as a revision in the Personnel Manual.

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**ADJOURNMENT**

A motion was made by Councilwoman Voveris, seconded by Councilman Gross, to adjourn the January 23, 2014, Town Council Workshop Meeting at 8:10 p.m. The motion was unanimously carried.

PHS:Workshop Minutes 1.23.14 Amended 2.27.14