

**Planning & Zoning Commission**  
**Milton Library – 121 Union St**  
**July 18, 2014 at 10:30 a.m.**

**Transcriptionist: Helene Rodgville**  
**[Minutes are not verbatim]**

1. Call to order – Don Mazzeo

2. Roll call of members

Ted Kanakos	Present
Barry Goodinson	Present
Lynn Ekelund	Present
Linda Edelen	Present
Mark Quigley	Present
Don Mazzeo	Present

3. Corrections and Approval of agenda

Don Mazzeo: Are there any corrections to the agenda, as posted, this evening?

Lynn Ekelund: I would like to suggest that we move Item 5.d. to the beginning of the meeting, so we don't have Comprehensive Plan business; Comprehensive Plan.

Don Mazzeo: Any objections?

Barry Goodinson: No.

Linda Edelen: No.

Don Mazzeo: Hearing none, I will accept a motion to accept the agenda with the change making 5.d., 5.a.

Linda Edelen: I move to do so.

Lynn Ekelund: Second.

Don Mazzeo: All those in favor say aye. Opposed. Motion is carried.

4. Nominations/Election of Chairperson and Secretary

Don Mazzeo: The purpose of this is because I am going to set myself aside, because I have several months of conflicts coming up and I will not be able to attend many of the Planning and Zoning meetings, specifically the Comprehensive Plan meetings. I personally would prefer to have someone who's going to be here and carry the ball right through to the end. I will remain on the Commission. Hopefully I will attend every meeting that is available to me. Before I go on to that, I would like to make one comment. We do have an individual sitting here tonight, to my far right. This will be his last meeting for this particular Commission in the Town of Milton. Robin has chosen to move on. He's going into our friends in Lewes, I believe and I personally thank Robin for his input, his gracious knowledge that he's imparted to me and to this Commission and I applaud your opportunities that you're taking.

Robin Davis: I thank you.

Don Mazzeo: With that said, I will now accept nomination for Chairperson.

Mark Quigley: I nominate Barry Goodinson.

Lynn Ekelund: I'll second.

Don Mazzeo: Do we have any other nominations on the floor?

Linda Edelen: I nominate Lynn Ekelund.

Don Mazzeo: I don't think we need a second, actually, per se. Alright, we have two nominations, do we have any others? We have seven members. No. Then we have to go on. We'll start with election of chairperson. All those who would like to see Barry Goodinson as our new chairperson raise your right hand.

Lynn Ekelund: That's kind of hard for Lynn to take down. Why don't you say roll call vote, or all in favor say aye.

Don Mazzeo: Because we have a second nomination here. Now you were it.

Lynn Ekelund: Okay.

Don Mazzeo: But it would appear by overwhelming majority, Barry Goodinson is now the duly elected chairperson. We do not need to have a Secretary position filled, because Lynn is retaining that position, unless she so chooses not to remain as such.

Lynn Ekelund: Oh, I have to say something?

Don Mazzeo: Would you like to retain your position?

Lynn Ekelund: No, I would not.

Robin Davis: Okay. The only reason the Secretary was in there, in case... If she's resigning right now, then...

Don Mazzeo: Are you resigning effective at this moment?

Lynn Ekelund: Yes, I am.

Don Mazzeo: Okay, we now need nominations on the floor for Secretary position. I'll entertain nominations for Secretary.

Linda Edelen: I was going to nominate Mark Quigley.

Don Mazzeo: Okay, Mr. Mark.

Lynn Ekelund: I second that.

Don Mazzeo: Okay. Are there any other nominations for Secretary. All in favor of Mark Quigley as our new Secretary, aye. Opposed? We now have a new chairperson and a new secretary. With that, I will turn the gavel which I don't have in my hand, over to the new chairperson.

Barry Goodinson: I'm not an expert on Robert's Rules of Order, so please...

Don Mazzeo: I have the book.

5. Business – Discussion and possible vote on the following items:

- d. An Ordinance to amend Chapter 220 of the Town Code, Entitled “Zoning”, relating to amendments to the zoning code. Prepare and review written advisory report for submission to Town Council. This item was referred to the Planning & Zoning Commission by Town Council on July 7, 2014.

Barry Goodinson: We are now moving the Ordinance change to now. What I'd like to find out is, what precipitated this?

Robin Davis: Mr. Chairman, if I can, could you please read the...

Barry Goodinson: Oh, that's right. The question I have and Robin, maybe you could help us with this, is how does this differ from what we considered and responded to back in December?

Robin Davis: The first part, the changing of the words from “shall” to “may” was what was discussed by the Commission before. If you'll note at the bottom of the proposed Ordinance Amendment, they're also looking to change the requirement for four-fifths vote; to change

the recommendation from four-fifths to a simple majority. So those are the two things that are on the proposal and Council was asked to get an advisory report from the Commission. Linda Edelen: I am bewildered. I thought I had in my mind a sense of why the Town Council was doing what they were doing when they changed from “shall” to “may”; it was fuzzy, but I thought I had it. I don't understand what they have decided to do, other than to get rid of the Planning and Zoning Commission. They have, with this Ordinance, the right to send us nothing and then if they deign to send us something, for whatever their reason may be, then they only need a simple majority. What are we here for? This is not anything that I am going to pass.

Lynn Ekelund: I echo Linda's sentiments entirely. I see Councilman Coté is the only member of Town Council that's here, could you explain to us... the reason? Did you vote, number one, did you vote to do this?

Robin Davis: I don't know if that's something...

Don Mazzeo: I don't think we can address that to Council directly.

Robin Davis: How he voted. It's a public record.

