



The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

www.fenwickisland.delaware.gov

PLANNING COMMISSION MEETING

May 23, 2024, at 9:00 a.m.

Town Hall

Meeting Minutes

Members Present: Natalie Magdeburger, Lisa Lange, Odis Braxton, Susan Brennan (via Zoom), Lois Twilley

Odis Braxton was granted an excused absence for the month of June; Julie Lee was granted an excused absence for this meeting.

Others Present: Erin Ellinger

Call to Order and Flag Salute at 9:03 am.

1. Discuss/approve minutes from meeting held May 9

A MOTION was made to approve the minutes from the May 9, 2024, meeting.

Moved by: Natalie Magdeburger

Seconded by: Odis Braxton

MOTION passed unanimously.

2. Mid-year implementation report being presented to Council on May 24.

The Power Point presentation, previously discussed and approved, will be used for the Town Council meeting to be held 5/24/24. Lisa Lange created the presentation using the same format The



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Commission has used for previous presentations with the intent to reinforce the Comp Plan and provide consistency in messaging.

3. Discuss 2024 Comprehensive Plan and engagement opportunities. The historical information pertaining to the creation of the 2024 Comp Plan has been updated on the website to include final State approval and the Fenwick Island, DE, 2024 Comprehensive Plan.

The committee discussed having an open house after the June 28th Town Council meeting. Information related to the plan will be provided and members of the Planning Commission will be available to answer questions.

A few bound copies of the Comp Plan will be available for reference and poster boards will be on display. A copy of the Comp Plan will be sent to Jen Reitz as a thank you for all her assistance.

4. Discuss the motion passed to evaluate and make recommendations to Council regarding the committees relative to the comp plan. Including committee chair training/orientation and quarterly reviews to support the committee goals relative to the Comp Plan.

Natalie suggested a message be sent to each committee chair requesting a mission statement and how the committee fits in with the Comprehensive Plan for the town. The Commission will then review and discuss commonality, overlap, committee functions, etc. The commission will assess whether committees efforts might be best as stand alone, combined, or divided into separate committees. The purpose of this exercise is to provide support for



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the committees to continue to enable their work efforts to be action oriented.

A MOTION was made that the Planning Commission Chair send an email to each committee chair and request their mission statement, how their committee fits into Comp. Plan, how their committee activities can be combined with other committees and whether they believe their committee should be broken into multiple committees.

Moved by: Natalie Magdeburger

Seconded by: Lois Twilley

Discussion: Lois suggested we need to be more specific and ask for an action plan of how each committee fits within the Comp. Plan. She feels some committees may not understand how they fit in with the plan. Natalie said now that the plan is complete, we can move in a more meaningful way.

Natalie amended her motion to include asking for an action plan of how they fall within the Comp. Plan.

Moved by: Natalie Magdeburger

Seconded by: Lois Twilley

MOTION passed unanimously.

Natalie suggested a deadline of mid-June. Susan said this will allow time before the new committee year (October) to evaluate. Susan will send the email to the committee chairs shortly.



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5. Commissioner's comments/requirements/requests

Old business: None

New business: Budget update

Susan- when the decision was made to create a new 10-year plan a budget of \$50,000 was allocated. Approximately \$10,000 has been spent. \$7,500 is still owed to the University of Delaware for their consulting and \$2,000 for production and editing. \$950 was spent on printing the final plans.

Natalie would like another 40 books to eventually be printed.

Natalie suggested an end of season celebration & educational symposium. Susan is in favor of releasing \$25,000 back to the town. Natalie suggested the Planning Commission retain \$2,500 for printing, symposiums, public engagement.

Public participation: None

Next meeting will be on June 20th at 9 am.

A MOITON to adjourn the meeting.

Moved by: Natalie Magdeburger

Seconded by: Odis Braxton

MOTION passed unanimously.