

**Town of South Bethany**  
**Planning Commission Meeting Minutes**  
**July 20, 2018**

**PC Members Present:** Dick Oliver, Joe Conway, Scott Fischer, John Janowski, Linda Lewis

**PC Member Absent:** none, Non-member: Wayne Schrader Liaison to Council

**Other Attendees:** none

**Meeting called to order:** 10:00 a.m. by Chairman Dick Oliver

**Old Business:**

1. Minutes from May 18, 2018 were adopted without change.

2. Scott Fischer presented his report: *Town of South Bethany Planning Commission Street Lighting Master Plan Situation Analysis*. Delmarva Power's Public Affairs manager James Smith has submitted responses to our questions. Scott gave a summary of the Plan's Goals: financial, location, type fixtures, and implementation. The question remains - what is best, leasing from the power company or purchasing independent fixtures. If Delmarva Power fixtures are used, the town must choose their styles. If fixtures are bought independently, Delmarva Power must do the installation. A list of additional questions will be prepared and submitted to Delmarva Power. One of the location goals is to use existing poles to avoid unnecessary additional poles. Scott suggested that an inventory of all existing street lighting poles located within South Bethany be document and mapped. This is to include Town and State-owned roads/ROW. Assignments were made, and corresponding street/parcel maps were distributed. Members are asked to mark the location and comment on the characteristics of the existing poles. The following convention is to be used: WL = wood with light fixture, ML = metal with light fixture, SP= solar power, S = style: cobra, mongoose, floodlight, traditional (Clearwater), decorative (Arlington), other. Regarding lighting types, Scott explained two types of lighting distribution: Type II for smaller side streets with a lateral width of 25 degree, and Type III for larger area lighting with a lateral width of 40 degrees. Scott believes the Cobra style lighting fixture best meets our goals and is a candidate for existing poles. Scott will prepare a matrix comparing pole type/light fixture/goal. A document titled *Lighting Manual Promoting Quality Outdoor Lighting in Your Community* authored by the Maine State Planning Office was handed out.

3. John Janowski reported on the status of Pedestrian/Bicycle Improvements in Cat Hill and Evergreen Road. Council approved the removal of the double yellow-lines on Black Gum Drive and stenciling of a pedestrian symbol facing traffic at each approach leg to the intersections. Council did not approve the recommendation to remove yellow lines on Evergreen Road. This project was not to exceed \$2500. This concludes the Planning Commission's work on this project.

4. Joe Conway reported that he is serving on an ad-hoc committee approved by Council to address beach access issues. Given the recent beach replenishment project the ad-hoc committee will be researching and making recommendations on what the best designs are for pedestrian access to the beach, keeping mind handicapped accessibility. This will not be a function of the Planning Commission.

5. Dick Oliver distributed the *Town Manager's Annual Report on the status of the South Bethany Comprehensive Plan*. The State requires an annual update regarding progress on meeting the goals and objectives with a deadline on July 1st. Planning Commission members will provide a check list of what efforts have been done towards meeting the objectives. To have this ready for the Sept. 21<sup>st</sup> PC meeting, the deadline to submit this list is Sept. 10<sup>th</sup>.

Assignments are as follows:

- a. Goal 1: Provide for a Well-Maintained Town: Dick Oliver
- b. Goal 2: Continue to Enhance the Attractiveness of the Town to Families, Investors and Vacationers: Dick Oliver
- c. Goal 3: Maintain a Safe Public Environment for Town Residents and Visitors: John Janowski
- d. Goal 4: Continuously Improve Town Services: Linda Lewis
- e. Goal 5: Maintain South Bethany's Fiscal Soundness: Scott Fischer
- f. Goal 6: Promote South Bethany as a "Healthy Community": Joe Conway

**New Business:**

- a. Budgeting: Joe Conway reported that he was appointed to a Council approved budget committee that will focus on a five-year capital budget. He has worked with the Finance Committee on goal-based budgeting and creating a five year look at capital budget needs.

Next Planning Commission Meeting is scheduled for September 21, 2018

**Meeting adjourned:** 11:30 a.m.

**Submitted by:** John Janowski, 403 Cattail Road