

## **Municipal Comprehensive Land Use Plan Annual Report**

**Name of Municipality: The Town of Fenwick Island**

**Date of Plan Certification: October 27, 2017      Date of Report: July 2019**

In accordance with 22 Del. C. §702 (g) Municipalities shall provide to the Office of State Planning Coordination a report describing implementation of their comprehensive plan and identifying development issues, trends\* or conditions since the plan was last adopted or amended. The report shall be due annually no later than July 1.

\*Please note that the development trends data is collected each year to further supplement this requirement. Please contact the Office of State Planning Coordination with questions regarding development trends or this annual report.

1. Please review the recommendations, goals and implementation items within your comprehensive plan and Please indicate which items are complete, underway, or not yet started. Also please include any other comments you may wish to add.

**Please see the attached list of recommendations and responses.**

2. Please highlight any significant accomplishments development issues, trends or conditions since the plan was last adopted or amended that may either have enhanced or hindered the implementation of your plan. These accomplishments may be used in the annual report to the Governor.

**From July 2019 – June 2019**

**There were five new residential building permits issue of which three are complete.**

**There was one commercial building permit issued for a hotel in Fenwick Island. Construction is expected to be completed in 2020.**

**There were nine commercial remodel permits issued and seven residential remodel permits issued.**

3. Are there any planning issues that the municipality is currently facing Do you anticipate any comprehensive plan changes for which the Office of State Planning Coordination may be able to offer technical assistance? If yes, please describe below.

**Fenwick Island is in the process of conducting a study in the Commercial zone regarding design guidelines and possible changes to the Commercial zoning code. An ad-hoc committee composed of two Planning Commission members, two building committee members and one member of Council has been established. The Town has hired Jeff Schoellkoph Design/The Design Group as a consultant for this project. The review process is expected to be complete by September 2019. Work will continue after this to implement any findings and suggestions.**

4. Please help update our mailing list by supplying the following information:

Mayor: **Eugene N. Langan** e-mail address: **glangan@fenwickisland.org**

City/Town Manager: **Teresa Tieman** e-mail address: **townmgr@fenwickisland.org**

Planning Director: **Kyle Gulbranson** e-mail address: **kylegulbranson@aecom.com**  
(Consultant)

Town/City Clerk: **Linda Martin** e-mail address: **townclerk@fenwickisland.org**

Council/Commission Members:

**Eugene N. Langan, Mayor**

**Richard Mais, Vice Mayor**

**Bernie Merritt, Secretary**

**Gardner Bunting, Treasurer**

**Vicki Carmean**

**Julie Lee**

**Roy Williams**

Planning Commission Members:

**Winnie Lewis, Chairperson**

**Steve Carey**

**Faye Horner**

**Nancy Kushela**

**Richard Mais**

**Jack Smith**

**Lois Twilley**

On behalf of the Town of **Fenwick Island**, I respectfully submit this comprehensive plan annual report to the Office of State Planning Coordination. The information contained in the report is correct and complete.

\_\_\_\_\_  
**Signature of Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Mayor.**

**Recommendation 1.1** — Use the US Census and Delaware Population Consortium estimates as a starting point for determining the Town's demographics.

- No action taken.

**Recommendation 1.2** — Update the estimates on an annual basis using a standard method.

- No action taken.

**Recommendation 1.3** — Maintain the current orderly growth pattern.

- The growth pattern continues to be orderly.

**Recommendation 1.4** — Mitigate potential impacts of planned population growth through improving efficiencies in existing infrastructure and services.

- Added new Police Officer
- New Software – ticketing, parking, future software includes agenda management,

**Recommendation 1.5** — Balance potential impacts of planned population growth with potential benefits of additional community members.

- No action taken.

**Recommendation 2.1** — Strengthen the existing residential zoning code provisions.

- Height regulations were amended.

**Recommendation 2.2** — Review residential design standards.

- This has not been addressed.

**Recommendation 2.3** — Maintain the single-family detached use as a permitted use within the residential zone district.

- The single-family detached use continues as a permitted use within the residential zone district

**Recommendation 2.4** — Review Town's existing services and potential demand increases to determine year-round needs.

- The Town continues to review its services. In the last year the town has automated its parking permit issuance.
  - A Parkeon meter has been added to issue permits in Summer 2018.
  - Effective May 24, 2019 permits can be purchased through the ParkMobile App.
  - The Town is currently implementing a ticket tracking system.
  - In Spring of 2018, the Town implemented a financial accounting and billing system.

**Recommendation 2.5** — Cooperate with regional efforts to provide attainable housing.

- No action taken.

**Recommendation 3.1** — Reinforce the determination of an Area of Concern.

- This has not been addressed.

