

**PLANNING COMMISSION WORKSHOP
(Town Comprehensive Plan Public Meeting)**

July 16, 2016, at 9:00 am

Fenwick Island Town Hall

AGENDA

Flag Salute and Call to Order

1. Overview of Planning Process
2. Review of Proposed Updates
3. Public Participation – Review of Display Boards, Maps, and Questions & Answers
4. Adjournment

This Agenda is subject to change to include additional items, including Executive Sessions or the deletion of items as in accordance with provisions within Title 29, Chapter 100. Freedom of Information Act. Persons with disabilities requiring special accommodations please contact Town Hall 72 hours in advance. No video conferencing will be conducted.

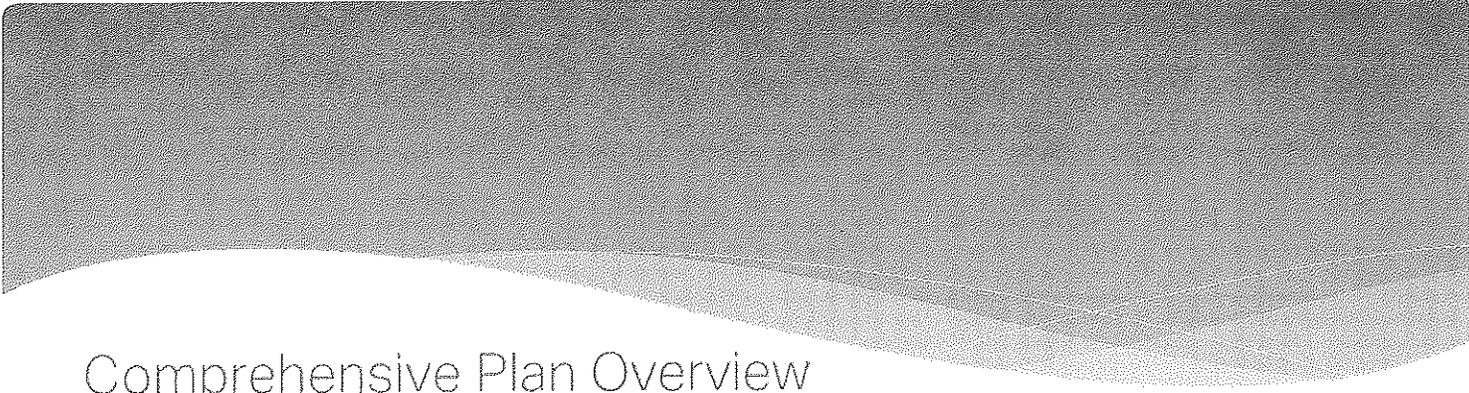
Posted:

Town of Fenwick Island
Comprehensive Plan Update
Public Meeting

July 16, 2016

AECOM





Comprehensive Plan Overview

Fenwick Island Comprehensive Plan

2007 Plan

2017 Plan

Comprehensive Plan Updates

Questions

July 16, 2016



Comprehensive Plan Overview

What is a Comprehensive Plan?

A Comprehensive Plan is an official document intended to guide future development or redevelopment of a community in order to create and maintain a desirable environment and to promote health, safety and welfare

Why create a Comprehensive Plan?

- Creating a Plan enables a community to understand and articulate its future
- A Plan addresses the interrelationships between the physical layout of a community, services provided, and economic and fiscal demands pressuring the Town
- A Plan establishes the framework for identifying the community attributes to be protected and enhanced, understanding a community's shortcomings and preparing a strategy for managing potential change in a manner that preserves quality of life while fostering a sustainable economy

July 16, 2016



Comprehensive Plan Overview

State of Delaware Code, Title 22 Municipalities,
Chapter 7 Planning Commission, § 702 Comprehensive Development Plan

Comprehensive Plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on:

- population and housing growth within the jurisdiction
- expansion of its boundaries
- development of adjacent areas
- redevelopment potential
- community character
- general uses of land within the community
- critical community development
- infrastructure issues

July 16, 2016



Comprehensive Plan Overview

State of Delaware Code, Title 22 Municipalities,
Chapter 7 Planning Commission, § 702 Comprehensive Development Plan

After a Comprehensive Plan is adopted, any proposed development must be consistent with the Plan

Every 5 years the Plan must be reviewed to ensure it is still relevant

Every 10 years the Plan must be revised, updated and amended as necessary, and readopted

Every year municipalities provide the Office of State Planning Coordination a report describing implementation of their Comprehensive Plan, and identifying development issues and trends since the plan was last adopted / amended

July 16, 2016



Fenwick Island Comprehensive Plan, 2007

"To be a quiet, family-oriented and walkable community that protects its natural beach and bay environment while including a desirable and sustainable primary residential area as well as a mixed residential and commercial use area per zoning."

