

## Planning & Zoning Minutes

May 7, 2014

Bethel Center, 28307 Clayton Street

The Planning & Zoning meeting was called to order at 7:00 p.m. by Chairwoman Gayle Chandler. Those members present were: E. F. Quillen, Scott Crater, Janice Kolbeck, and Nancy Marvel. Pat Miller was not in attendance. Others present were Kyle Gulbranson – URS, Stacey Long, Town Administrator, and others as listed on the sign in sheet.

The agenda was approved as presented by E. F. Quillen and seconded by Janice Kolbeck, all were in favor. Motion carried.

The April 9, 2014 minutes were delayed being transcribed and not all members received the minutes prior to the meeting. So the minutes were tabled until the May meeting.

A copy of a draft amendment to Chapter 275 Article XII – Sign Regulations for the highway commercial district to allow for digital signage, was discussed. There were questions regarding the language under #1. It should state “All electronic message boards must be located along Rt. 113, and delete the language “adjacent to Rt. 113”. The committee also discussed the issue of electronic message boards on a commercial property to display messages or announcements of a public nature (example: fire company fundraisers/dinners). They do feel it is important to display **emergency** information and discussion pursued on how to add that language into the ordinance. Stacey suggested the language “municipal/town announcements”. It was decided to revise the language to state the following “messages of a municipal, emergency or commercial nature”. It was also asked if these signs are capable emitting sounds. It was stated that we probably wouldn’t have to worry about that at this time. Janice Kolbeck made a motion to accept the draft electronic sign ordinance with the stated revisions. The motion was seconded by Scott Crater. All in favor. Motion carried.

Every five years the town is required by the state to review the Comprehensive Land Use Plan. The town is not required to change the plan, but at least review it to see if any changes are necessary. Every ten years, the town is required to redo the entire plan. Kyle has reviewed the existing comp plan and highlighted a few sections that need to be reviewed for possible change. Out of the items he has listed, none are critical to hinder the functioning of the town. One item is that the 2009 update was adopted prior to the 2010 census numbers were acquired; therefore, those are not referenced in the existing plan. The plan does list two scenarios on development and population listed as high and moderate. We are right on target in the moderate scale. Kyle feels that we do not need to revise that part because we are following at least one of the scenarios. Gayle suggested that they review the plan chapter by chapter as she has listed sections she has questions on.

Chapter 1 – Acreage total – has any of these totals changed? Kyle explained that there are acreages proposed for development and they are still targeted for development even though it hasn't happened yet.

Depending on the changes that the P&Z decide to make, a public hearing may or may not be required.

Chapter 2 – page 9 – Tables – population figures have increased for Sussex County, however, Dagsboro's population figures are right on track. One population scale was targeted for full build out. The other scale was projected for 883. The 2010 census was 805 population, which was four years ago, so we have increased since then and are on the scale for the 883 population. Kyle stated that there are several approved subdivisions in town; just none of them are active at this point. The future land use and annexation areas have not changed and appear to be accurate at this point. Stacey and Gayle stated that Councilwoman Marjie Eckerd had some questions regarding sidewalk requirements for all future annexations and developments. Her goal is to make sure the town is a walkable community.

Kyle informed the commissioners that the transportation section 2-3 may need to be revised. At the time of the plan, the Town was supportive of the eastern by-pass (Blue Route). Now the town is no longer in favor of this. This also is the same section that the sidewalk requirement should be added to. More discussion pursued on the requirement of installation of sidewalks and the financial impact it will have on new businesses coming to town. Kyle stated that they could add to the current plan a statement that suggests the town needs to look into the implementing a new sidewalk plan for the 10 year update. In addition to reviewing the existing code requirements and tweaking them to make them better. It was decided that they will place in the transportation section that sidewalks and walkability in the town is very important and the town should look for ways to make this happen in future.

Another item the committee discussed was that it states in the comp plan that 81% of the town's water is currently being used. Kyle informed the commissioners that when this plan was updated, the town was being overbilled from Millsboro because the meter was incorrect. Therefore that number is incorrect.

Kyle stated that the plan forward is to revamp the transportation section to include the items discussed above. He also said that while we are updating this section it makes sense to update the population figures as well. It was advised that everyone read up on the transportation section in the comp plan and think about what their vision for the town so they can discuss it at the June meeting.

At 8:08pm Nancy Marvel made a motion to adjourn the meeting and seconded by E.F. Quillen. All were in favor. Motion carried.

Respectfully submitted,

Stacey Long, Town Administrator