**Recommendation 3.2** — Work with Sussex County as their Comprehensive Plan is updated.

- Fenwick Island had input to the County's Comprehensive Plan. Key issues of concern for the Town are; dredging, pedestrian safety and transportation, back bay flooding, and beach re-nourishment



**Recommendation 3.3** — Reinforce the current general land use pattern of commercial and public uses along SR 1 and residential use throughout the remainder of Town.

- Fenwick Island is in the process of conducting a study in the Commercial zone regarding design guidelines and possible changes to the Commercial zoning code. An ad-hoc committee composed of two Planning Commission members, two building committee members and one member of Council has been established. The Town has hired Jeff Schoellkopf Design/The Design Group as a consultant for this project. The review process is expected to be complete by September 2019. Work will continue after this to implement any findings and suggestions.

**Recommendation 4.1** — Consider an optional overlay district for the SR 1 commercial area.

- No action taken.

**Recommendation 4.2** - Provide direction to DelDOT regarding and update of the proposed Pedestrian Plan.

- The Town's Pedestrian Safety Committee partnered with DelDOT to conduct a Fenwick Island Sidewalk Feasibility Study for sidewalks on Coastal Highway. A public workshop was held on November 3, 2018. The majority of attendees support the project. The study was completed in February 2019. The Town has requested funding in the State's bond bill for sidewalk installation covering a six-block area. The intent is to provide sidewalks on both sides of Coastal Highway.

**Recommendation 4.3** — Create incentives to preserve older beach cottages and other historic and cultural resources.

- No action taken.

**Recommendation 4.4** — Establish intergovernmental agreements to enable joint planning for the area surrounding incorporated Fenwick Island.

- This has not been addressed.

**Recommendation 4.5** — Cooperate with Sussex County to work with the State Historic Preservation Office to review and update their list of potential resources.

- Currently, the New Friends of the Fenwick Island Lighthouse rent the Light house from the State. They are working in conjunction with the State of Delaware Historical and Cultural Offices Division. It should be noted that the Lighthouse's location is not in the corporate limits of the Town of Fenwick Island.

**Recommendation 4.6** — Create green building guidelines, methods and strategies.

- This has not been addressed.

**Recommendation 4.7** — Create design guidelines for architecture that employ green building considerations.

- No action taken.

**Recommendation 4.8** — Create design guidelines for site and landscape improvements that employ green building considerations.

- This has not been addressed.

**Recommendation 4.9** - Develop an improved sidewalk and parking plan that reduces vehicle miles traveled.

- The Town's Pedestrian Safety Committee partnered with DelDOT to conduct a

Fenwick Island Sidewalk Feasibility Study for sidewalks on Coastal Highway. A public workshop was held on November 3, 2018. The majority of attendees support the project. The study was completed in February 2019. The Town has requested funding in the State's bond bill for sidewalk installation covering a six-block area. The intent is to provide sidewalks on both sides of Coastal Highway.

**Recommendation 5.1** - Take proactive steps to improve roadway safety.

- The Town's Pedestrian Safety Committee partnered with DelDOT to conduct a Fenwick Island Sidewalk Feasibility Study for sidewalks on Coastal Highway. A public workshop was held on November 3, 2018. The majority of attendees support the project. The study was completed in February 2019. The Town has requested funding in the State's bond bill for sidewalk installation covering a six-block area. The intent is to provide sidewalks on both sides of Coastal Highway.
- Fenwick Island, recently re-landscaped half of our medians/crosswalk areas to remove excess plant material from them. This makes the crosswalk areas more visible. Plans are to finish the last three medians in Fall 2019.
- Fenwick Island has established a Sidewalk reserve. Extraordinary income from a building project will initially fund the reserve. The reserve will be funded with two-percent of the Town's realty transfer tax.
- Fenwick Island Police Department participated in two Office of Highway Safety pedestrian safety grants. One was education of pedestrians (handing out information and safety giveaways) the second was enforcement of pedestrian violations.

**Recommendation 5.2** — Promote a safety-oriented culture.

- Fenwick Island provides materials in print and online regarding beach safety, pedestrian safety, and emergency preparedness.

**Recommendation 5.3** - Fold the transportation goals of DelDOT's Pedestrian Plan into comprehensive improvements for the SR 1 corridor through an Overlay District.

- The Town's Pedestrian Safety Committee partnered with DelDOT to conduct a Fenwick Island Sidewalk Feasibility Study for sidewalks on Coastal Highway. A public workshop was held on November 3, 2018. The majority of attendees support the project. The study was completed in February 2019. The Town has requested funding in the State's bond bill for sidewalk installation covering a six-block area. The intent is to provide sidewalks on both sides of Coastal Highway.