Working Group (12 members) was created to steer the planning process; In a parallel effort the Town created its first Planning Commission that reviewed the draft Plan

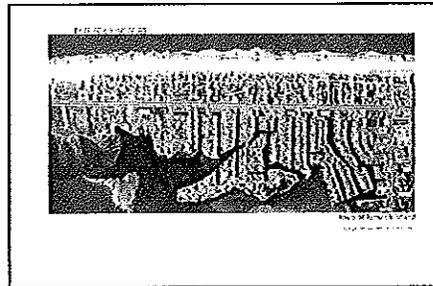
Community based process in creating the Comprehensive Plan – Working Group, Planning Commission, Public Meetings, Citizen Planning Advisors, Town Website and Local Media

Three Phases

Phase 1 – Understanding What's Going On

Phase 2 – Exploring and Imagining Futures

Phase 3 – Deciding What to Do



Adopted and Certified - November 2007

July 16, 2016



Fenwick Island Comprehensive Plan, 2017

Currently working on 10 year review

Planning Commission has had five meetings to discuss updates to Plan; Each meeting dedicated to reviewing a section of the Plan

It is the recommendation of the Planning Commission that only minor updates are needed; Updated Plan will include a list of Accomplishments

Planning Commission Members:

Winnie Lewis, Chairperson

Steve Carey

Faye Horner

Nancy Kushela

Richard Mais

Jack Smith

Lois Twilley

*Linda Poole, Town Clerk

*Pat Schuchman, Building Official

July 16, 2016



Comprehensive Plan Updates

Updates to be Made Throughout the Plan:

- Update Census data using 2010 US Census data or 2010-2014 American Community Survey 5-Year Estimates; Verify data with Town
- Delete references to being built-out by 2013
- Review Issues / Goals / Objectives for each section to see what has been completed and make sure items listed reflect any new Town standards
- Review maps – may need to update or remove
- Review pictures – may need to update

July 16, 2016



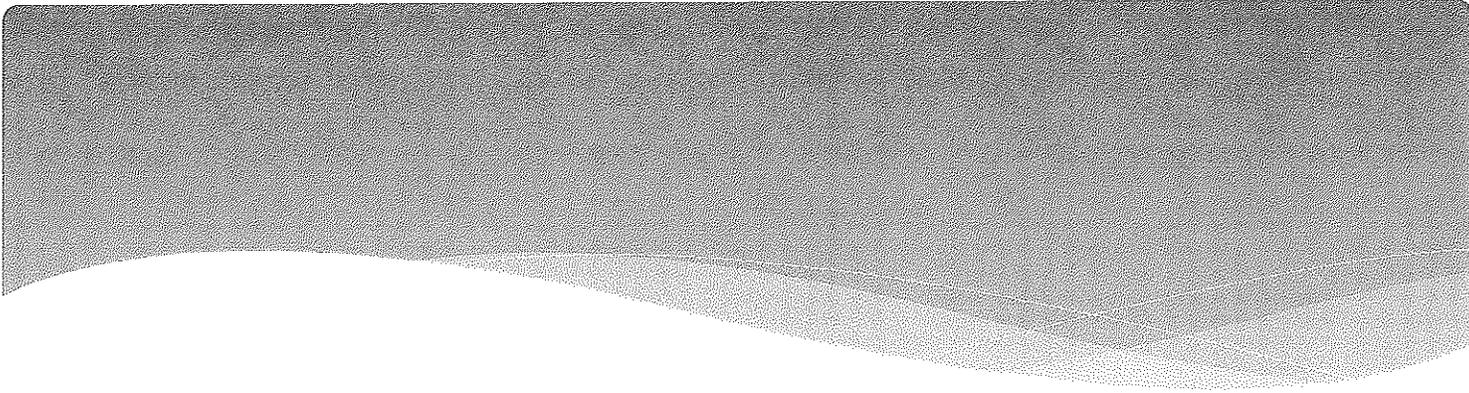
Comprehensive Plan Updates

Additional Updates:

- Update Executive Summary (Section 1 Introduction)
- Planning Process to be rewritten to describe planning process for this update; Include summary of extensive planning process for 2007 Plan (Section 2 Planning Process)
- Address development on Route 54 (Section 3.3 Land Use and Annexation)
- General updates to *Community Services* subsections (Section 3.5 Infrastructure)
- Include information on Hurricane Sandy and sea level rise (Section 3.7 Community Character – Natural Environment)
- Edits to Recommendations Summary (Section 4 Implementation)

July 16, 2016

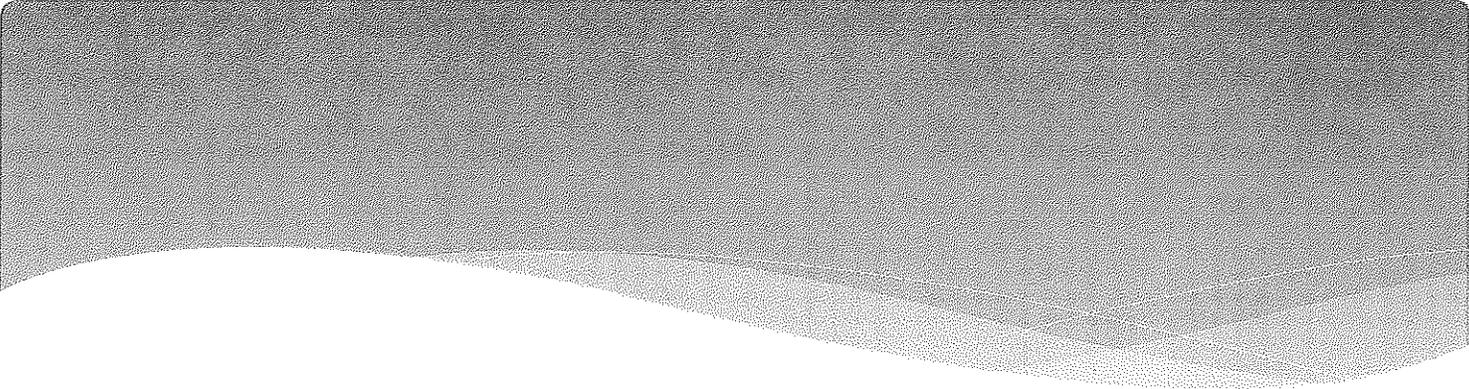




Questions?

July 16, 2016





Feel free to ask staff, Planning Commission members or consultants questions you may have

Comment sheets are available if you would like to leave comments or share at a later time

THANK YOU FOR YOUR PARTICIPATION!

Next meeting is August 13th

July 16, 2016



Comprehensive Plan Accomplishments

Comprehensive Plan Recommendations that have been Implemented:

Housing and Building Code

- Revised Code Section 100-9 A(10) to limit the number of occupants per bedroom for rental properties
- Providing employee-occupied rental units over ground floor commercial properties, and participating in a regional attainable housing program
- Revised Code 160-4 to set maximum floor area ratio at 70% and maximum floor area at 7,500 SF (6)
- Revised maximum building height regulation

Parks and Recreation

- Identified funding sources to acquire, improve and maintain new recreational amenities
 - Replaced equipment and added sidewalks to Community Park
 - Added a second Park with an ADA kayak launch

Water Quality and Stormwater Management

- Received two DNREC grants to work to improve water quality through stormwater management
- Completed a stormwater infrastructure inventory and considering adding upgrades to stormwater infrastructure when developing capital improvements budget
- Discussing requiring vegetative stormwater buffers during new construction
- Revised Chapter 88 Floodplain Ordinance

Community Infrastructure and Services

- Expanded the existing recycling program
- Developed a comprehensive signage program that draws upon and reinforces town history
- Installed new signage along Route 1 to enhance gateway and provide a sense of arrival in Town
- Added a 5 foot sidewalk along Route 1 in front of Town Hall
- Revised Code Section 160-5 (E) to mandate ADA compliant sidewalks for new construction and substantial renovations (50% or more) within the Commercial District to improve walkability and safety

Administrative

- Created a Cultural Resource and Historic Commission
- Created a Charter and Ordinance Committee to review other necessary code and charter updates



Comprehensive Plan Overview

What is a Comprehensive Plan?

