

**Town of Bethany Beach
Planning Commission Minutes
January 20, 2007**

The Bethany Beach Planning Commission held a meeting on Saturday, January 20, 2007 in the Bethany Beach Town Hall, 214 Garfield Parkway, Bethany Beach, DE 19930.

The following members were present: Kathleen Mink, who presided, Lew Killmer, Donald Doyle, Fulton Loppatto and Lonny Moore.

Also present: Secretary-Treasurer Jerry Dorfman, Councilman Steve Wode, Councilman Tracy Mulligan, Clifford Graviet, Town Manager, Trisha Titus of the Coastal Point, Seville Pettit, Administrative Secretary and interested members of the public.

The meeting was called to order at 9:03 a.m.

OPENING OF MEETING

Approval of Agenda

Ms. Mink made a suggestion to modify the agenda for the reviewing of Chapter 245.

Discussion / Approval of Planning Commission Minutes dated October 21, 2006

Mr. Doyle made a motion to approve the minutes. The motion was seconded by Mr. Killmer and unanimously approved.

Discussion/ Approval of Planning Commission Minutes dated November 18, 2006

Mr. Killmer suggested some corrections that needed to be made to the minutes. Mr. Doyle made a motion to approve the minutes as amended. The motion was seconded by Mr. Killmer and unanimously **approved**.

Announcements/ Comments

1. Architectural Guidelines Development Committee update on Permitted Signs & Windblown Displays [Chapter 245 – 45 & 46; 56 & 57; 63& 64; 72 & 73]

~~Mr. Doyle stated the golf course is not large in size and with a few changes it is acceptable. The property will consist of two floors; the business will be operated on the first floor. The second floor area will be used for video games or private parties. Mr. Doyle stated that the overall size of the proposed mini-golf course is relatively small and the property will also have a 20' x 20' two story structure that will have video games on the second floor that might be made available for private parties.~~

~~Mr. Doyle also stated an interested member of the public had some concerns about the business structure and the matters were handled at the Commercial Design Review Committee. Mr. Doyle also stated that the proposed building on the property required the construction plans to be reviewed and approved by the Commercial Design Review Committee (CDRC) before a building permit could be issued. All of the concerns of interested members of the public were~~

addressed by the CDRC. The project was approved by the CDRC and the Town's Building Inspector issued a building permit.

~~Mr. Killmer reported to the Planning Commission the materials that will be used for the golf course and the size and structure.~~ Mr. Killmer provided additional details concerning the mini-golf course project such as the style of the building, colors to be incorporated on the roof and trim work and the types of siding and the materials being considered to be used for the walkways and staircases. The next meeting for the Commercial Design Review Committee will be held on February 9, 2007.

Mr. Killmer provided the Planning Commission members with a second draft of the proposed new Sign Ordinance for the Town of Bethany Beach. Mr. Killmer is proposing to place the text portion of the **Proposed Signage Ordinance** in the Town Code Book. Mr. Killmer also suggested for the Planning Commission's consideration that the section of the new Proposed Sign Ordinance that contains description as well pictorial representation of different sign types is more appropriately placed in the Commercial Design Guidelines. ~~The section of the new and provide the reference for the pictures, which will be placed as an appendix into the Design Guidelines, so the document will not be to large.~~

The **Architectural Guidelines Development Committee has approved the new draft Sign Ordinance document.** ~~over to the Planning Commission for approval.~~

2. Town Council Update (Killmer)

Mr. Killmer reported that the Town Council members have had two workshops, since the last Planning Commission meeting. The Town Council is in the process of creating and **adopting by resolution** a protocol manual for the Town Council members, developing a budget that reflects short and long-term capitol **needs of the Town** and the involvement of guidelines for all the standing committees for Bethany Beach.