**Recommendation 5.4** — Enact appropriate regulations and ensure an adequate enforcement capability.

- Fenwick Island Police Department actively enforces parking regulations for the Town. The Town is in the process of implementing a ticketing software program to assist with this process. Fenwick Island Town Code does not currently allow drop-off transportation service to the beach.

**Recommendation 5.5** — Establish strong intergovernmental relationships to manage recreational desires of non- residents without impact to the Town.

- The Town has strong intergovernmental relationships and will continue to maintain them.

**Recommendation 5.6** — Establish strong intergovernmental and interagency relationships to ensure aquifer system protection and the establishment of a backup system.

- Fenwick Island continues to have a very good relationship with Artesian Water Company.



**Recommendation 5.7** — Develop plan to determine and prioritize recreational improvements.

reinforces Town history.

- The Town 's Dredging Committee has progressed with its plans to dredge Little Assawoman Bay. Key areas of the Bay have been tested and the results indicate that the soil is suitable for reuse. The Town is in the process of drafting a memo of understanding with Freeman Companies to take the dredged material on their land. Dredging the Bay will provide an improved water recreational experience.

**Recommendation 5.8** — Identify funding sources to acquire, improve and maintain new recreational amenities.

- No action taken.

**Recommendation 5.9** — Establish service plans and manage their implementation.

- Fenwick Island increased its police staff by one in FY 2019.
- See Recommendation 5.1 above.

**Recommendation 5.10** — Support the Emergency Operations Center to better coordinate the diverse jurisdictional plans.

- Fenwick Island is currently working with Delaware Sea Grant, University of Delaware IPA, Sussex County EOC, South Bethany and Selbyville and local police departments from our towns to host an event that will educate aging adults in regards to emergency preparedness.

**Recommendation 5.11** — Evaluate the Town's preparedness for emergency response.

- Fenwick Island has an emergency preparedness plan and an Emergency Management & Infrastructure Committee.

**Recommendation 5.12** — Create an open space master plan and a process for acquiring and/or protecting these lands.

- This has not been addressed to date.

**Recommendation 6.1** — Inventory historic and cultural resources.

- This has not been addressed to date.

**Recommendation 6.3** - Ensure that houses are reasonably sized.

- The Town currently uses a floor area ratio (FAR) to determine the size of single-family detached dwellings and townhouses of 70%. This is defined in the Town of Fenwick Island Code §160-2.

**Recommendation 6.4** — Develop additional standards for site development.

- Fenwick Island is in the process of conducting a study in the Commercial zone regarding design guidelines and possible changes to the Commercial zoning code. An ad-hoc committee composed of two Planning Commission members, two building committee members and one member of Council has been established. The Town has hired Jeff Schoellkopf Design/The Design Group as a consultant for this project. The review process is expected to be complete by September 2019. It will contain voluntary design guidelines, suggestions for development process improvements and changes to Code. Work will continue after this to implement any findings and suggestions.

**Recommendation 7.1** — Educate all residing, visiting and doing business within the Town

as to the area's special environmental protection, preservation and restoration needs.

- Fenwick Island provides online and printed materials regarding environmental preservation and protection.

**Recommendation 7.2** — Provide "leadership-by-example" in all Town government activities by reducing the Town's Ecological Footprint.

- Fenwick Island has an Environmental Committee which has hosted three Earth Day Clean-up Events.
- The Town continued to work on the Resilient Community Partnership grant. This is expected to be completed in August 2019. Community Outreach was conducted in the form of workshops, special events, and a survey.
- The Town partnered with other coastal towns and DNREC in a Delaware Coastal Community Partnership to review impervious surface changes. This partnership will result in an analysis of impervious surface coverage, a summary of mitigation options that will increase stormwater infiltration and reduce impervious surface coverage, and development of model ordinances for each participating municipality to control impervious surface coverage. This project is expected to be completed in August 2019 with implementation of suggested changes in the following year.
- The Town also participates in DNREC's dune grass planting and coastal cleanups.

**Recommendation 7.3** — Preserve, protect and restore the dunes, beach and ocean.

- Fenwick Island had beach replenishment in the Summer of 2018.
- Fenwick Island has established a reserve for replenishment. Beginning in August 2019, it will be funded with two-percent of the Realty Transfer Tax.

**Recommendation 7.4** — Preserve, protect and restore the bay and canals.

- The Town 's Dredging Committee has progressed with its plans to dredge Little Assawoman Bay. Key areas of the Bay have been tested and the results indicate that the soil is suitable for reuse. The Town is in the process of drafting a memo of understanding with Freeman Companies to take the dredged material on their land.
- Fenwick Island established a reserve account for dredging the Little Assawoman Bay. Extraordinary income from a building project will initially fund the reserve. Thereafter, the reserve will be funded with two-percent of the Town's realty transfer tax.