A Comprehensive Plan is an official document intended to guide future development or redevelopment of a community in order to create and maintain a desirable environment and to promote health, safety and welfare

Delaware Code, Title 22 Municipalities

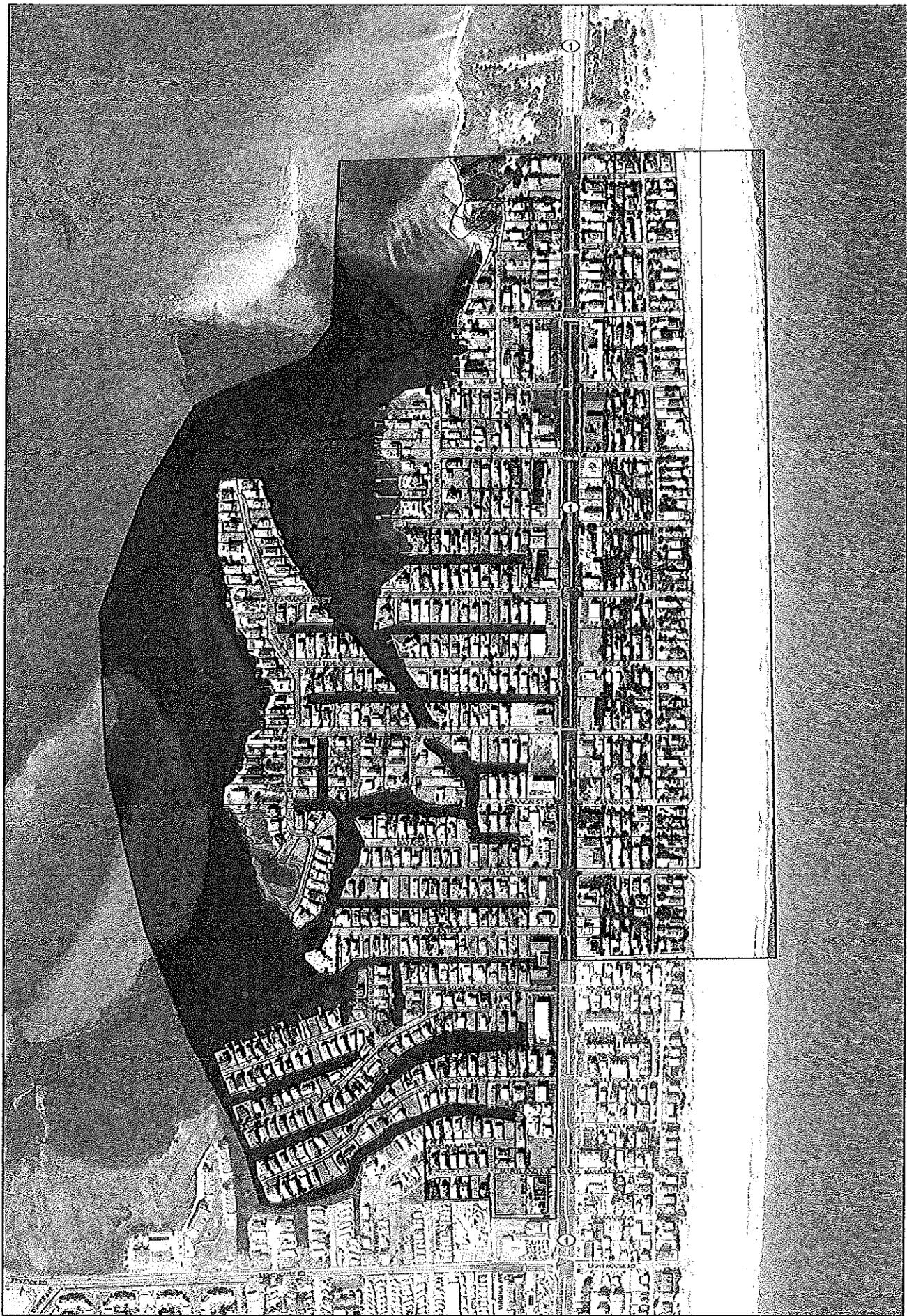
Chapter 7 Planning Commission, § 702 Comprehensive Development Plan