Lynn Ekelund: I understand it's a matter of public record, but since we don't have any minutes in front of us, nor do we have anything that gives us any indication of why Council decided to do this. If we want to do it blind, that's okay, it was a majority vote. My question is then, at the January 16<sup>th</sup> meeting, where this was voted down because of the not simple majority, but the four-fifths majority that was needed; Vice Mayor Booros asked, well okay, it went down. When will it come back again? And Mayor Jones said, I highly suspect it will come back again, when we put into motion the review of the zoning, which, as you know... I'm sorry you weren't there. I charged Council that starting in February we were willing to put forth the financial investment to have Pennoni begin to look at some of the Ordinances for us and Mrs. Rogers is securing a value for that, so that it will come. So I expect that this will make a sweep very soon and let's make sure that it does, alright? Was there anything from Pennoni Associates that precipitated this, Robin?

Robin Davis: Not that I'm aware of.

Lynn Ekelund: When you were there, was there anything that did precipitate this? How did it come up?

Robin Davis: I actually wasn't at that meeting.

Lynn Ekelund: Oh, you weren't at that meeting.

Barry Goodinson: What was Pennoni expected to do that was going to change the landscape on this for them? What were they expecting was going to happen?

Robin Davis: From what I know of it, Pennoni was supposed to be looking at more of the Section 220 and 188, dealing with sub-divisions and LPD's. I'm not sure... I don't have that information. Nothing was forwarded to me. I just know Pennoni was involved in looking at changes to the sub-division Ordinance, which is 188 and the LPD section of 220, the zoning ordinance.

Don Mazzeo: Mr. Chairman, we, I believe and I know I signed a letter as the Chairperson at the time; we had 1, 2, 3, 4, 5, 6 bullet items, specifically identifying why we did not recommend this change to the Council. I cannot tell you why Council brought it back. I suppose Council has the opportunity to bring back anything they want, as many times as they want, until they get it their way. I'm recommending that we just resubmit this letter... We'll have to take our vote on it, of course and if we are still in 100% union of our

commitment to this, as we were back in December, then I would suggest we all sign the same document and forward it back onto Council as part of our recommendation to recommend declining the changes.

Robin Davis: If I may Mr. Chairman, what we have is you have an official advisory report template that the Town Solicitor has provided. The letter is basically not an official advisory report, so you could take those bullet points and what was written and incorporate it in the advisory report.

Barry Goodinson: I'm happy to take our earlier letter, put it into this form. I was told by the Mayor, at one point, that they doubted the unanimity of the letter, because we did not sign it individually. The first line of the letter said that the members of the Planning and Zoning Commission are unanimously opposed to this action. They chose to not believe that we were unanimously opposed because we didn't sign it individually.

Don Mazzeo: However, it's public record in our minutes and it is stated specifically.

Barry Goodinson: Exactly.

Lynn Ekelund: And the minutes are on the website and it is unanimous.

Barry Goodinson: I think that was just being cynical.

Lynn Ekelund: Who was being cynical?

Barry Goodinson: Well they were.

Linda Edelen: Where is Seth; because he would be able to answer the questions that we cannot address to the Town Council member?

Robin Davis: I just didn't know if it was really important that he be here because of the issues of what was brought up in the past. I don't know if...

Lynn Ekelund: And who made the decision that it wasn't very important?

Robin Davis: I actually made the decision to say I didn't know if it was really important that he be here, because of what was addressed previously.

Barry Goodinson: The question I have is, and I don't know... can the Town Council just say we're going to go from a four-fifths to a majority? What action needs to be taken? Is it a majority vote that changes the four-fifths to a majority?

Lynn Ekelund: I think if they had referred it to Planning and Zoning and at this time, it is still...

Don Mazzeo: The majority recommended forwarding it back.

Lynn Ekelund: A four-fifths majority. If we take it back to them, with a no, a simple majority, the four-fifths majority would still have to be in place.

Linda Edelen: It's a loop. They're never going to get out of it.

Robin Davis: Correct. The Ordinance still stands as it is written right now, so your recommendation, whether it be yes or no, if they do anything to the contrary of that, they need a four-fifths vote to change it.

Barry Goodinson: Here's what I think. We're all volunteers and the Mayor and the Council, they do this on a part time basis. None of us have staff to become experts. This is not Washington, where we have issue specific staff, so none of us can be experts on all of the stuff that we're supposed to know stuff about; so building in these secondary opportunities to review things, makes perfect sense. It's more important in a situation like this, than it would be in any other situation, so I am really opposed to weakening this stuff. At the last Town Council meeting, I honestly felt bad for Mayor and Council because there was a steady drumbeat of people standing up, furious about the trees, about the fence, about the

house and it seems to me that there is this tendency and I understand it; they want to get stuff done and they don't want to be the people that are getting in the way of getting stuff done and they want to move and they want to serve the people of this Town, so they want to move quickly, but without a secondary opportunity to look at this stuff, the impulse to move quickly turns into impulsivity and we end up with fences we don't need; that the people don't want; we have trees that have been hacked down, without an opportunity to have an arborist look at it before it's done. I'm really opposed to this. So I think what I'd like to do is to put this in the format of the little form that they want us to fill out and we can do that. But I also would like to just have a cover letter that just says look, we're all in this together. We know you're not doing this on a full time basis. You need us and we're here to serve you and provide expertise.

Mark Quigley: I have something to add to that also. You said that we're part time and we're volunteers; it's the same thing up in Newark, also. It's the same basic system. The Council people there volunteer.

Hal Godwin: They're paid in Newark.

Mark Quigley: They're paid a stipend. I spoke to one of the council people two weeks ago. I see her at the meetings when we go to these classes, but they're given a stipend; but they're not full time by any stretch.

Hal Godwin: Right. No.

