MINUTES
Town Commissioners Meeting, and Public Hearing
Town Commissioners Meeting to convene at 9:00 A.M.
Public Hearing to convene at 9:30 A.M.
at the Life Saving Station
#1 Dagsworthy Avenue
Dewey Beach, DE. 19971
Saturday, January 9, 2016

Convene Town Commissioners Meeting 9:00A.M. Town Commissioners Meeting convened at 9:00A.M.

Opening Ceremonies/Pledge/Moment of Silence/Roll Call. Mayor Hanson Present: Town Manager Marc Appelbaum, Town Solicitor Fred Townsend, Mayor Hanson, Commissioner Riordan, Commissioner Cooke, Commissioner Dunmyer, Commissioner Mauler (arrived during the Public Hearing).

Adoption of Agenda Motion to adopt the agenda by Commissioner Dunmyer. Seconded by Commissioner Cooke. The vote carried unanimously

Approval of December 12, 2015 Town Commissioner Meeting Minutes Motion by Commissioner Riordan to approve the December 15, 2015 Town Commissioner Meeting minutes. Seconded by Commissioner Cooke. The vote carried unanimously

Announcements and Updates:

- **Trash and Recycling Update. Mayor Hanson** Update by Mayor Hanson

Convene Public Hearing (at 9:30A.M.). Mayor Hanson, (15 minutes*):

1. Public Hearing on an Ordinance to amend Chapter 1, General Provisions, and Chapter 185, Zoning, to amend various Definitions in Chapter 1, Article III, Definitions; to amend Chapter 185 to incorporate therein definitions previously included in Chapter 1 Section 1-16, Definitions. Public Hearing opened. Comment by: Steve Judge and Bill Lower

Close Public Hearing Public Hearing closed

Regular Agenda:

1. Discuss and possibly vote:

a. Discuss and possibly vote on an Ordinance to amend Chapter 1, General Provisions, and Chapter 185, Zoning, to amend various Definitions in Chapter 1, Article 111, Definitions; to amend Chapter 185 to incorporate therein definitions previously included in Chapter 1 Section 1-16, Definitions. **Town Manager, (10 minutes*)** Motion by Commissioner Cooke to amend Chapter 1, General Provisions, and Chapter 185, Zoning, to amend various Definitions in Chapter 1, Article III, Definitions; to amend Chapter 185 to incorporate therein definitions previously included in Chapter 1 Section 1-16, Definitions, and to refer the definitions of: "Half-Story", "Story", "Knee Wall", "Major Street or Highway", and "Bar" back to the Planning Commission for further detailed review. Seconded by Commissioner Riordan
The vote carried unanimously.

b. (1)Motion to reconsider Ordinance 718 amending Chapter 101-11 of the Town Code concerning elevation, flood proofing and construction standards applicable within general floodplain area for the purpose of reconsidering its effective date provision. Motion by Commissioner Riordan to reconsider Ordinance 718 amending Chapter 101-11 of the Town Code concerning elevation, flood proofing and construction standards applicable within general floodplain area for the purpose of reconsidering its effective date provision for the purpose of making it effective immediately upon its adoption. Seconded by Commissioner Cooke. The vote carried unanimously.

(2) Discuss and possibly vote to amend Ordinance 718 by striking the referendum requirement contained therein and thereby making it effective upon its adoption. **Town Manager, (10 minutes*)** Motion by Commissioner Cooke to amend Ordinance 718 by striking the referendum requirement contained therein and thereby making it effective upon its adoption. Seconded by Commissioner Dunmyer. The vote carried unanimously.

c. Discuss and possibly vote to approve an allocation of funds for the parking redesign of Van Dyke Avenue. **Town Manager, (10 minutes*)** Motion by Commissioner Riordan to adopt the parking layout plan under the contingency that a signed plan including lighting and landscaping is received from Chris Fazio, and the plan will go back to Town Commissioners for (re)approval if the funding amount is more than 20% of the current quote ($39, 183.54). Seconded by Commissioner Cooke. The vote carried unanimously

2. Updates and input concerning the PRIORITIES AND ACTION PLAN[1] list of items targeted for consideration and possible vote at the February meeting:

a. Discuss, update, and get direction on possible revisions to Residential Rental Licenses.

