

SBPC Meeting Minutes  
December 01, 2014

The South Bethany Planning Commission (SBPC) met at 10:00 am on December 1, 2014 at Town Hall. Present for the SBPC were: Dick Oliver, Chairman, John Stefani, Joe Conway and Jack Whitney, members and Al Rae, Council Representative. SB Town Clerk, Dee Burbage was also present. Absent was Dave Wilson, SBPC Member.

1. The meeting began after a short discussion about acceptable times when meeting information and discussions items were to be sent to PC members. It was stated that some information to be discussed at the meeting had been sent to some or all of the SBPC members the previous day, Sunday, less than 24 hours in advance of the meeting. Not all members received this information and it was later clarified that it was only sent to the Chairman. It was agreed that all information to be discussed at a PC meeting should be sent to all members of the Committee a minimum of 24 hours in advance of a meeting, with the exception that no meeting information should be sent on Sunday for a meeting scheduled on the following Monday. Committee members are encouraged to send out meeting information to all PC members at the earliest time possible to allow all members to be adequately prepared for the meeting.
  - a. Chairman Oliver called the meeting to order at 10:15 AM and an EXCEL spreadsheet, prepared by Joe Conway, with a revised version of the questionnaire was distributed to PC members. Jack Whitney noted this was a new format and some new issues had been added, and that he has sent all members of the SBPC a copy of an edited survey questionnaire based on the discussion at the previous meeting. No action was taken on the edited version of the previous survey questionnaire distributed to all PC members with comments from the 11.27.14 meeting. Joe Conway explained that he had created the new working paper to reflect the changes from the prior meeting and included some additional changes, some of which may have been circulated prior to that time in another form – other than in a draft survey.
  - b. Chairman Oliver stated that he had discussed survey item costs with Mayor Voveris and stated that they did not feel costs were required in any of the survey questions.
2. The previous discussions were halted and the minutes for the previous meeting were discussed. Each member had commented to Jack Whitney, but the final draft minutes had not been sent back to all SBPC members for final clearance and for use in the discussions at this meeting. A copy of the final minutes was passed out and agreed that a copy would be sent to SBPC members for final clearance.
3. The discussions on the new survey form and questions prepared by Joe Conway continued. Joe Conway explained that the new format was in a Microsoft Excel spreadsheet (in landscape) in an effort to maintain a 2 page survey. He stated he was trying to resolve the problem for tabulation of the results. Joe stated that he did not think this form could

be put into a portrait format. It was decided to table these issues until after the contents of the survey were tabled and agreed upon. A numbers of issues were discussed and modified in the new draft survey as follows:

In Part 1

- a. Snow Removal will be removed (Part 1, 1.4)
- b. Add the word Town to Item 1.6
- c. Delete "Other" in item 1.7
- d. Add separate lines for items a, b, c in Item 1.9 and delete item d. Include hazardous waste as a separate issue to the Town Council.
- e. In 2.2 add the words "and Transparency"
- f. In item 2.3 list items a, b, c separately if space exists
- g. Delete item 2.5
- h. In item 3,3 Change to "Town E-mail Updated and Notices"
- i. In Item 3.4 delete the words "and articles"
- j. In 4.1 Change to "Staff Adequacy"
- k. In 4.4, Change to "Emergency services (fire and ambulance) "

In Part 2

- a. Change item 1.1 to " Should we consider "dog friendly" regulations for the beach such as limited hours when dogs can be on the beach during summer hours or similar? (Note: Wording previously suggested by Whitney in the survey draft sent to the SBPC)
  - b. In 1.2 – Change wording to "Should we pursue adding bike and walkways where it makes sense throughout the Town?"
  - c. Delete Item 1.7 and recommend adopting a new Town ordinance allowing others to use private boat ramps in the event of an emergency (such as a hurricane).
  - d. Items 2.1 and 2.2 – delete these in their entirety. This was not uninaously agreed.
  - e. Item 2.3 – Change tis to " For planning purposes, please advise your estimated plans for the next 5 years....."
  - f. G. Item 2.4 – Remove this and make it a separate item at the bottom of the survey form.
  - g. Item 3.2 – Item d should refer to persons with engineering or other technical expertise related to waterways and the marine environment of SB.
  - h. Item 3.4 – Change to " Would availability of remote access for meetings make a difference in your willingness to serve?"
  - i. Item 3.5 – delete in entirety.
  - j. Item 4.1 change to "All DE and OC beaches currently restrict smoking on all or part of their....."
  - k. Add items 5.4 – "Should we pursue street and storm drain maintenance....."
  - l. Add item 5.5 - Access to beach issues to added back into survey
4. It was agreed that Joe Conway would enter the above changes into the new draft spreadsheet Survey Questionnaire and sent it to the SBPC NLT December 8, sooner if possible.

5. It was stated that a quorum for the SBPC is 3 since there are only 5 members of the PC.
6. Chairman Oliver will schedule another meeting to finalize the SBPC recommendations for survey in order for it to be ready for discussion by the Town Council at the 12.18.14 working meeting.
7. A motion was made and seconded to adjourn the meeting at 12:30 PM.

Attachments

1. Agenda
2. Conway Spread Sheet