Mark Quigley: From Newark to Sussex County, it's probably the same pretty much, all in between. Maybe Dover has a full time Mayor. I'm not sure. I think it just comes down, with all the people complaining, it's common sense that there really is a lack of common sense here; there's a lack of any type of internal business leadership; and it is this knee jerk reaction from the house to the fence to those other items. It's almost silly. It's another black eye that Milton continues to give itself. There's all this good intent when people are on the outside, until they get into this position of, we'll call it "power"; because you're a council person, you're Mayor, you're power now and I just do not understand it; personally or professionally. It makes no sense to me. One other thing. What they do, is self inflicted. It's self inflicted. This is not high school anymore and it's treated like high school. This isn't TV. This is real life, little town, Milton. It's all about being popular. What about doing the right thing, like north. North is always north. You get a compass, it's always north. This is gravity. It's going to happen every time. It's simple and I'm being sarcastic, professionally, but I just don't understand it. I don't. I'm bewildered, but I'm new at this.

Linda Edelen: To go with what you're saying, Mark, if it's lets move things quickly through the town so we can get stuff here, so we can do... this will take so much more time for the Council, so I don't understand that; that they would be interested in doing that. They make think it will, but we're here at the first level and we know there's a lot to be done right here, before we make our recommendation.

Barry Goodinson: I think their intentions are good; they want to streamline; but, some of this stuff isn't complicated. Some of the stuff is learning about trees and learning about the appropriate, proper pruning and then learning about who knows how to do this. That doesn't take that much time, but there's this desire to get stuff done quickly and I really think that this is dangerous. I'll work on reworking this thing... I'm sorry.

Linda Edelen: Well, thank you, I like your words, they're always on point. We're going to have to address the simple majority, because that was not in the first letter and also this

additional “if referred”; those are...

Barry Goodinson: Okay, I guess I have a question about the whole transparency stuff. I'll do a draft and can I circulate it among members of the Council?

Robin Davis: Yes, that would be fine, but I wouldn't go back and forth with...

Lynn Ekelund: Wait. Do you mean a draft of what we plan to submit; you want to circulate to Council, prior to circulating to us?

Barry Goodinson: No, to you guys.

Lynn Ekelund: To the Commission?

Barry Goodinson: To the Commission. I'm sorry.

Lynn Ekelund: Oh, okay.

Robin Davis: Yes, but I wouldn't make it a go back and forth. What you decide to write down, you could go ahead and send it to the Commission members, but what we would need is at the next meeting, your regularly scheduled meeting, is to finalize the report, which will be sent to them. But that way, the Commission members would have an opportunity to look at it, prior to the meeting; but I wouldn't make it a correspondence back and forth.

Barry Goodinson: Okay.

Mark Quigley: One other comment. Robin's leaving. The last guy left. We've had Code Enforcement Officer's come and go. You know better than me, because you're involved. I would love to know what the laundry list of employees that have come and gone in here, just in the last seven years that I've been here. People typically don't leave a job because it's money. Money and benefits help, but conditions typically are everything and it seems like Milton, at least in the last seven years, depending on which administration's involved, jerk our town employee's around as little pawns, for their own benefit and their own ego and I think it's disgusting. It's wrong. It's just wrong. That's all I can say about that.

Lynn Ekelund: I understand that you're going to rework the letter that we had sent, as I have it dated the December 18<sup>th</sup> letter?

Barry Goodinson: Yes, I believe so.

Lynn Ekelund: And you're going to plunk it somehow into the advisory report format?

Barry Goodinson: Correct. But then also addressing the four-fifths to a majority issue.

Lynn Ekelund: I think we need to address that and I'd like to pose just a few suggestions that you might use. I think we have to stress the import of what we do which are actually changing zoning for the town and also changing Ordinances. I think that we've stated here, a number of us, in a number of different ways, that we're hoping that we might in some way, shape or form, be almost an obstacle to the impulses of changing Ordinances and Zoning. I'd like to sort of put that in there. The super majority is almost a check upon Council; to guard the community against the effects of impulse or hasty decisions. I also think that we're there to guard the community against, and I'm not saying that it exists today, but factions of any Town Council; where one side or the other on a particular issue might have a simple majority, but they would have to bring everyone together to override our recommendations. I'd like both of those to be in there.

Barry Goodinson: Okay.

Lynn Ekelund: If you can wordsmith. Thanks.

Barry Goodinson: Any other points that you folks want to have added? Okay. Watch your emails, I'll send a draft out and we can...

Lynn Ekelund: I think we have to vote on this.

Linda Edelen: Do we have to vote on this tonight? We vote on this and then we vote on the letter? No. I'm asking.

Don Mazzeo: Mr. Chairman, I'll make a motion that you, as the Chairperson will draft a letter incorporating the items that we've had under discussion and incorporating the previous letter that was issued to our Mayor and Council at the time and that you will then forward to the Commission members, a copy of that for our review, prior to our next regularly scheduled Planning and Zoning meeting.

Lynn Ekelund: I second.

Barry Goodinson: Now your question.

Linda Edelen: My question is, we just voted on the preparation of this letter for review. Do we not vote tonight to approve or disapprove the Ordinance as proposed?

Lynn Ekelund: Yes, we do.

Linda Edelen: We should. I think we should. Right?

Lynn Ekelund: But while we're in discussion mode...

Linda Edelen: Somebody might have changed. We have new members and we have to vote.

Barry Goodinson: That's true. That's a good point.

Lynn Ekelund: That's a good point. Can I ask you, Robin, one thing? Based upon and mine is still pretty soggy, but if they referred this to us on the 7<sup>th</sup> and we have 45 days to prepare an advisory report, is that correct?

Robin Davis: That is correct. 45 days from receipt of the notice.

