SCOPE OF SERVICES / CHANGES:

- **Scope of Service**
  - Staff/KCI Team Kick-Off Meeting #1-COMPLETED (7/27/2016)
  - Staff/KCI Team Meeting #2-COMPLETED (8/12/2016)
  - Kick-Off Meeting #3 (Joint PZ/Council)-COMPLETED (8/24/2016)
  - Outreach & Survey Launch Event #4-COMPLETED (9/1/2016)
  - Staff/KCI Team Meeting #5-COMPLETED (11/14/2016)
  - Planning & Zoning Presentation Meeting #6-COMPLETED (11/16/2016)
  - Planning & Zoning Presentation Meeting #7
  - Staff/KCI Team Meeting #8
  - Draft Document Presentation #9 (Joint PZ/Council)
  - PLUS Document Review Meeting #10
  - Public Hearing #11 (Joint PZ/Council)
  - Final Adoption #12 (Joint PZ/Council)

- **Scope of Service Changes (approval date)**
  - NBBF Grant-DDD Launch Campaign (10/20/2016)
    - Field Inventory & create data base of all parcels (zoning, ELU, & Existing FLU) COMPLETED
  - Targeted Outreach (3/19/2017)
    - Draft Presentation/Dry Run COMPLETED (4/5/2017)
    - Targeted Outreach COMPLETED (2 events on 4/22/2017)
  - NBBF Grant-Task 1 Downtown Regulations (4/14/2017)
    - Review Zoning to reclassify and condense (underway)
  - Additional On Call Meetings
    - Comp Plan Results Meeting (KCI & Staff) (11/29/2016)
    - Town Council Presentation (duplication of PZ Meeting #6) (1/11/2017)
    - Town Council & Planning Commission Key Issues Workshop (1/31/2017)
    - Prepare Comp Plan update addressing Commission concerns (9/20/2017)
    - Planning Commission Update meeting (9/20/2017 lack of quorum-rescheduled for 10/18/2017)
    - Land Use Meeting with Town Attorney (scheduled for 10/9/2017)

PLAN UPDATE ITEMS:

- **Data Sources**
  - Mapping Municipal Boundary / DE Office of State Planning Coordination / 2013
  - Mapping Street Centerlines / Sussex County (corrected per Town) / 2016
  - Mapping Aerial / ESRI / 2016
  - Mapping Parcel Boundaries / Sussex County / 2016
  - Mapping Tax Ditches / DNREC Division of Watershed Stewardship / 2016
  - Mapping Excellent Recharge Areas / DNREC / 2014
  - Mapping Well Head Protection Areas / DNREC / 2014
• Public Input
  o Public Outreach initiatives (events & survey) prior to the document creation were completed as stated in the approved scope of services.
  o Each Planning Commission and Town Council Meeting is open to the public.
  o The next opportunity for Public Input would be the draft document which will be presented at a Public Meeting after the Commission has provided their recommendations in the draft document.
• **Historic District & Permitted Uses**
  o It was stated the Historic District would be removed and placed into another zoning district with the appropriate permitted uses.

• **Information Contained in Comp Plan**
  o Data is collected from recognized and acceptable resources
  o Required information is determined for certification from the State
  o Additional information was determined in the project scope
  o Public Comments, Community Surveys & SWOT Analysis input are all placed within the document as received

• **Planning Commission Involvement**
  o Defined at the Kick off meeting in the scope of services
  o Homework assignments (SWOT, interviews, key issues, etc.)
  o Not finished yet (goals/policies/draft document recommendations before public release)
  o Open to recommendations and may require change of scope

**SCOPE NEXT STEP:**

Comp Plan Update is on hold based on recommendation from the Town Attorney at the Land Use Meeting on 10/9. KCI is preparing a scope to revise Zoning Ordinance. Once revision is complete, will allow for comparison of ELU / FLU / Zoning and continuation of Comp Plan Update process.

**Planning & Zoning Presentation Meeting #7**
- Document Input
- Key Issues
- Goals and Policies

**Staff/KCI Team Meeting #8**
- Finalize Draft Goals & Policies
- Draft Presentation for PZ Meeting
- PM Overview
- PLUS Application
- Public Hearing Comment Tracking

**Draft Document Presentation #9 (Joint PZ/Council)**
- Draft Document Presentation
- Define Public Comment Period

**PLUS Document Review Meeting #10**
- Application Submittal
- State/County Agency Meeting
- PLUS Comment Letter & PLUS Letter Responses

**Public Hearing #11 (Joint PZ/Council)**
- Present Received Comments w/recommendations
- Record & Track all Comments

**Final Adoption #12 (Joint PZ/Council)**
- Present Itemized Comment Changes
- Final Adoption (PZ/Council)
- Ordinance Adoption