

**Town of Bethany Beach
Planning Commission Minutes
October 16, 2010**

The Bethany Beach Planning Commission held a meeting on Saturday, October 16, 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; John Gaughan; Fulton Loppatto; Mike Boswell; Chuck Peterson; and Faith Denault.

Also present: Susan Frederick, Building Inspector; Jeff Mascornick, Intern; Applicant for Land Partitioning, Charles Zonko; Council members, Margaret Young and Jerry Dorfman; former Planning Commission member Kathleen Mink; Patricia Titus, Coastal Point; Lindsey Shallcross, Administrative Secretary; other interested members of the public.

The meeting was called to order at 9:01 a.m.

OPENING OF MEETING

Approval of Agenda

Mr. Killmer made one amendment to the agenda: The removal of sub-section under New Business (A)(3): *Planning Commission Representative on the Design Review Committee*, since Ms. Denault's term on the Design Review Committee expires in 2011, not this year.

Mr. Loppatto made a motion to approve the agenda as amended. Mr. Gaughan seconded the motion and it was unanimously approved.

Discussion/Approval of the Planning Commission Minutes of September 25, 2010

Ms. Denault made a motion to approve the minutes dated September 25, 2010. Seconded by Mr. Gaughan, the motion was unanimously approved.

Announcements/Comments/Updates

Non-Residential Design Review Update (Killmer/Denault)

There was no meeting so there was no report.

Comments/Updates Regarding the September Town Council Meeting (Killmer)

- The Town Council meeting took place at its new time at 2:00 p.m. and will continue to do so on a trial basis for at least one year.
- Council approved an ordinance that makes all of the collected "house keeping" changes and revisions to the Bethany Beach Town Code.

- The members for all of the Town's Committees were appointed by the Mayor and approved by the Town Council.
- A contract submitted by Delmarva Paving, Inc. for FY 2011 Street Rehabilitation Project was approved.

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

Mr. Killmer welcomed Mr. Mike Boswell as a new member to the Planning Commission.

Mr. Boswell explained that he has been a fulltime resident in Bethany Beach since 2006. He is also on the Charter and Ordinance Review Committee and his wife is on the Budget and Finance Committee, and they both enjoy being involved with the Town. He added that he has a background in engineering.

NEW BUSINESS

Nominations and Elections

Chairperson for the 2010/2011 Term

Ms. Denault nominated Mr. Killmer as the Chairperson for the 2010/2011 Term. All members were in favor.

Vice Chairperson for the 2010/2011 Term

Ms. Denault nominated Mr. Loppatto as the Vice Chairperson for the 2010-2011 Term. All members were in favor.

Consider the Application for Land Partitioning filed by Charles and Bonnie Zonko for the property identified as Block 127, lots 9 and 11, 109 and 111 Ashwood Street in the R-1 Zoning District. Now known as 111 Ashwood Street, the property (s) currently has a house that straddles both lots. The applicants plan to remove the house thereby creating two single buildable lots.

Ms. Frederick introduced the application for a proposed land partitioning filed by Charles and Bonnie Zonko for property identified as Block 127, Lots 9 and 11, 109 and 111 Ashwood Street. Ms. Frederick noted that the application was properly advertised in the newspaper, on the Town Website, and posted in the five places around Town which are the Town Hall, the Town Bandstand, PNC Bank, the United States Post Office, and the South Coastal Library.

Ms. Frederick explained that the property is currently improved with a large single family dwelling, carport, shed, brick patio, walkways and concrete driveway runners. The applicant is proposing to remove all improvements and construct two new single family dwellings. Each lot will have the minimum frontage of forty (40) feet and will be five-thousand (5,000) square feet in size.

The Applicant, Mr. Charles Zonko, presented his application, stating that he is requesting to subdivide the property to two individual lots.

Mr. Killmer asked Ms. Frederick if all the conditions have been met to approve this application.

Ms. Frederick replied that all of the conditions have been met.

Mr. Gaughan made a motion to approve the Application for the Land Partitioning request filed by Charles and Bonnie Zonko for Block 127, Lots 9 and 11, Ashwood Street 109 and 111. Mr. Loppatto seconded the motion and it was unanimously approved.

Mr. Loppatto made a suggestion to the applicant to consider putting the two driveways in the middle of the front yard so that there is enough space for neighbors and other residents. He explained that it was a concern that parking spaces would be eliminated with the building of new houses.

(The Planning Commissioners signed the required number of copies of the approved Application for Land Partitioning after the meeting.)

OLD BUSINESS

Review First Draft of the 2010 Comprehensive Plan for Bethany Beach

Mr. Killmer stated that the Planning Commission reviewed the first draft that Mr. Mascornick submitted.