- After a Comprehensive Plan is adopted, any proposed development must be consistent with the Plan
- Every 5 years the Plan must be reviewed to ensure it is still relevant
- Every 10 years the Plan must be revised, updated and amended as necessary and readopted
- Every year municipalities provide the Office of State Planning Coordination a report describing implementation of their Comprehensive Plan, and identifying development issues and trends since the plan was last adopted/ amended

Comprehensive Plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on:

- population and housing growth within the jurisdiction
- expansion of its boundaries
- development of adjacent areas
- redevelopment potential
- community character
- general uses of land within the community
- critical community development
- infrastructure issues





AERIAL
 COMPREHENSIVE PLAN UPDATE 2016
 FERROVICK, WISCONSIN

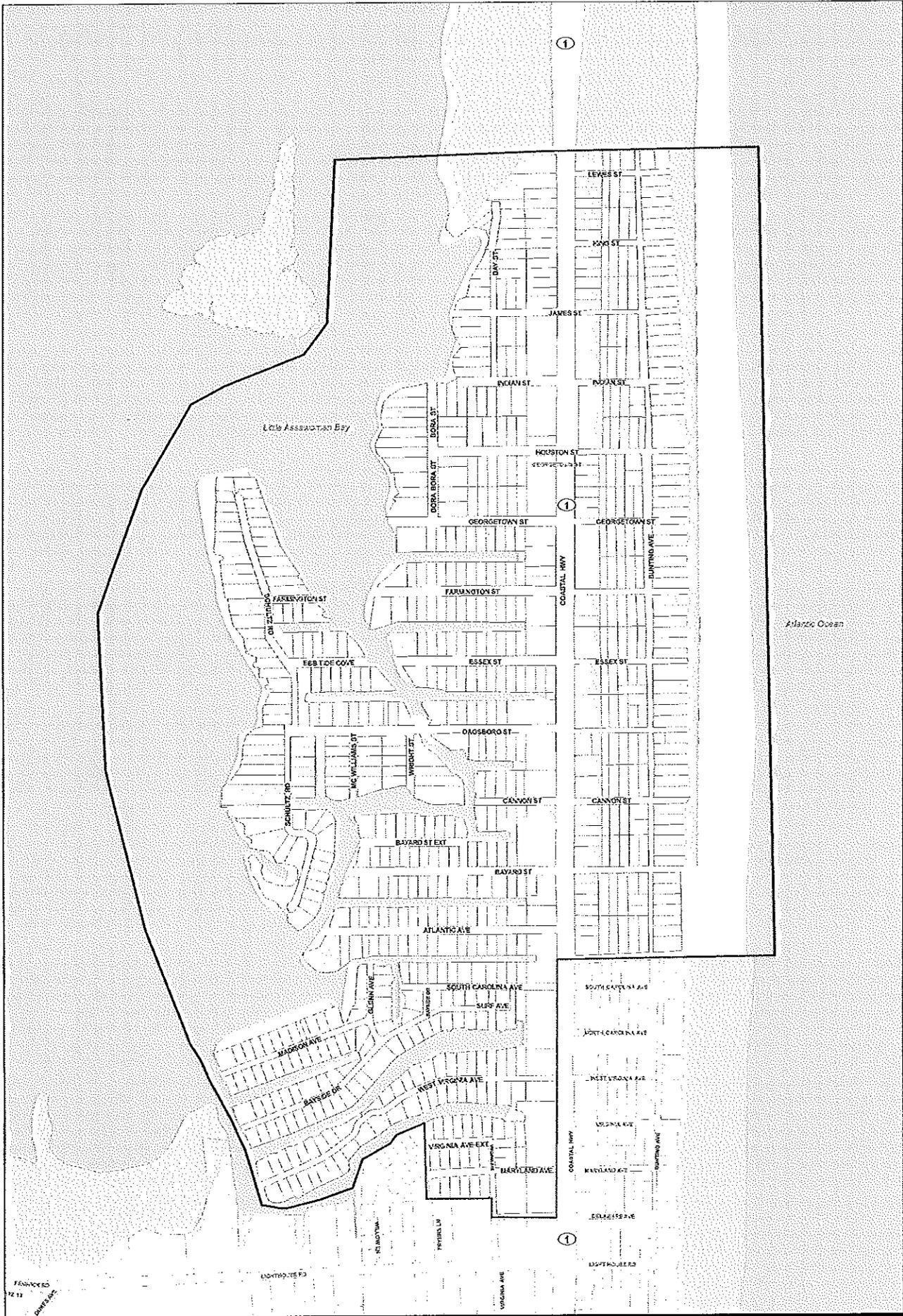
City Name
 City of Ferrovick, Wisconsin
 Date of Adoption: 12/15/15
 Date of Update: 7/27/16
 Project Number: 16-001