Lynn Ekelund: From the 7<sup>th</sup>. So did we officially receive it tonight? So is our clock ticking from today? Or from the 7<sup>th</sup>?

Robin Davis: The Ordinance reads if the Planning and Zoning fails to report within a period of 45 days from the date of receipt of the notice...

Barry Goodinson: What is the date of receipt of the notice?

Lynn Ekelund: Is that tonight?

Robin Davis: I would say my memo was done on the 10<sup>th</sup>, so that would probably be...

Lynn Ekelund: So do we have time from the 10<sup>th</sup> to have Barry, once we vote and do everything, to have Barry draft the letter, get it to us and then approve that written report and get it to the Council within that 45 days time period?

Barry Goodinson: Yes, this is when it would be helpful to have Seth.

Lynn Ekelund: But it wasn't important.

Barry Goodinson: Right.

Linda Edelen: When's our August meeting? Our regular August meeting.

Lynn Ekelund: The third Tuesday.

Robin Davis: The 12<sup>th</sup>?

Mark Quigley: The 19<sup>th</sup>.

Robin Davis: The 19<sup>th</sup>.

Linda Edelen: That's within the 45 days.

Lynn Ekelund: I was just asking.

Don Mazzeo: Is that enough time Barry?

Barry Goodinson: Oh yes. I can get it done pretty quickly, because the letter is largely written. Okay. So we have a motion on the table. It's been seconded to move forward with this. All approve? I will get the hang of this. I promise.

Lynn Ekelund: Oh, I know you will.

Barry Goodinson: Shall we move into the vote now? Because I know we also want to move on voting on basically reaffirming our earlier positions; because we've got a new member.

Lynn Ekelund: I'm just afraid that we might be putting the cart before the horse, if we vote to send a letter, before we vote to...

Barry Goodinson: Okay.

Lynn Ekelund: So perhaps we want to withdraw a motion and start all over again, just to get it or not.

Linda Edelen: And perhaps we don't need a motion, just a directive to one of our members to prepare this letter, that we can review at the next meeting.

Don Mazzeo: I'll withdraw my current motion.

Barry Goodinson: Okay.

Don Mazzeo: I will make a motion that we, as the Commission, vote to disapprove the changes that are currently on the table by Mayor and Council regarding Chapter 220. So there's the motion that we vote to disapprove the changes that they've referred back to us.

Robin Davis: And have the chairperson prepare a draft advisory report.

Don Mazzeo: Well, it would read differently if we have a non-unanimous vote, so we have to know what our voting sequence is. Then we can go to the second motion.

Lynn Ekelund: I second Mr. Mazzeo's motion to not recommend changes to the ordinance to amend Chapter 220 of the Town Code, entitled "Zoning", relating to amendments to the Zoning Code.

Barry Goodinson: All those in favor?

Lynn Ekelund: Could we have a roll call vote please?

Barry Goodinson: I think that's a good idea.

Don Mazzeo: Do roll call vote.

Ted Kanakos	Yes
Barry Goodinson	Yes
Lynn Ekelund	Yes
Linda Edelen	Yes
Mark Quigley	Yes
Don Mazzeo	Yes

Barry Goodinson: So we have a unanimous vote.

Don Mazzeo: We now have a unanimous decision.

Lynn Ekelund: Which will be in the record for anyone to read, should they so choose.

Don Mazzeo: Now I will make the motion that I made about 10 seconds ago and put it back on the table that we have a letter drafted by the Chairperson, circulated accordingly with the changes that were proposed and need to be adjusted.

Lynn Ekelund: I second that.

Barry Goodinson: All those in favor say aye. Opposed. Motion is carried. **Barry, you need to ask if anyone is opposed and then say motion is carried.**

a. Comprehensive Plan Review/Update

Barry Goodinson: So now we get going back to the Comprehensive Plan Review and Update.



Who would like to take the lead on this? Right now, what we've got the next meeting will take place this Saturday to discuss the downtown. We have someone coming from the State Economic Development Committee Office, who's in charge. I contacted the National Trust Main Street folks. They couldn't come. I spoke to the Delaware Main Street folks and then they put me in touch with this guy, so that will take place this coming Saturday here at the library.

Don Mazzeo: Mr. Chairman, just for the record, I will not be in attendance at that meeting.

Barry Goodinson: Okay.

Lynn Ekelund: Barry, I circulated by hand a letter and this agenda that you provided me to business owners, in town and got quite a good reception. I think, I hope, a lot of them will be attending. Their main concern was and here we were trying to space these meetings out in the day, in the evenings, weekends and a lot of them said yes, but it's a Saturday morning and I'm working, so there seemed to be a little bit there. I did have a number of people... I sort of went out a little bit on a limb and I hope you all will agree with me, because these are working people, and said that if you do come to the meeting and as there has been in past meetings a number of people that want to speak, you will be allowed to go to the head of the line and say your piece, because it just strikes me that otherwise they're going to say, we can't do that.

Barry Goodinson: Okay.

Lynn Ekelund: They were very excited. They felt that their opinions were going to be taken into account.

Barry Goodinson: Good. I noticed I got an email today from the Chamber of Commerce. They sent out a special email, with just a couple of points and this was front and center of this meeting on Saturday, so encouraging their members to come, so hopefully we'll have a good turnout.

Lynn Ekelund: I did meet the people that are going to be operating the Milton Mercantile; they purchased a home on Union Street, actually catty cornered across the street where I live and directly across the street from Glen and Lisa Howard, who own the property and own the theater. I happened to have been talking to Glen about this, when Ted came up and he was pretty excited, so I think they'll be coming. I think we'll have a good turnout of the people that own or operate businesses in the Town Center.

Barry Goodinson: Good.

Lynn Ekelund: Just as a preview, I think parking was the number 1, 2 and 3 issue on their minds and flooding was number 4.

