

**Town of Bethany Beach  
Planning Commission Minutes  
April 17, 2010**

The Bethany Beach Planning Commission held a meeting on Saturday, April 17, 2010 at 9:00 a.m. in the Bethany Beach Town Hall, 214 Garfield Parkway, Bethany Beach, DE 19930.

The following members were present: Lew Killmer, who presided; Chuck Peterson; Kathleen Mink; Faith Denault; John Gaughan; and Fulton Loppatto.

Also present: Susan Frederick, Building Inspector; Lindsey Shallcross, Administrative Secretary.

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

**OPENING OF MEETING**

*Approval of Agenda*

Mr. Gaughan made a motion to approve the agenda. Ms. Denault seconded the motion and it was unanimously approved.

*Discussion/Approval of the Planning Commission Minutes of March 20, 2010*

Ms. Mink made a motion to approve the minutes dated March 20, 2010. Seconded by Mr. Gaughan, the motion was unanimously approved.

*Announcements/Comments/Updates*

**Non-Residential Design Review Update (Killmer/Denault)**

Mr. Killmer gave the following report:

The Non-Residential Design Review Committee met on April 9, 2010. He stated that the purpose of the meeting was to review, discuss and vote on an application and plans submitted by Mr. Stu Eisenman of Kites Tails & Toys for property located at 101 Garfield Parkway, Lots 1 and 3, Block 105, C-1 Zoning District, Bethany Beach, DE.

Mr. Eisenman was requesting to replace an awning and remove the current signage. The application also requested the backlighting of the awning so as to illuminate the new signage on the awning. The Town Code prohibits back lighting of awnings. The Committee recommended to Mr. Eisenman to resubmit his original plans by eliminating the back lighting of the awning and to reduce the sign area, which as presented is larger than what is permitted by the Zoning Code. Mr. Eisenman requested and received a continuance to possibly present new signage and awning design to meet the Town Code and Design Guidelines. The continued hearing is scheduled for the 26<sup>th</sup> of April 2010.

## **Comments/Updates Regarding the March Town Council Meeting (Killmer)**

Mr. Killmer reported the following:

- The Council voted to approve the Pay Station Phase Trial Installation. Eighteen (18) pay stations will be installed initially at the street ends close to the beach. Pay Stations will not be placed on Garfield Parkway until after the first phase of the Streetscape Project is completed.
- Approved a contract with JMT Engineering for consultation services for lighting associated with utility relocation project on Garfield Parkway for the amount of \$74,000. The Delaware Department of Transportation (DELDOT) is going to be involved with the project since Garfield Parkway is State Owned.
- Approved the contract with Verizon to relocate the telephone cables as part of the utility relocation project on Garfield Parkway for \$381,297.
- Jack Burbage's lawyer represented him to express his client's concern of the expense it will be for him for the Garfield Parkway Relocation Project.
- The contract with Delmarva Power was signed to relocate all of the electrical power components as part of the utility relocation project for the amount of \$322,800.
- Council approved a Contract submitted by A.P. Croll and Son for a Water Line Replacement in the alleyway between S. Atlantic Avenue and S. Pennsylvania Avenue for the amount of \$63,053.

## **Comments, Q&A and Discussion for Planning Commissioner Members (All)**

Mr. Killmer stated that the intern will be hired soon. All applications had to be submitted by April 9<sup>th</sup>.

## **PUBLIC COMMENT/QUESTIONS FOR THE PLANNING COMMISSION**

There were no comments/questions at this time.

## **NEW BUSINESS**

There was no new business to discuss at this time.

## **OLD BUSINESS**

*Continue to Update the 2005 Bethany Beach Comprehensive Plan*

### **Strategic Plan for the Town (Peterson and Loppatto)**

Mr. Peterson explained that he and Mr. Loppatto collaborated and generated a number of potential goals for the Town. The main long-term goal summary they established is as follows:

*Maintain the small town, family atmosphere as the Town grows to be a more year-round active community. Invigorate the commercial zones and establish an income stream that isn't solely based upon "beach" revenue. Focus on always being a location where people want to raise their family, vacation, shop, dine and someday retire to.*

Mr. Peterson noted that any of the Planning Commission members can add on to the Strategic Plan.

Mr. Loppatto made a suggestion to establish a center piece goal to focus on, such as a massive re-development, noting that other comprehensive plans that he has seen are done this way.

