MINUTES
Planning and Zoning and Town Commissioners Meeting
At the Dewey Beach Life Saving Station
#1 Dageworthy Avenue, Dewey Beach, DE 19971
Friday, May 12, 2017
6:30 P.M.

Convene Town Commissioners Meeting 6:00 P.M.

Opening Ceremonies/ Pledge/ Moment of Silence/ Roll Call Audio Recording Mark (ARM): - Present: Commissioner Riordan, Commissioner Persinger, Commissioner Hanson, Town Manager Marc Appelbaum. Absent: Commissioner Dunmyer, Town Solicitor Fred Townsend. Present Planning Commission Members: Jimmy O’Conor, Mike Harmer, Marty Seitz, Jim Bilicki, Jim Dedes.

Adoption of Agenda

1. General discussion with Planning and Zoning Committee Members, Town Manager, and Town Commissioners to discuss;

   A. Discuss the Conditional Use process to include; ARM: - Discussion began
      • Application and the process to schedule a hearing
      • Process to establish any fees associated with application and review
      • One year look back and ability to relax certain restrictions

   B. Discuss the Building Permit process to include;
      • Repairs vs. Construction
      • When will a survey be required
      • What is the process to assess fees per section 185-82 of the code
      • What is the process to close out the building permit

   Consensus for the Planning Commission to design a draft Conditional Use checklist to forward to Town Commissioners for final approval. Planning Commission will schedule a meeting in July.

   C. Review recommendations from P and Z to amend ordinance regarding non-conforming properties in a flood zone Consensus for Commissioner Riordan and Commissioner Persinger to meet with members of the Planning Commission to further discuss non-conforming properties in a flood zone.

   D. What is the process to engage an attorney to attend the meetings Consensus for Planning Commission to use the Town Solicitor to attend meetings when appropriate unless there is a conflict of interest.

2. General discussion with Commissioners and Town Manager to discuss next steps regarding Comprehensive Development Plan ARM: - Consensus for the Comprehensive Development Plan to be complete by May 2018. Marc Appelbaum will work with Chris Fazio to put together a one year timeline.

   A. Review draft Comp Plan as recommended by the Comp Plan Working Group
      • Review executive letter from chairperson
      • Discuss Working Group comments

   B. Discuss “force of law” in Section 702, Title 22 of the Code of the State of Delaware. What is its practical meaning and obligation?

   C. Are there additional areas of focus that we may want to include in the Comp Plan?

   D. Discuss referral to P and Z with guidance that may include, timing, Town Planner and attorney roles, key areas of focus, etc.
• Will there be a need for any other entity in reviewing non-zoning matters?

3. Adjourn Meeting ARM: - Motion to adjourn by Commissioner Hanson. Seconded by Commissioner Riordan. The vote carried unanimously.