Barry Goodinson: Hal, how do you want to go about? Do you want to just bounce back and forth a couple of ideas, in terms of just how we set the agenda up for Saturday? I think it'll probably pretty much follow the same format, in terms of giving people the opportunity to speak. I've got to talk to this guy from the State to find out exactly what...

Hal Godwin: Who's coming from DEDO?

Barry Goodinson: Oh, shoot.

Hal Godwin: Okay, it's not important, but you have somebody coming from DEDO to speak?

Barry Goodinson: Rick Ferrell?

Hal Godwin: Oh yes, he's from Lewes. Isn't that the same Rick Ferrell? Yes, I think that's who that is. I think he's from DEDO. I think he's friends with Ed Lewandowski. Anyway, you're going to have him give a presentation on DEDO and how to develop a Town Center.

Barry Goodinson: Yes, but again I want to kind of have the folks in the audience, speak first, to

give him as much information and background; and also again, I just think that the symbolism of hearing from the people in the town first, is important, in letting them know that they are the first ones we want to hear from. So I would kind of move that to the...

Hal Godwin: I hadn't put much planning into that meeting, because I got the indication that you were going to make sure that we had the right people here for the Town Center discussion, so I just kind of backed away from it.

Barry Goodinson: Okay. Well we can...

Hal Godwin: There are... I have been involved downtown redevelopment plans before, principally with Newark, so I have some understanding, some recommendations as to how to get that done, so frankly that's an issue that's kind of, I think with what I know about Milton, it's going to be an ongoing process. It may be an always issue on the table, how to develop the downtown; because there certainly are challenges with the flooding and the proximity of the river and so forth and how to incentivize the area to bring businesses; particularly the businesses that the town wants. It would probably be a good idea, at some point in the game, for us to have a think tank session on what kind of businesses we think are a good fit for our downtown and what are not. You don't want a gas station; you don't want a grocery store; you want smaller stores that meet the needs of the people and would be popular with the people of the town. Such things, in my mind, I think the anchor is the theater, so I think if the theater is successful and people really embrace the theater, that will be a real anchor to draw other businesses into the town to be sort of ancillary to the theater, the arts... so I think that's one way to think about it, as well. It sounds like you've got some of the right people coming and again, I don't think we need to particularly worry about hitting the ball over the fence on Saturday; because I think downtown development's going to be an ongoing issue for this Town Council and the Planning and Zoning Commission forever.

Barry Goodinson: One question I have. Ted brought up the good point that the reality is the river floods; the river has always flooded; it's going to continue to flood; so the lower part of downtown is going to be a challenge and it's going to be hard to attract businesses to properties that constantly flood. So we've got to start thinking about the downtown; maybe going up the hill more.

Hal Godwin: Right. Spreading the downtown footprint.

Barry Goodinson: Exactly.

Hal Godwin: I agree with you completely.

Barry Goodinson: But the issue is when you stand downtown and you look up the hill, looking up towards Town Hall and looking toward the new restaurant that's opening, you've got a big piece of vacant property and what can we do as a town, to sort of catalyze the development of that; in an appropriate way? Similarly next to Irish Eyes you've got that building there, that is kind of an outlier and going along Front Street, I know there are some conversations about development along there. So I guess the questions I have are what tools are available to us, as a town to catalyze that type of development and to provide some incentives.

Hal Godwin: My experience has been that in Delaware, since Delaware works on such a small... the whole state works on a small tax basis, it's hard to give tax incentives; because you don't have that much to give. What I have seen being successful, particularly in Lewes and other towns and in Newark and some in Dover, is to try and solicit input from the property/business owners. Newark has an organization that they call the Downtown Newark Partnership and that's exactly what it is; it's everybody that touches Main Street is involved in this Board.

There's the University, there's the City, there's the townspeople, there are property owners who own stores, there are storekeepers who run the stores, there's landlords, there are students, everybody that touches Main Street has a representative on this Board. Over the last 15 or 20 years, you could take a look at Main Street and see what's happened, but it's been that partnership, the energy of that partnership that's brought it on and I think that one of the most important pieces in that, is the property owner. We have to have the property owners involved in the rehabilitation or the adaptability; some properties flood more than others and there are some mitigation processes that can be used to help reduce the effect. We'll hear about that from Susan Love when she comes to our following meeting when we talk about the river itself. She's going to talk about sea level rise and most of her presentation is not about trying to stop that, because you can't, but it's how to adapt to it; how to get out of the way, essentially; or how to stay in place and adapt to the extra water. It's a foregone conclusion, I think, with most scientists that the ocean level is rising and in this town, it means that that river is rising. So we have to learn to live with it and to find a way around it. I didn't mean to rattle on too long, but I just think that with the downtown revitalization, we really need to engage everybody that touches it and I think the primary interest is the property owner, because if the property owner is not in, not in the game, and not willing to talk about what are proper rents; what are proper businesses; what needs to be done to certain properties to make them blossom, then you have a big challenge. Usually the property owners are interested in what's best for their property. Most of us are. Usually, if you can get the property owners on board, in the beginning of the process and they feel like they're partners as it moves along, everybody wins. There are some zoning things that can be done; there are some zoning changes that the Town could consider, as far as land use is concerned, where you mix commercial and residential to bring people to your downtown. You already have some apartments on top of stores. That's good, if there's a zoning issue about that, you might want to take a look at that and see what can we do to the zoning laws to allow for people to live in commercial districts, those kinds of things. I just think that the Town Center thing, is something that we're going to be working on until we're all gone; it's just going to be an ongoing process. Most towns in America have that same challenge. If a big highway goes by and all of the high volume stores go to the big highway and then the town is left with, what do the townspeople want? You have to find out what that is.

