

# Planning Commission Meeting Minutes

August 24, 2015

Planning Commission Members Present: Dick Oliver, John Stefani, Joe Conway, Dave Wilson, George Reese, Jack Whitney, and Joe Petito

Other Attendees: Carol Stevenson (Town Council Liaison), Pat Voveris (Mayor), and Dee Burbage (Town Clerk)

Dick Oliver called the meeting to order at 9:30 am.

## New Business

1. 2016 Comprehensive Plan (CP) - The schedule for the preparation sequence and Town Council approval of the Town CP was discussed. The revised 2016 CP is due in July 2016. It was determined that a firm schedule for the CP preparation and Council approval cannot be adopted until the schedule for the Town survey (now being discuss by the Council) has been finalized since much of the CP input will be based on the survey results. Joe Conway said the Planning Commission (PC) also needs Council approval of the 2016 Proposed Goals and discussed a summary he had prepared (but was not available to the PC at this meeting) with the details of the proposed Goals and Objectives. This had been passed to the Council in 2014. A copy of the draft 2015 Survey was handed out to the PC members present. The Mayor advised the PC that Council would finalize the survey on Thursday. It was noted that the PC has not been able to determine if all necessary survey questions have been included. The PC was asked to review the draft Survey and advise if there were any concerns.
2. The 2012 CP update was briefly discussed. A comment was made that the last 2012 survey had a 66% reliability rating. Some suggestions were made for survey questions that could be added, such as "do you go to the beach?" Other issues included beach parking; parking passes; and landscape requirements for new construction. The Mayor advised that the Univ of DE has completed the first phase of a Code study for South Bethany. She is reviewing it. Hopefully it will be passed to the PC for information. The recent street survey, prepared by DelDot, should also be given to the PC for information. Some discussion was conducted about the draft survey questions about smoking and allowance for alcohol on the beach – 5 of 7 members of the PC did not feel it was necessary to ask the alcohol question in the survey. A question about provision of low cost options for beach access improvements was suggested. The Mayor will relay these to the Council.
3. Utilities were discussed and it was noted that as early as 1999, the Town was reviewing the possibility of placing all utilities underground. Except for new construction, this has not happened. The PC discussed meeting with Utility companies (specifically Delmarva Power) to discuss this. This is a subject for a future meeting.
4. A preliminary schedule for the 2016 CP preparation and approval was discussed. Following is the result: -

- a. First PC draft without survey input – End of October 2015
  - b. Council prints Survey and sends to Property Owners – Mid October 2015
  - c. Survey information returned to Town and results compiled – December 2015
  - d. Survey information available to PC - January 2016
  - e. First final CP draft to Council for review, comment and approval – March 2016
  - f. Final CP approval – May 2016
  - g. Submittal of 2016 CP to State – June 2016
5. The proposed 2014 Goals and Strategies were discussed. It was agreed the Council should consider these separately. Joe Conway said everybody had these, but Mayor Voveris reminded him that the Council has changed since 2014 and asked for these to be re-submitted for consideration. Joe Conway said he would send these to Council members and would be available at a Workshop to present and discuss these. Chairman Oliver should also attend. The sequences for consideration of these are: Vision Statement; Goals; Sub-goals and Strategies.
  6. Joe Conway said he would send out a copy of the Goals and Strategies to PC members for review and comments. After Council review, this will formulate the base line for the new 2016 CP.

#### Old Business

1. Chairman Oliver stated he talked to the Delaware Planning person, Dorothy Morris. She said the Town needs to submit a complete new 2016 CP. This needs to be re-certified by the State. She said there may be a hearing (but doubtful) and advised that the DE planning guide was not applicable to South Bethany and it should be ignored. The PC agreed that we will follow the 2006 format for the new CP, and that the PC should prepare the draft major changes as an “update” and only when these changes are approved, incorporates them in the new CP format (which is more comprehensive). Joe Conway reminded the PC that some sections would have to be totally re-written - such as the South Bethany demographics - base now on the 2010 census data available.

The meeting was adjourned at 11:00 am.