

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: Jan 26, 2022
PREPARED BY:	
SUBJECT: Planning Commission's State Mandated Five Year Review of Comprehensive Plan in 2022	
REFERENCE:	
RELATED PROJECT: Infrastructure Resiliency Study	
REVIEWED BY:	
EXHIBITS: Info is posted at https://fenwickisland.delaware.gov/comprehensive-plan/	
EXPENDITURE REQUIRED: \$5,000.00	AMOUNT BUDGETED: \$0
FUNDING SOURCE (Dept./Page in CIP & Budget):	
TIME TIMETABLE: The Review is mandated to be completed in 2022. This request is to support the scoping step of the review in Spring 2022. Depending on the extent of the review, additional funding may be requested later in the year	
RECOMMENDED ACTION: For Council Approval	

BACKGROUND AND ANALYSIS

Each municipality in the State of Delaware is required to prepare a Comprehensive Plan consistent with State guidelines to address local issues and assure coordination with the State, County and other municipalities. Fenwick's plan was completed and approved in 2017. The State requires each plan to be reviewed after five years to determine whether updates or changes are warranted. This review is due in 2022. The Planning Commission is responsible for performing the review and developing any needed changes to the plan. The Town Council is responsible for approving the plan.

Fenwick does not have any planning staff and relied on the consulting firm AECOM to develop the 2017 plan. AECOM is a large, diversified international consulting firm that has a niche planning practice for Delaware municipalities. They work on several topics for Fenwick and have custody of the Town's geospatial data. AECOM conducted research and analyses that supported the 2017 planning process, provided planning expertise, wrote and produced the plan document, and designed and conducted public engagement.

The Commission intends to conduct a scoping process involving Town committees and administration, external stakeholders including businesses, and residents and property owners to identify aspects that warrant review, in March and April. The level of effort needed for the review will be identified after scoping.

The Planning Commission seeks funding for access AECOM support during the scoping phase for

- (1) advice and assistance on the design of an appropriate process for scoping based on past experience;
- (2) updating of certain materials and topics and adaptation for improved online access;
- (3) disclosure and production of sources used in prior work;
- (4) planning expertise;
- (5) production of a tractable, editable version of the document in formats that can be displayed on screen and printed on standard printers at standard paper sizes.