Ted Kanakos: Excuse me. In the 12 years that I have lived here, I found that the longest, more comfortable type of downtown business, were the restaurants and the antique stores. It would be good if that was our theme, rather than find seven other stores that might work, just create a downtown theme area of walking and seeing some nice things and eating. We already have three restaurants within 100' of each other and they're all decent and I think this antique stores is going to open up and another one possibly. Everyone is asking for antiques, so create the theme.

Barry Goodinson: The other part of the plan was following up on the last meeting that we had on the Core Values, which I thought that meeting was terrific. I think that Ed did a great job and I think it set a really terrific tone and I know Jocelyn handed out the notes from that, so in terms of taking this and now turning it into a document that has the Core Values, Jocelyn and I had sent an email yesterday and she had sent me this, so I went through and pulled out a few things, so I can take a first stab at coming up. I've been looking at other towns' Core Values and they kind of boil it down to 5 or 6, so I think that probably makes sense; see if we can boil

it down to... What was interesting to see, it was not an issue coming up with Core Values, but it was more of just listening to them emerge as people were discussing them and it became pretty clear that there were a handful of things that were important to people; the river, the downtown Historic Preservation, connectivity and all of its iterations, whether it be physical connectivity; people walking around, or the ability to connect with the river; the ability to connect with one another; so I think those are some of the themes that are emerging, so I can take a quick stab at it and circulate it over to you Hal, if you want to then take a look at it and we can put it out to the rest of you all. We did tell the community then we would post it as a draft for public comment and we'll just keep on doing that, as we develop this. Does that make sense? Okay.

Lynn Ekelund: I think that makes good sense. Hal, where do we stand on the draft for transportation and for Lawrence Lank's, the growth areas?

Hal Godwin: I haven't put those together yet. I need to work on that. What I've been working on the last few days, is the Source Water Protection Ordinances, as Don asked me to. I'm going to work with Kristy some tomorrow on this, because I need to make sure that my proposal fits into your Code, so I've got to get the right numbers and the right positioning for the Code. The resume of what we heard in the transportation (the Lawrence Lank) thing, I can do that. It's just a matter of sitting down to do it. What I want to do with...

Lynn Ekelund: I just want to be sure it doesn't get lost.

Hal Godwin: I've been on vacation and Lawrence is on vacation. I want to sit down with Lawrence for an afternoon and say let's go back through that and he'll give me the highlights of what he said. It's all up here anyway. So I could get the highlights from what he said and then embellish that with something and let him give me the nod on it; then I'll bring it back.

Lynn Ekelund: I took pretty good notes on that meeting and I have a couple of questions. Would it be okay if I just forwarded those to you, for inclusion?

Hal Godwin: Yes, sure. Please do.

Lynn Ekelund: Okay, thanks.

Hal Godwin: Because, again, I want to make sure I've got Lawrence straight, before I write it down. All of that information that he gave us, came off the top of his head, because he works it all day, so I just wanted to make sure I have that outlined first, before I start writing it. Then, Barry, before we end this evening I need to make some appointments with you for some evenings to sit down and you and I start getting some of those things on paper.

Barry Goodinson: Okay, sure. The transportation thing, in particular; because it was interesting to see those same themes emerging about the connectivity, about the no more cul-de-sac-ification of the town and making it much more connected and continuing the grid that was established that draws people here. It's kind of odd that we have a community layout; fairly, tight typical town with a grid and streets that actually lead from someplace, to someplace and that's what draws people here and then we create communities that toss that whole thing by the wayside.

Hal Godwin: What I've seen in the past is if you have a town or a city and it's approving subdivisions around the town and sometimes it's new annexed land, the petitioner, or the developer, has this really neat plan and he makes it work pretty well and it fits the city's code, but there will be one way in and one other way out and there's always a cul-de-sac, that you're talking about. One issue that seems to require them to connect to the other neighborhoods, is fire ordinance. Make them have exits and they could be minimal connections, but there needs to be a connection to that sub-division, because in case of fire, we need to be able to get in and

out of here. If a truck gets broken down here, we can't get the fire engines in and out and the house burns down. So there are ways to envelop that into your sub-division plans that require extra consideration for connectivity, but the jurisdiction probably needs to take the lead on that, because the developer's won't, usually.

Barry Goodinson: Right. I think generally the trend in development is cul-de-sac's because people with kids want their kids to be riding their bicycles on streets that don't have a lot of traffic and that makes perfect sense. But the demographics, as we've seen, of this community and this area, is... of course we've got people with young families coming here, but we also see the bulk of the people moving here who are retirees, who are more interested in being able to walk around and are less interested in having a safe cul-de-sac for their toddlers. I think developer's, if they're developing in Northern Virginia and they come here, they kind of do the one size fits all and they know that this is what sells and they think that it makes sense for this market. We just need to be a little bit more direct with them and say we're a different market and we are intentionally a different market.

Hal Godwin: And we can mention those things in the Comprehensive Plan. We can mention them in a way that might not necessarily give birth to a new ordinance or a new section of the Zoning Code, but you can talk about inter-connectivity in the Comprehensive Plan and make it a recommendation. Then when a developer comes in with a plan, you can say this looks really good, but we would like you to also put another entrance back here, based on our Comprehensive Plan. They really can't argue with you too much then.

Mark Quigley: Can that also be done with alleys, not actual streets and that way there's still some connectivity.