- Occupancy
- Online Rentals
- Inspections

Town Manager, (10 minutes*) Update by Town Manager, Marc Appelbaum. A consensus among Commissioners was made for routine inspections to be done on residential rentals, to eliminate an age requirement for occupancy regulations, and for sublets to be required to have a separate residential rental license. An update with the possibility to vote will be made at the February 13, 2016 Town Meeting.

b. Discuss, update, and get direction on possible revisions to Business Licenses applications.

- Network Transportation Providers
- One day Business License for trades and services

Town Manager, (10 minutes) Update by Town Manager, Marc Appelbaum. A consensus among Commissioners was made for Network Transportation Providers to be required to obtain a business license before doing business in Dewey Beach. An update with the possibility to vote will be made at the February 13, 2016 Town Meeting

c. Discuss, update, and get direction on possible revisions to Building Permits.

- Better define when Building Permits are required. Maintenance vs. Construction
- When is a survey required?
- When is a Certificate of Occupancy required?
- When is a Certificate of Compliance required?
- Fee structure

- Consider 185-82 when it comes to fees for professional review to include flood level management **Town Manager, (10 minutes*)** Update by Town Manager, Marc Appelbaum. A consensus among Commissioners was made to determine when a survey, Certificate of Occupancy, Certificate of Compliance is required. Town Manager will move forward with the direction given from this conversation. An update with the possibility to vote will be made at the February 13, 2015 Town Meeting.

d. Town Space.

- Consider demolition of one or both buildings prior to summer 2016
- Consider leasing one of the spaces for summer 2016
- Obtain input from employees, Commissioners and the public
  Town Manager, (10 minutes*) Update by Town Manager, Marc Appelbaum. A consensus among Commissioners was made for Town Manager Marc Appelbaum to move forward with getting an estimate to demolish 1503 Coastal Highway (formerly Seasons Pizza). An update with the possibility to vote will be made at the February 13, 2015 Town Meeting.

e. Police Review. **Mayor Hanson and Commissioner Cooke, (10 minutes*)** Update by Commissioner Cooke with discussion among Commissioners.

f. Town Manager contract. **Commissioner Cooke, (5 minutes*)** Update by Commissioner Cooke

3. **Brief updates on PRIORITIES AND ACTION PLAN[1] items, (30 minutes*):**

a. F.A.R. in the N.R. district Update by Town Manager, Marc Appelbaum

b. H. R. Director. Update by Town Manager, Marc Appelbaum

c. Parking. Update by Town Manager, Marc Appelbaum

d. Conditional Use Process. Update by Town Manager, Marc Appelbaum

e. New Owners Packet. Update by Town Manager, Marc Appelbaum

f. Parking, Driveway Entrances and Public Right of Way. Update by Town Manager, Marc Appelbaum

g. Sign and Display. Update by Commissioner Riordan

h. Town Infrastructure. Update by Commissioner Mauler

i. Town Meeting. Update by Commissioner Dunmyer. Motion to extend the Town Meeting by 10 minutes by Commissioner Dunmyer. Seconded by Commissioner Cooke. The vote carried unanimously

j. Comprehensive Development Plan. Update by Mayor Hanson

k. Committees and Boards. Update by Mayor Hanson

4. Public Comments Public Comment by: Beverly Corelle, Bill Lower

5. **Reports, (15 minutes*)**
    a. Police Report given by Lieutenant Hocker
    b. Finance Report given by Town Manager, Marc Appelbaum
    c. Town Manager Report given by Town Manager, Marc Appelbaum
    d. Building Official Paper Building Report provided
    e. Town Attorney No report

6. **Commissioners Comments**
    a. Commissioner Dale Cooke Comments
    b. Commissioner Mike Dunmyer Comments
    c. Commissioner Gary Mauler Comments
    d. Commissioner Courtney Riordan Comments
    e. Mayor Hanson No comments

7. **Adjourn Town Commissioners Meeting** Motion by Commissioner Cooke to adjourn Town Commissioners Meeting. Seconded by Commissioner Riordan. The vote carried unanimously.

*Prescribed time allocations are for planning purposes only and may not be relied upon to predict the start time of consideration of subsequent agenda items.

[1] The PRIORITIES AND ACTION PLAN items were derived from the November 13, 2015 Town Commissioners Meeting. Please see 'Supporting Documents' for details.