



# The Town of Fenwick Island

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## **AD HOC COMMERCIAL DISTRICT PLANNING MEETING JULY 17, 2019 AT 2:00 PM**

### **MINUTES**

#### In Attendance

Richard Mais, Winnie Lewis, Reid Tingle, Bill Weistling

#### Absent

Faye Horner

#### Also in Attendance

Jeff Schoellkopf (The Design Group), Terry Tieman, Pat Schuchman, Linda Martin

Richard called the meeting to order at 2:00 PM.

#### Approval of Minutes

A motion was made by Reid, seconded by Bill, to approve the minutes from the June 18, 2019 meeting. The motion passed unanimously.

#### Discussion

Jeff noted that since the last meeting, he has met with the Fire Marshal about the access they require around buildings and also about the required sprinkler systems. The Fire Marshal confirmed that the code states 25% is required for access around the buildings.

Jeff questioned if Janelle from Sussex County should be contacted. Terry replied that the County does do a plan review with a concept, preliminary and then a final review. Along with the County, a planner and engineer are involved as well as DeIDOT.

Reid questioned if sidewalks should be addressed in the guidelines. Jeff confirmed that he will list sidewalks under streetscapes. Bill added that in regards to sidewalks, signage should be considered also, in particular with older buildings where signs overlap the proposed sidewalks. An ordinance needs to be written stating where signs should be placed either from the setback line or the property line. Pat noted that for signs more than 30 sq. ft., the sign needs to be placed 25' from the property line and for signs 30 sq. ft. or less, they need to be placed 10' from the property line.

Jeff presented the first draft of the design guidelines. He noted that the guidelines are what is encouraged and not necessarily required.

Design Objectives: objectives listed for cohesiveness. Jeff suggested that they could be combined with the previous goals (objectives) listed on the summary page of the guidelines.

Building Character: theme of a "Seaside Cottage" or "Nautical" is preferable. The character of the Town should be compatible with adjacent properties.

Streetscapes: in particular, guidelines for parking lot design (placement of parking lots in the front, side, or back).

Building Form: structure guidelines (width/height), setbacks, mechanical equipment screening, climate considerations (energy efficient outdoor spaces), lighting, and ventilation.

Roofs: guidelines for height, design, and dormers.

Facades: guidelines for front of building design, finishing the back of buildings, foundations, siding material & trim, encouraging the use of porches, awnings, and encouraging the use of primary colors.

Landscaping: Jeff suggested using Ocean City's landscaping ordinance, particularly with parking lot landscaping.

Flood Elevation: the existing freeboard ordinance has been incorporated into the guidelines.

Accessibility: guidelines for ADA and shared access standards.

Parking: guidelines encouraging side and rear parking, if possible.

Lighting: guidelines encouraging the use of exterior lighting.

Fencing and Screening: guidelines on the materials to be used and the height of the screening.

Service and Utility: guidelines as to solid waste and loading zones (preferably in the rear of the building).

Signage: guidelines encouraging signs that are not too flat or too plain.

Public Art: projects and landscaping guidelines, with the Bethany Beach totem pole as an example.

Bill noted that the guidelines did not discuss mixed usage and suggested sketches be included in the guidelines for future development. Richard added that mixed usage was discussed in the Comprehensive Plan for affordable housing, with a business on the 1<sup>st</sup> floor and possible residential units on the 2<sup>nd</sup> floor.

#### Public Comments

Amy Kyle commented that most want to see a vibrant and vital business environment, but the Town needs to consider the impact to residential properties. As for separating the goals, which were mentioned at the beginning of the meeting, Amy feels that both levels of goals should be kept as is instead of combining them. Streetscapes are important, but she suggested that it be renamed "Streetscapes & Safety" to include seniors as well. She added that the mechanicals on the roof are still not defined and feels the Town should still receive input from an engineer for to the noise from the mechanicals on the roof. Also, the design guidelines for ADA access is important.

Nadia Butler thanked the Committee for letting the audience participate during the meeting.

Gail Warburton commented that vehicles backing down side streets is an impact as well as a safety issue. She added that she feels the Village of Fenwick is booming with business.

Tim Collins commented that he feels the main issues are streetscapes, landscapes, and lighting. He added that the town needs to start looking like a town.

Next Meeting

Jeff noted that at the next meeting zoning ordinance changes and issues on height (particularly with sloped roofs), setbacks for porches, mixed usage, size of parking spaces, and landscaping of parking lots will be discussed.

The next meeting will be held on August 14, 2019 at 2:00 PM.

Adjournment

A motion was made by Bill, seconded by Reid, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 4:05 PM.