Hal Godwin: Alleyways are not as popular these days, as they used to be. Alleyways that I see in today's marketplace are alleyways that provide an extra access to the property, rather than being a primary access. I guess I'm not explaining that right. There are some alleys up here in Bob Blaney's project, which are nice because it allows the front of the home to be the front of the home and you bring your car around the back, to the garage, and nobody sees your car. Nobody sees your garage. I don't know how to say this. Sometimes there's a tasteful way to do it and a non-tasteful way to do it. I know Cannery Village has some rear access. It's a process that needs to be thought through really carefully, when the plan is initially designed. I think in Cannery Village they're trying to create a small town community effect, by having the fronts of the homes all \_\_\_\_\_; you can see your neighbor across the grass; you can push the baby up the sidewalk and you don't worry about the cars being in that part of your life; they're behind. That's the theme, that's done pretty well, but alleyways need to be made large enough; 50 years ago they weren't. They need to be safe. They need to be well lit. You need to consider all those things when you're designing them and allowing the developer to build them. I've seen some sub-divisions that have an alleyway in the back. Its a real narrow little street, you can't even get the garbage truck in there. But that's where the garbage truck goes, because all the garbage cans are out there, so 50 or 60 years ago alleyways were real tiny little things and I think that's one of the improvements that has been made to that design, is that they're better lit, they're wider and they serve a better purpose, a different purpose.

Barry Goodinson: With that thought, say you have one development here with all the cul-de-sacs and then another one that joins it, would they use an alleyway possibly to connect the two developments? Not exactly with a full street, because they kind of like their own

privacy or their own area, but they could still travel through?

Hal Godwin: It's a design issue. This developer says I'm designing houses that are premium and I'm going to ask a big price for them and I don't necessarily want to connect to this other neighborhood, that's not quite up to my price premium, so you have that argument. I have seen some developments where they're connected and there's a road that goes through, but the connecting road with the fire issue, was what got the connection put through there; is gravel and it has some breakaway posts in it, so the argument was we don't want people zipping through the neighborhood threatening the children that are playing, but if we've got to get a fire engine in there, we've got to get a fire engine in there. Well the fire engine bumper will knock the boxes right over, so they're breakaways. So there are several ways to do that. If fire safety is your big issue, there are ways to do that and promote the fire safety without really threatening the children that are playing on the streets, because sometimes when you connect one neighborhood to the other, if there are major arteries around, people will use that to cut through. I'm going to miss the light. I'll go through this way or I'm going to make a short cut and the next thing you know, you've got this beaten path that people are using and it wasn't intended to be that, so again you have to be careful in the design. I think it's something that the theory needs to be put in the Comprehensive Plan and then the actual application is something that you have to have a good planner to make sure they get it done when they look at the sub-division overlay.

Lynn Ekelund: One more thing on that. I remember before Bobbie Guyer's presentation I looked at the PLUS review of our Comprehensive Plan under Transportation and it was talking about the transportation investment districts and it said that they had to be in the Comprehensive Plan or they would not be considered. I, unfortunately, wasn't able to get a good grasp on exactly what that meant at the presentation...

Hal Godwin: I can get that.

Lynn Ekelund: And I was hoping that we looked at that, because if it's something that we have to include, I think we ought to take a look at it and see whether we want it or don't want it.

Hal Godwin: I'll get that verbiage and let you take a look at it.

Lynn Ekelund: Good, thank you.

Barry Goodinson: The other piece is the whole issue of Route 16 and what can we do in the Comprehensive Plan to make sure that Route 16 doesn't become Route 1 and what are the steps that we need to take and what can we build into the Comprehensive Plan?

Hal Godwin: The standard answer you're going to get from DelDOT is that you have control of that by development, growth. They're going to tell you that their infrastructure grows based on land use. If the land use requires a certain size infrastructure to be safe, according to the Federal DOT, then DelDOT is going to try to build to that standard, so it's usually about trips and traffic speed and traffic volume. Also in that review from PLUS was a comment from DelDOT about service level. If you don't know what the service level means, there's service level A, B, C, D and I think there's an F. DelDOT uses that as a gauge for how the traffic is moving. A means you can go anywhere you want, anytime, up to the speed limit and not be encumbered by other traffic. That's called A level of traffic served. Then there's B, which is a little more dense; C a little more dense; D is you're stopping a lot in traffic, you're waiting for the light and F it's flunked. You're not moving. It's gridlock. So DelDOT wants to know what we think is an acceptable level of service in traffic flow. I

think currently we're at C, which means that if a sub-division approval comes to this town, of course we're going to have to have DelDOT's input before we approve it, send it to DelDOT, they look at it and say, this is really going to add a lot of traffic to Union or to Federal, or whatever. This is probably going to take Milton down to a service level D and their standard is C, so we're going to recommend against. We're going to tell them that this takes them into a service level that's under fitting their Comprehensive Plan. So if we don't change it from C to F, the traffic is going to become something that is a real serious consideration in approving or not approving sub-division approval. They did ask that in those comments, if you wanted to change your basic accepted service level, because I caught that.

Lynn Ekelund: Some of that was involved with the LOS (Level of Service) was involved with the TID (Tax Investment District), which is where I got confused, but unfortunately she didn't have that in her plan, so if you could get all of that together, I think that would be wonderful.

Hal Godwin: I will. Okay.

Lynn Ekelund: Thank you.

b. Comprehensive Plan survey contents and method of distribution.

Barry Goodinson: Any other thoughts on the Comprehensive Plan? The Survey. As far as I understand it, we have a... Are we down to 20 questions? 30 questions?

Lynn Ekelund: 20 or 22. I was looking at what you last sent me and I sent that to Barry.

Linda Edelen: Did we rework that for the Survey Monkey?

Barry Goodinson: So the most recent document I have has 20 questions.

Lynn Ekelund: And that's the document that you sent to me Jocelyn. I forget when it was.

Jocelyn Godwin: I punted that to you and it had 20 questions. That's the last thing I had and it had 20 questions on it.