~~Town Council members reviewed the protocol manual and found a section that needed some input from the Town Solicitor.~~ At the January Town Council Workshop, the Town Council has reviewed and recommended changes to the Protocol Manual. In addition a request was made to have the Town Solicitor review various sections of the Protocol Manual. At the February Town Council Workshop, the comments and suggestions recommended by the Town Solicitor will be reviewed and included in the final document. ~~After reviewing the section, the Town Solicitor returned the protocol manual prior to the meeting and the information is being incorporated into the document. The protocol manual will be reviewed on February 12, 2007 for completion.~~

3. Beach Replenishment (Killmer)

~~Mr. Killmer reported that the Town Council members will be handling beach replenishment issues in future workshops.~~ Mr. Killmer reported that Beach Replenishment will be the continuous subject of future Council Workshops until this very important issue is finally resolved. He also reported that a presentation concerning the possible construction of a Wind Farm off the coast of Delaware occurred at a recent Town Council meeting. A twenty-minute Power Point presentation was shown to the public, which was followed, by a lively question and answer period. The Delaware State Department of Agriculture has requested that the Town of Bethany consider the creation of a Farmers Market in the Town. The Town Council will review the proposal and assist the group in finding an appropriate site. ~~have been~~

~~presentations of possible additions of wind farms off the coast of Delaware at the Town Council meetings and a creation of a farmer's market.~~

Mr. Tony Pratt of DNREC will be giving a presentation on February 9, 2007 at 2 p.m. in the town meeting room regarding issues of the beach replenishment.

Questions & Answers discussion for Planning Commission members (All)

There were no questions to discuss at this time.

REPORT ON NOVEMBER ACTION ITEMS

- ~~Mr. Killmer would like to review the proofs of the map, before printing and distribution.~~ Mr. Killmer requested that the Planning Commission and Mr. Eckridge review the "galley proofs" of the Official Town Map prior to the actual printing and distribution of the map.
- Ms. Mink ~~completed~~ updated and distributed the fourth draft of updates to the Table of Dimensional Requirements.
- Ms. Mink wrote a memo to the Town Council ~~via a memo~~ reminding the Town Council members **for providing the Planning Commission with their** input ~~for consideration in 2007~~ for the updating of the Comprehensive Plan.
- Mr. Killmer completed and distributed Chapter 245 – Article V.

NEW BUSINESS

Comments on draft of new Zoning Map (Eckrich)

Mr. Eckrich was not present for this meeting.

OLD BUSINESS

Discussion/ Decision on fourth-draft (and fifth-draft) update to Chapter 245 – Appendix 3 [Table of Dimensional Requirements]. – Exhibits 1 and 2 (Mink)

~~The~~ Commission reviewed the draft **of the** updates to Chapter 245 for the Table of Dimensional Requirements. There ~~are small~~ **were a few minor** corrections to **be made** ~~make~~ and it will be ~~handled over~~ returned to Mr. Eckrich for **inclusion into the Town Codebook.** ~~the next steps for completion.~~

Town Council input for 2007 Comp Plan Consideration (Mink)

Ms. Mink **commented that she has not received comments from the Town Council to be used in updating the Towns Comprehensive Plan.** ~~in the for the 2007 Comp Plan consideration from on Town Council members.~~

2007 Comprehensive Plan and Looking Ahead

~~The Planning Commission members discussed which issues they will need to handle for immediate action and the vision for the future.~~ The Planning Commission is in the process of developing a set of guidelines that involve addressing both short term as well as long-range goals for the Planning Commission to address and hopefully resolve.

Continue update of Chapter 245

1. Article V [245-30 thru 36] (All)

Mr. Killmer stated Article V was rewritten for three reasons: the section was incomplete, some of the wording was incorrect and some issues were **improperly placed** in this section of the Town Code. ~~the wrong section.~~ Blending the current Bethany Beach Town Code with the Nonconforming Zoning Codes from adjacent communities created the updated Article V that deals with zoning nonconformities. ~~There were three town codes blending together for the new Article V. Article V now helps clarify the purpose of dealing with buildings, businesses and lots. It also helps put correct timelines on areas.~~

PUBLIC COMMENT/ QUESTIONS

Mr. Bob Ceison announced there is a dinner meeting invitation-only dinner on January 25, 2007, which will be held by the CIB. The meeting will cover a lot of issues.

ADJOURN

Mr. Killmer made a motion to adjourn. The motion was seconded by Mr. Doyle and unanimously approved. The meeting adjourned at 10:45 a.m.

Respectfully Submitted,

Seville Pettit
Administrative Secretary

PLANNING COMMISSION MEETING
JANUARY 20, 2007

ACTION ITEMS

1. Mr. Doyle to write memo for February meeting for the Comprehensive Plan.
2. Ms. Mink to distribute comments to Planning Commission members on the input of the Comprehensive Plan from the Town Council members.