

**Town of Fenwick Island
Minutes of the Planning Commission Meeting
Tuesday, May 17, 2016**

Present: Chair, Winnie Lewis, Nancy Kushela, Richard Mais, Steve Carey, Jack Smith, Faye Horner, Amy Mendelson (AECOM), Linda Poole, Town Clerk

Absent: Lois Twilley

Public: Pat Schuchman, Diane Tingle, Vicki Carmean

Minutes:

Minutes approved for the April 12, 2016 meeting.

For Discussion and Possible Action:

The following is a recap from the Planning Commission's Comprehensive Plan Work Sessions discussion provided from AECOM:

The following is a list of items that need to be revised for the Comprehensive Plan update:

General – Revisions to be made throughout Plan

- Revise numbers using 2010 US Census data or 2010-2014 American Community Survey 5-Year Estimates (if needed)
- Delete references to being built-out by 2013
- Language regarding Seal Island will need to be revised
- Review Issues/Goals/Objectives for each section to see what has been completed / no longer applies, and make sure items listed reflect any new Town standards
- Review maps - may need updates; Need new aerial
- Review pictures in Plan - may need to update

Section 1 Introduction

- Update based on revisions made to entire Plan

Section 2 Planning Process

- Majority of Section 2 will need to be rewritten to describe the planning process for this update – Planning Commission Work Session discussions, any public workshops (to be held during the summer) and Town Council approval process
- Include summary of extensive planning process completed for 2007 Comp Plan update

Section 3 Municipal Development Strategy

3.1 Demographics and Population

- Revise to update Census data; Verify demographics data with Town
- Revise population projections based on new data
- Look into including count of people that visit the beach during the summer months

3.2 Housing

- Revise to update Census data; Verify housing data with Town
- Revise section to reflect new Town standards (building height and residential above commercial)
- Remove built-out reference

3.3 Land Use and Annexation

- Revise to update Census data; Verify vacancy counts with Town
- Under Existing Land Use revise to include 2 parks and 1 church
- The Town would still like to see the Seal Island restored
- Development on Route 54 is a concern and should be addressed in Plan
- Check reference of County's 2003 Plan

3.4 Redevelopment

- Keep reference to Lighthouse
- Revise section to reflect Town Code updates

3.5 Infrastructure

- Revise wording for *Town Governance* Section
- General updates to *Community Services* subsections
- Update information on Public Works Department, Police Building
- Include information addressed in Pre PLUS review
- Add section for Community Events/Enhancements to *Recommendations*

3.6 Community Character – Built Environment

- Include 32 ft. building height (freeboard) to *Residential Architectural Character* section
- Revise/rewrite *Commercial Architectural Character* section

3.7 Community Character - Natural Environment

- Updates to *Beach* section – beach replenishment
- Include to *Flood Plain and Storm Threats* section information on Sandy and sea level rise
- Revise Seal Island language
- Add sea level rise as new section or to *Natural Environment Summary*; Discuss Sea Level Rise Study completed by the Town

Section 4 Implementation

4.1 Implementation Strategy

- Intro is still applicable
- Delete references to Commercial Liaison Committee and Parks, Recreation and Beautification Committee
- Add Section on Accomplishments - List of Accomplishments Attached
- Recommendations Summary Revisions - Attached

4.2 Intergovernmental Coordination

- Section still applicable

Add to Section 4.1 – List of Accomplishments

From Comprehensive Plan

- Influence peak seasonal population through limits on occupants per bedroom for rental properties (1.4); Maximum overnight occupancy is 12 people - Code Section 100-9 A(10)
- Explore methods of providing employee-occupied rental units on commercial properties and/or participate in a regional attainable housing program (2.6); Expanded number of apartments over commercial buildings – Code Section 160-7
- Create a Cultural Resource and Historic Commission (2.7)
- Identify funding sources to acquire, improve and maintain new recreational amenities (5.8); Remain as an On-Going recommendation, but note the Town has made improvements to the Park and added a second Park
- Support the Recycling Committee’s efforts in considering the expansion of the existing recycling program (5.12)
- Develop a comprehensive signage program that draws upon and reinforces town history (6.2); Remain as a Long Term recommendation, but note the Town is putting up new signage along Route 1 to enhance gateway and provide a sense of arrival in Town of Fenwick Island
- Ensure that houses are reasonably sized (6.3); Remain as a Long Term recommendation, but note Code revision to maximum floor area ratio of 70% and maximum floor area of 7,500 SF - Code 160-4(6)
- Develop additional standards for site development (6.4); Remain as an On-Going recommendation, but note Code revisions regarding building height

From Comprehensive Plan Annual Reports

- Charter and Ordinance Committee continue to review charter and code for updating where needed
- Made Park improvements – replacing equipment and adding sidewalks to Fenwick Island Community Park; Added a second Park with an ADA kayak launch
- Added a 5 FT sidewalk along Route 1 in front of Town Hall
- Received two DNREC grants to work to improve water quality through stormwater management techniques
- Completed a stormwater infrastructure inventory and is considering adding upgrades to stormwater infrastructure when developing capital improvements budget
- Town is discussing requiring vegetative stormwater buffers during new construction

- The Town now mandates ADA compliant sidewalks for new construction and substantial renovations (50% or more) within the Commercial District to improve walkability and safety - Code Section 160-5 (F)
- Adopted a revised Chapter 88 Floodplain Ordinance

Section 4 Implementation, 4.1 Implementation Strategy
Recommendations Summary Revisions

1.0 Demographics

- 1.1, 1.3, 1.5 & 1.6 – No Revisions Needed
- 1.2 – Revise Timeframe to On-Going (IO)
- 1.4 – Completed; Move to Accomplishments

2.0 Housing

- 2.1 through 2.5 - No Revisions Needed
- 2.6 – Completed; Move to Accomplishments
- 2.7 – Completed; Move to Accomplishments

3.0 Land Use and Annexation

- 3.1 through 3.3 – No Revisions Needed

4.0 Redevelopment

- 4.1 – Revise to Long Term (LT); Add Business Development Committee
- 4.2 – Revise to Long Term (LT)
- 4.3 – Revise to Long Term (LT)
- 4.4 through 4.6 & 4.8 – No Revisions Needed
- 4.7 – Revise to Long Term (LT)
- 4.9 – Revise to Long Term (LT)

5.0 Infrastructure

- 5.1 through 5.5, 5.7 & 5.11 – No Revisions Needed
- 5.6 – Revise to On-Going (IO)
- 5.8 – Revise to On-Going (IO); Under Accomplishment include improvements to Park
- 5.9 – Revise to On-Going (IO)
- 5.10 – Revise to On-Going (IO)
- 5.12 – Completed; Move to Accomplishments
- 5.13 – Revise to On-Going (IO)

6.0 Community Character – Built Environment

- 6.1 – Revise to On-Going (IO)
- 6.2 – No Revisions Needed; Under Accomplishments include new gateway signage
- 6.3 – Revise to Long Term (LT); Under Accomplishments include maximum house size (7500 SF)
- 6.4 – Revise to On-Going (IO); Include drainage requirements; Under Accomplishments include building height

7.0 Community Character – Natural Environment

□ 7.1through 7.4 – No Revisions Needed

NOTES

*Delete references to *Commercial Liaison Committee* and *Parks, Recreation and Beautification Committee*

***Organized by Timeframe* lists will be revised according to revisions listed above

Next meeting TBD

Motion made to adjourn – Richard Mais

Second: Steve Carey

Vote: (6-0)

Meeting adjourned 3:35 p.m.