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Meeting Minutes
Town of Dewey Beach Planning Commission Meeting
Meeting Date: February 7, 2015

Purpose. To hold PUBLIC HEARINGS, Planning Commissioner deliberations and possible amendments and/or votes for recommendations to the Town Commissioners on draft ordinances 1) amending Chapter 185, Zoning, to authorize the Board of Adjustment to hear and grant variances from the Town’s Flood Damage Reduction requirements (Chapter 101 of Town Code) and Chapter 80, Civil Violations, to establish a schedule of violations and fines related to said Flood Damage Reduction requirements; 2) amending Chapter 1, General Provisions, Article III, Definitions, to update the definitions therein, including definitions for “half story” and “story”, and incorporate therein definitions included in other chapters of Town Code, including Chapter 101 Section 101-2, Definitions, and Chapter 185 Section 185-27, Definitions, and amending Chapter 185, Zoning, to incorporate zoning requirements previously contained in Chapter 1 section 1-16, Definitions; Discussions and possible vote on recommendations to the Town Commissioners regarding a timeline for the 2017 Comprehensive Development Plan review and update and recommendations from the Planning Commission to the Comp Plan Working Group regarding zoning in the Neighborhood Residential zoning district; 2015 Organizational Meeting including votes for the 2015 Chair and Vice Chair/Secretary.

Chair’s Meeting Summary and Comments.

1. After a duly noticed public hearing the Planning Commission voted to approve an ordinance for recommendation to the Town Commissioners to amend Chapter 185 Zoning, to authorize the Board of Adjustment to hear and grant variances from the requirements of Chapter 101 Flood Damage Reduction, and to amend Chapter 80 Civil Offenses, to establish a schedule of violations and fines related to violations of the requirements in Chapter 101.
2. After a duly noticed public hearing the Planning Commission voted to approve an ordinance for recommendation to the Town Commissioners to amend Chapter 1 (General Provisions) Article III Definitions, and to amend Chapter 185 Zoning, to relocate therein those zoning requirements previously enumerated in Chapter 1 under Section 1-16 Definitions.
3. The Planning Commission reached consensus to defer any re-zoning of the Neighborhood Residential (NR) zoning district to the Comprehensive Development Plan Working Group as this group undertakes a comprehensive review and amendment of all zoning requirements in all zoning districts. The Planning Commission voted on language for its recommendations to said Comp Plan Working group.
4. The Planning Commission discussed and voted to approve a recommended timeline and set of milestones to guide and direct the empanelment and efforts of the 2017 Comprehensive Development Plan Working Group.
5. The Planning Commission reached a consensus to elect new officers until after both vacancies are filled, and to have Vice Chair Paraskewich step up in the interim to the position of Acting Chair.

Opening. The meeting was called to order by Chair David King (10:00 am), followed by the Pledge of Allegiance and roll call. A quorum of Planning Commission members was present: Jim Dedes, Don Gritti, Mike Harmer, and Mike Paraskewich. Also in attendance was Chris Flood; the proceedings of the meeting were recorded (audio only) and will be posted on the Town Website under this meeting event.

Prior meeting minutes. Following a motion and second, the draft minutes from the Commission’s January 17, 2015 meeting were approved by unanimous voice vote.

1 Regular Agenda

- 2 1. PUBLIC HEARING (10:05 AM) on a draft ordinance to amend Chapter 185, Zoning, to authorize
3 the Board of Adjustment to grant variances from flood damage reduction requirements in Chapter
4 101, Flood Damage Reduction, of the code of the Town of Dewey Beach; to amend Chapter 80, Civil
5 Offenses, to provide a schedule of violations and fines for violations to zoning and flood damage
6 reduction requirements; and providing for severability, proper formatting, and establishment of an
7 effective date.

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9 There was no public comment and the public hearing was closed.

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12 2. Planning Commission Discussion and possible vote (10:05 AM) on the above draft ordinance.

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14 Discussion centered on the fine listed in the draft ordinance for Chapter 101 violations (with a
15 resulting change in the proposed fine to \$100, from \$25, to better approximate the cost to the Town of
16 issuing and processing any violation. Chair King noted that the BOA Chair Len Read had reviewed
17 the proposed language regarding the Board of Adjustment and was okay with it. Following a proper
18 motion and second, the draft ordinance was approved with an increase in proposed fine to \$100 by
19 unanimous voice vote.

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22 3. PUBLIC HEARING (10:10 am) on a draft ordinance to amend Chapter 1, General Provisions,
23 Article III, Definitions, Sections 1-15, General Rules of Construction, and 1-16, Definitions; to
24 amend Chapter 185, Zoning, to incorporate zoning requirements therein which are currently
25 contained in Chapter 1, Definitions; and providing for severability, proper formatting, and
26 establishment of an effective date.

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28 There was no public comment and the public hearing was closed.

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31 4. Planning Commission Discussion and possible vote (10:11 AM) on the above draft ordinance.

32 Discussion centered on several minor changes to the proposed draft ordinance, and there was
33 consensus to:

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 - Change the morning hour of operation for eateries to 6:00 am from 5:30 am;
 - Limit filling stations to a single tow truck stored on site;
 - Replace the definitions of “dune line” and “wetlands” with those provided by Vice Chair
38 Paraskewich

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40 Following a proper motion and second, the amended ordinance was approved by unanimous voice
41 vote.

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44 5. Planning Commission discussions on a draft report on Neighborhood Residential (NR) district
45 zoning requirements (10:38 AM). There was a consensus of support for the draft report and on a
46 few minor administrative (e.g., typo, missing word(s)) and clarifying amendments.

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48 Following a proper motion and second, the amended ordinance was approved for transmission to the
49 Town Manager, Town Commissioners and 2017 Comp Plan Working Group by unanimous voice
50 vote.

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- 1 6. Planning Commission discussions on a draft timeline and set of milestones for the empanelment
2 of a working group and efforts on the 2017 Comprehensive Development Plan (10:46 AM).
3 There was Commissioner consensus on the draft prepared for discussion at this meeting with minor
4 amendments (added as comments) to emphasize the need to adhere to the proposed timeline – to
5 ensure that those phases of the Comp Plan development process requiring public input would be
6 scheduled during those period of time when the public would actually be available (i.e., avoid making
7 critical decisions in “the dead of winter”).
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9 Following a proper motion and second, the ordinance so amended was approved for transmission to
10 the Town Manager and Town Commissioners by unanimous voice vote.
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13 7. 2015 Organizational Meeting. Discuss and vote on new officers, including Chair, Vice Chair
14 and Secretary (10:52 AM). After extensive discussion about roles and responsibilities, including
15 Town support of Commission activities and possible names of people to approach for nomination to
16 the Planning Commission, there was consensus to leave the status quo for the time being until the
17 Commission was fully staffed again. In the meantime Vice Chair Paraskewich will take on the role of
18 Acting Chair.
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21 Closing (11:15 PM)
22 There were no further comments from the Public or Commission members, the next meeting will
23 be Saturday February 28, 2015 at 10:00 AM. There was a motion and second to adjourn, which
24 was passed by unanimous voice vote (11:18 AM).