AECOM

8/4/16

1 Page of 10/10/16



STREETS
 COMPREHENSIVE PLAN UPDATE 2016
 FENWICK ISLAND, DELAWARE

City Name
 Town Boundary
 Fenwick Island, Delaware
 Planning Commission
 2016



 Town Boundary
 City Seal


 1 inch = 250 feet



60421495



Based on discussions over the course of five Planning Commission Meetings, the following is a list of items that need to be edited for the Comprehensive Plan update:

General – Revisions to be made throughout Comprehensive Plan

- Update numbers using 2010 US Census data or 2010-2014 American Community Survey 5-Year Estimates (if needed)
- Delete references to being built-out by 2013
- Review Issues / Goals / Objectives for each section to see what has been completed / no longer applies, and make sure items listed reflect any new Town standards
- Review maps - may need updates; Need new aerial
- Review pictures in Plan - may need to update

Section 1 Introduction

- Update Executive Summary based on revisions made to entire Plan

Section 2 Planning Process

- Majority of Section 2 will need to be rewritten to describe the planning process for this update – Planning Commission Work Session discussions, any public workshops (to be held during the summer) and Town Council approval process
- Include summary of extensive planning process completed for 2007 Comp Plan update

Section 3 Municipal Development Strategy

3.1 Demographics and Population

- Update Census data; Verify demographics data with Town
- Update population projections based on new data
- Look into including count of people that visit the beach during the summer months

3.2 Housing

- Update Census data; Verify housing data with Town
- Update section to reflect new Town standards (building height and residential above commercial)
- Remove 'built-out' reference

3.3 Land Use and Annexation

- Update Census data; Verify vacancy counts with Town
- Under Existing Land Use revise to include 2 parks and 1 church
- The Town would still like to see the Seal Island restored
- Development on Route 54 is a concern and should be addressed in Plan
- Check reference of County's 2003 Plan



3.4 Redevelopment

- Keep reference to Lighthouse
- Revise section to reflect Town Code updates

3.5 Infrastructure

- Revise wording for *Town Governance* section
- General updates to *Community Services* subsections
- Update information on Public Works Department, Police Building
- Include information addressed in Pre PLUS review
- Add section for Community Events / Enhancements to *Recommendations*

3.6 Community Character - Built Environment

- Include 32 ft. building height (freeboard) to *Residential Architectural Character* section
- Revise / rewrite *Commercial Architectural Character* section

3.7 Community Character - Natural Environment

- Updates to *Beach* section -- beach replenishment
- Include to *Flood Plain and Storm Threats* section information on Sandy and sea level rise
- Revise Seal Island language
- Add sea level rise as new section or to *Natural Environment Summary*; Discuss Sea Level Rise Study completed by the Town

Section 4 Implementation

4.1 Implementation Strategy

- Intro is still applicable as is
- Delete references to Commercial Liaison Committee and Parks, Recreation and Beautification Committee
- Add Section on Accomplishments - List of Accomplishments Attached
- Recommendations Summary Revisions - Attached