Mr. Gaughan expressed that it is import to maintain the “classic” beach community. He continued that in terms of setting the tone in the Comp. Plan and in referring to the Vision Statement, there isn’t going to be a massive development in the next five (5) years.

Mr. Killmer reviewed the major future developments of Bethany Beach:

- 1.) Garfield Streetscape Utility Relocation Project
- 2.) Street lighting upgrade.
- 3.) Parking pay stations.
- 4.) Widening of sidewalks in the C-1 Downtown Commercial District.
- 5.) Neff / Church property development into a year round park, which will be a major project with concept plans in the process of being developed.

The Committee identified the key issues to highlight in the Comp. Plan:

- 1.) Garfield Streetscape Utility Project
- 2.) Overall upgrade on the quality of life (Neff /Church property as an example)
- 3.) Encourage year-round activities
- 4.) Developing a town wide system of pedestrian and bike safety

Mr. Killmer acknowledged that the Strategic Plan document is a great outline, and the next step is to categorize the action plans into short-term goals that are achievable goals and long-term goals that are more of on-going type that involve long term planning and identifiable and dedicated funding sources.

The Committee spent the balance of the meeting reviewing the Strategic Plan document and categorizing the action points into long-term (beyond 5 years) and short-term (within 5 years) achievable goals.

Mr. Gaughan asked Ms. Frederick, do the current Zoning Regulations impact density?

Ms. Frederick responded that the Zoning rules in the Code are currently very generous. Many property owners are building big houses that can hold multiple families.

### **Goal Statements and Recommendations Document (Killmer and Mink)**

Mr. Gaughan expressed his appreciation to Mr. Killmer and Ms. Mink for their efforts in gathering all of the goal statements and creating a document.

The Planning Commission members are going to review the document for revisions.

## **SUMMARIZE ACTION ITEMS FROM MARCH MEETING**

- A. Ms. Mink will send Mr. Killmer the electronic document of the updates that were created last year for the Comp. Plan.
- Ms. Mink sent Mr. Killmer the electronic document of the updates that were created last year for the Comp. Plan.
- B. The Planning Commission will develop concepts and ideas for the next five years for the Town. They begin by establishing a broad idea before creating detailed goals.
- C. Develop a Strategic Plan for the Town. Mr. Peterson is going to produce discussion points for the “Idea of Moving Ahead” documents and Mr. Killmer will gather data on what the other towns have done. Mr. Killmer advised Ms. Mink and Mr. Gaughan to send any ideas they may have to Mr. Peterson.
- The Planning Commission is going to develop a working document. Each member was assigned to an action point to develop on:

### **GROWTH ISSUES**

- Area wide growth plan/coordination-western area- **long-term goal**
- Density issues- **Susan Frederick, Building Inspector.**
- Maintenance and use of green space
- Flooding
- Out of town impacts/busing-in/associated costs

### **ACTIVITY ISSUES**

- Destination resort ideas- **John Gaughan**
- Family-based activity growth- **John Gaughan**
- Arts/cultural revenue- **Faith Denault**
- Green Energy Related Issues-**Fulton Loppatto**
- Improve canals and market use-bulk heading/kayak tours- **long-term goal**
- Fishing Pier-possible **long-term goal**

### **SAFETY ISSUES**

- Traffic/pedestrian/bike safety- **Kathleen Mink**
- Adequate parking issues- **Fulton Loppatto**

### **COMMERCIAL GROWTH ISSUES**

- Business leadership council- **Lew Killmer**
- Streetscape- **Lew Killmer**
- Neff/Church Property Development-**Lew Killmer**
- Upgrade business district- **Chuck Peterson**

### **EFFICIENCIES ISSUES**

- eGovernment-**Fulton Loppatto**

- D. Mr. Killmer is going to create a cover letter regarding input on the Comp. Plan, which will be distributed to the Chair Persons of each committee.
  - Mr. Killmer developed a cover letter and sent it to the Chair Person of each committee. He has not yet received any feedback.
  
- E. The soon to be hired part time summer intern is going to assist the Planning Commission in creating the five-year update of Bethany Beach's 2005 Comprehensive Plan. Mr. Killmer would like a draft document completed by January 2011, so that they can plan a presentation in the early spring.
  - All applications for the intern position had to be submitted by April 9<sup>th</sup>, so the new intern should be hired soon.

**ADJOURN**

Mr. Gaughan made a motion to adjourn the meeting. Mr. Peterson seconded the motion and it was unanimously approved.

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted:

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Lindsey Shallcross, Admin. Secretary