Mr. Loppatto explained that since he reviewed the City of Rehoboth Beach Comprehensive Plan, he has five (5) recommendations to include in the Town of Bethany Beach Comp. Plan. The recommendations are as follows:

- 1.) Six-page Executive Summary
- 2.) Section titled “Visions”, which would highlight the vision of the Town’s future.
- 3.) “Impacts from Surrounding Areas” Section
- 4.) Web-enabled presentation or Power Point on the Town website that highlights the Comp. Plan. Mr. Killmer noted that there will be a presentation for the public that will probably be a Power Point presentation.
- 5.) More visuals/photographs

Mr. Killmer advised that adding an “Executive Summary” section and more visuals throughout the Comp. Plan would be beneficial. He added that the “Impact of Surrounding Towns” segment could be included in a specific section of the Comp. Plan, noting that the information must be written so that it only reports the settings, without being interpreted as being judgmental or directive toward those communities.

Mr. Killmer acknowledged that Mr. Mascornick made a suggestion to re-organize the Comp. Plan so that it in the future it will be more easily referenced with all similar subject matter grouped together rather than being distributed throughout the entire Plan like it currently is in the 2005 Comprehensive Plan.

Ms. Mink asked Mr. Mascornick if the 2009 Census was available when he was updating the statistics. Mr. Mascornick explained that the 2009 Census is not yet available.

Mr. Killmer mentioned that there is an annual update of the Comp. Plan and that the Town or Mr. Mascornick can update the tables when they are available to the public.

Mr. Killmer added that various sections of the 2005 Comp. Plan that need to be updated by various Town Department heads has been sent to each department by the Town Manager's Office to collect their input and he will send them on to Mr. Mascornick when the information is received.

Mr. Gaughan expressed his appreciation to Mr. Killmer for taking time to go through his comments on the Comp. Plan. He looks forward to beginning the re-organization process and he feels that the Commission is making good process.

"The Town's Forever Lost But Not Forgotten Heritage" Document

The Commission reviewed "The Town's Lost But Not Forgotten Heritage" document that was drafted by Mrs. Margaret Young.

Mr. Killmer acknowledged great appreciation to Mrs. Young for creating this document and revising the original document.

Mr. Killmer noted that the Commissioners agreed during the September meeting that this section will help to enhance the Comp. Plan and that it should be included.

Possible Status Reports of Individual Planning Commission Members Regarding Strategic Plan Assignments

Mr. Mascornick stated that he will re-organize and complete the second draft of the Comp. Plan by next week. He added that he was waiting for this meeting to identify all of the corrections and additions from the Commissions.

Mr. Killmer asked if any members had a chance to review the Code for changes to incorporate into the Comp. Plan.

Ms. Denault commented that while she was reviewing Ms. Mink's draft, she realized that there are more questions than comments noted throughout it.

Mr. Mascornick replied that he will make changes to where there are noted suggestions or questions throughout the Comp. Plan. If he is unable to obtain the needed information, he will add a noted comment.

The Commission discussed how the Town can provide necessary services for the demographic population and housing for all individuals with various amounts of income.

Mr. Loppatto noted that this issue is clearly stated in the Comp. Plan, but there is currently no action plan.

Mr. Killmer explained that if issues are presented in the Comp. Plan, the State Agency may make a suggestion to include goals that are achievable.

Mr. Gaughan stated that a section in the Comp. Plan addresses educational institutions. There are no educational institutions located in the Town of Bethany Beach, although it does mention a high school in a nearby location. He questioned if there are any other schools in surrounding areas that need to be included.

Mr. Peterson suggested adding text which explains that there are private schools in the area.

SUMMARY OF ACTION ITEMS

- A. Mr. Loppatto is going to draft a section on housing divisions for the Comp. Plan.
- B. Mr. Mascornick will have the second draft of the Comp. Plan incorporated and re-organized by next week.
- C. The Commission will begin to establish an Executive Summary and visuals to incorporate in the Comp. Plan.
- D. Mr. Killmer will most likely send the final draft to the Town Council to review within the next couple of months, and comments can be included from the public hearings.
- E. Between now and the next meeting, the Commissioners are going to send Mr. Killmer a list of conflicting dates for Planning Commission meetings during December, January, and February in able to schedule convenient times to hold the meetings.

ADJOURN

Mr. Gaughan made a motion to adjourn the meeting. Seconded by Ms. Denault, the motion was approved.

The meeting was adjourned at 10:14 a.m.

Respectfully Submitted:

Lindsey Shallcross, Admin. Secretary