4.2 Intergovernmental Coordination

- Section still applicable as is



Add to Section 4.1 – List of Accomplishments

- Influence peak seasonal population through limits on occupants per bedroom for rental properties (1.4); Maximum overnight occupancy is 12 people - Code Section 100-9 A(10)
- Explore methods of providing employee-occupied rental units on commercial properties and/or participate in a regional attainable housing program (2.6); Expanded number of apartments over commercial buildings - Code Section 160-7
- Create a Cultural Resource and Historic Commission (2.7)
- Identify funding sources to acquire, improve and maintain new recreational amenities (5.8); Remain as an On-Going recommendation, but note the Town has made improvements to the Park and added a second Park which includes an ADA kayak launch; The Town has also established a Park fund which receives funding through a 5% realty tax
- Support the Recycling Committee's efforts in considering the expansion of the existing recycling program (5.12); Note the Town has applied for recycling grants to purchase new containers for the Beach and is actively pursuing another recycling grant for new containers for residential properties to expand the residential recycling program
- Develop a comprehensive signage program that draws upon and reinforces town history (6.2); Remain as a Long Term recommendation, but note the Town is putting up new signage along Route 1 to enhance gateway and provide a sense of arrival to the Town of Fenwick Island
- Ensure that houses are reasonably sized (6.3); Remain as a Long Term recommendation, but note Code revision to maximum floor area ratio of 70% and maximum floor area of 7,500 SF - Code 160-4(6)
- Develop additional standards for site development (6.4); Remain as an On-Going recommendation, but note Code revisions regarding building height and freeboard
- Charter and Ordinance Committee continue to review charter and code for updating where needed
- Made Park improvements – replacing equipment and adding sidewalks to Fenwick Island Community Park
- Added a 5 ft. sidewalk along Route 1 in front of Town Hall and West Cannon Street which promotes connectivity between Town Hall and Cannon Street Park
- Received DNREC grants to work to improve water quality through stormwater management techniques; The Town has added a floating wetland



- Completed a stormwater infrastructure inventory and is considering adding upgrades to stormwater infrastructure when developing capital improvements budget
- Town now requires vegetative stormwater buffers during new construction - Code Section 160-5 C (3)
- The Town now mandates ADA compliant sidewalks for new construction and substantial renovations (50% or more) within the Commercial District to improve walkability and safety - Code Section 160-5 (F)
- Adopted a revised Chapter 88 Floodplain Ordinance
- The Town has updated their Town website making it more user-friendly

Section 4 Implementation, 4.1 Implementation Strategy - Recommendations Summary Revisions

1.0 Demographics

- 1.1, 1.3, 1.5 & 1.6 – No Revisions Needed
- 1.2 – Revise Timeframe to On-Going (IO)
- 1.4 – Completed; Move to Accomplishments

2.0 Housing

- 2.1 through 2.5 - No Revisions Needed
- 2.6 – Completed; Move to Accomplishments
- 2.7 – Completed; Move to Accomplishments

3.0 Land Use and Annexation

- 3.1 through 3.3 – No Revisions Needed

4.0 Redevelopment

- 4.1 – Revise to Long Term (LT); Add Business Development Committee
- 4.2 – Revise to Long Term (LT)
- 4.3 – Revise to Long Term (LT)
- 4.4 through 4.6 & 4.8 – No Revisions Needed
- 4.7 – Revise to Long Term (LT)
- 4.9 – Revise to Long Term (LT)

5.0 Infrastructure

- 5.1 through 5.5, 5.7 & 5.11 – No Revisions Needed
- 5.6 – Revise to On-Going (IO)
- 5.8 – Revise to On-Going (IO); Under Accomplishment include improvements to Park
- 5.9 – Revise to On-Going (IO)
- 5.10 – Revise to On-Going (IO)



- 5.12 – Completed; Move to Accomplishments
- 5.13 – Revise to On-Going (IO)

6.0 Community Character – Built Environment

- 6.1 – Revise to On-Going (IO)
- 6.2 – No Revisions Needed; Under Accomplishments include new gateway signage
- 6.3 – Revise to Long Term (LT); Under Accomplishments include maximum house size (7500 SF)
- 6.4 – Revise to On-Going (IO); Include drainage requirements; Under Accomplishments include building height

7.0 Community Character – Natural Environment

- 7.1 through 7.4 – No Revisions Needed

NOTES

*Delete references to *Commercial Liaison Committee* and *Parks, Recreation and Beautification Committee*

***Organized by Timeframe* lists will be revised according to revisions listed above

Revisions to Snapshots

Demographics and Population

- Edit based on updated Census data

Housing

- Edit based on updated Census data; Verify figures with Town

Land Use and Annexation

- Update image of County zoning map

Redevelopment

- Remove built-out reference

Infrastructure

- Update based on new traffic counts, if necessary
- Verify with Town parking space count
- Minor updates to *Community Services*

Community Character – Built Environment

- No updates needed

Community Character – Natural Environment

- Add note on sea level rise