



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

August 7, 2025, at 9:00 a.m.

Town Hall

Minutes

Members Present: Julie Lee, Susan Brennan, Natalie Magdeburger, Lois Twilley, Stu Rubenstein (Zoom), Ann Riley (Zoom)

Others Present: Kathy Grab

Call to Order and Flag Salute at 9:05 AM

1. Discuss/approve minutes from meeting held July 17.

Motion: To approve the minutes of the meeting held on July 17, 2025.

Moved by: Natalie Magdeburger

Seconded by: Lois Twilley

Result: Motion passed unanimously.

2. Welcome new Planning Commissioner, Stu Rubenstein.

3. Review Implementation matrix to begin discussion and suggestions for assignment or reassignment of tasks and recommendations based on the Commission's review and motion to Town Council for review of consolidation of Committees focusing on efficiency and redundancy.

- a. Erin Ellinger has processed the requested edits.
- b. Updates to be processed for next meeting
 - New files for 2024 and 2025.
 - Change Town Manager throughout and replace with Town Staff.
 - Notes need to be added to include completed projects.
 - Ann Riley suggested adding a section for completed tasks.
 - Susan Brennan explained the twice a year committee reports are used for the implementation. One is done for October through March and the second is done April through September.
 - Natalie Magdeburger suggested making files of the matrix for each year.
 - Susan Brennan will meet with Erin Ellinger to recreate the document.
 - The committee went through each line adjusting information and assigning tasks where appropriate.
 - Lois Twilley asked if the Council will be consolidating committees. Natalie Magdeburger advised it will be added to the August Council agenda to be discussed.
 - Suggested removal of Dredge, Technology, Pedestrian Safety, Business Committee, and Residential Concerns for purposes of redundancy and consolidation to be



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represented in the Committee Year 2025-2026 Implementation Matrix. Stu Rubenstein asked about Emergency Management, Natalie Magdeburger advised that this was taken over by Chief Morrissey.

Old Business:

1. Ann Riley is researching how to streamline committee meetings.

- She would like to see the committees help run meetings, giving the staff the availability to do other tasks.
- Julie Lee felt that this is very doable with new technology. Stu Rubenstein agreed but cautioned that you do need to review carefully.
- Natalie Magdeburger agreed it could work for some committees but advised some committees it would be more difficult.
- Planning Commission can be the test committee.

Motion: The Planning Commission undertake to run their own Zoom meeting and create minutes for staff to then promulgate as a test case.

Moved by: Natalie Magdeburger

Seconded by: Ann Riley

Result: Motion passed unanimously.

New Business:

1. Susan Brennan shared that George Blender (Planning & Community Development Director) from Ocean City dropped off a copy of their 2025 Comprehensive Plan. It will be left in the Council Room.

Public Participation:

None

Meeting Adjourn

Motion: To adjourn the meeting at 11:58 AM

Moved by: Stu Rubenstein

Seconded by: Susan Brennan

Result: Motion passed unanimously.

Next meeting: August 14, 9:00 am.

Upcoming meeting dates: September 11