Barry Goodinson: So those are the 20 that we're going to go with, so I can start working on the Survey Monkey to see the formatting for that. Is that correct? I hadn't done it yet, because my understanding was there was some more further tweaking, but if that's not the case, then I'm happy to move forward with that.

Lynn Ekelund: I wasn't sure either, so I didn't want to tell you to go forward.

Linda Edelen: So what we had at the last meeting essentially has not been changed and that's going to be...

Jocelyn Godwin: No it was punted back to you guys, because I was working on the notes from the last meeting.

Lynn Ekelund: To answer Linda, it was punted back to us, but that's exactly where we are; so without any changes from the table here tonight, I think that's what you should work with Barry.

Barry Goodinson: Okay.

Linda Edelen: One more time.

Lynn Ekelund: What you have here...

Linda Edelen: From the last meeting...

Lynn Ekelund: From the last meeting...

Linda Edelen: Is what Barry is going to be working on. Then no additional...

Lynn Ekelund: Unless you have something that you want to add, change or delete. Or

anybody else.

Linda Edelen: No, but I thought that the two of you were...

Lynn Ekelund: No, this is where we are.

Linda Edelen: Okay.

Lynn Ekelund: Unless somebody else..

Linda Edelen: I got it.

Barry Goodinson: Okay. Alright.

Don Mazzeo: Have we decided yet the method of distribution? Are we going to hand deliver, mail it out, postage it in?

Barry Goodinson: My understanding was that the Town Hall was going to... Marion told me that they were putting money aside, I guess from the \$10,000, for postage and printing; although they're going to need help with stuffing envelopes, is that correct?

Lynn Ekelund: I volunteer, Kristy.

Linda Edelen: Be advised, I'll help. What about the cost of the Survey Monkey?

Barry Goodinson: One of the things that's on the agenda tonight is a budget proposal and I just took a stab, which I'll pass out in a second at a budget; because we need to spend that \$10,000, otherwise we're not going to get the next \$10,000; so I don't want to be leaving any money on the table, because I think we can use it. The Survey Monkey is only \$300. We're all set for the Survey. Just to be clear. I'll take the 20 questions, I'll put them onto Survey Monkey, make sure the formatting makes sense and then there may be an option to have Survey Monkey print out a printed version of it and if that's the case, then I can send that over to Kristy and that can be the thing that's photocopied.

Linda Edelen: That would be great, because it would be consistent.

Lynn Ekelund: That would be super.

Barry Goodinson: Right, exactly. Okay.

Linda Edelen: Weren't we at one point in time, Don, talking about maps; things that we need to include?

Barry Goodinson: Oh, that's a good point.

Robin Davis: If we're going to stay on point, try to stay on the agenda; unless you're going to skip to the budget; but the next one would be the meeting dates.

Barry Goodinson: Right. I'll just pass this around and we can use it when we get down to Item e on the budget, because the maps is one thing... I knew there were things that I hadn't thought of in maps and it's a big one and that could be pretty expensive.

- c. Planning logistics and potential dates for additional public hearings/meetings and possible changes to approved schedule.

Barry Goodinson: We've got the schedule out through September 22<sup>nd</sup>.

Robin Davis: Mr. Chairman, the 22<sup>nd</sup> you said the week of. It was not actual dates.

Barry Goodinson: Oh, right. Mark, have we heard from the theater.

Mark Quigley: Yes. I've had several email correspondence with the Director, they have meetings in the evening pretty much the whole month. He did say that the theater would be available in the afternoon though, any day the week of the 22<sup>nd</sup>.

Barry Goodinson: Would a Saturday afternoon work for them or a weekend afternoon?

Mark Quigley: I told him in the last email that after tonight's meeting, I would get back to him with more information and we'd go from there.



Barry Goodinson: Okay, because whatever works for them...

Mark Quigley: It seems like during the week, during the day.

Barry Goodinson: That probably won't...

Lynn Ekelund: That's kind of tough, a week day. Could you ask him if maybe a Saturday or even a Sunday?

Mark Quigley: Sure.

Barry Goodinson: Yes, Saturday or Sunday afternoon or whatever.

Lynn Ekelund: They seem to be very community oriented and they're dying to make a go of it for themselves and also for the Town, so I'm hoping... Certainly we don't want to stand in front of anything that would make them money.

Barry Goodinson: The River is going to be at the Fire Hall. I've got to fix that on the Facebook page.

Robin Davis: Yes, Mr. Chairman, on the schedule I put the actual location up to the 20<sup>th</sup> and at the bottom, I recall when we were discussing the schedule that there was a potential for a workshop on September 10<sup>th</sup>. I had it in my notes. I don't know if it was actual. I don't see it on the schedule. I think it was just kicked around and maybe you wanted to throw in a couple of workshops in there and that was one of the dates, I think that came up. I do have the library reserved for Wednesday, September 10<sup>th</sup> at 6:30; if that's a date that you still want to keep, or put in; but I didn't see it on the schedule, so I just wanted to note that.

Barry Goodinson: Okay. I was going to bring my laptop, but it was raining, between my crutch, my umbrella and my laptop, I figured I'd kill myself, so I didn't bring it, which means that I don't have the rest of this document. I'm trying to figure out what would be the best way to pin down these last few meetings.

Lynn Ekelund: I suggest we keep September 10<sup>th</sup> as a workshop, just right now, since we've got it and Robin's already reserved the library.

Barry Goodinson: Okay, then why don't I just take the remaining ones... although we do have the Source Water issue, right?

Lynn Ekelund: Maybe we could do Source Water on the 10<sup>th</sup>?

Hal Godwin: The Source Water Ordinance really needs your attention, more than the public's attention; not that I'm trying to keep it from the public. It's not going to make much sense to the average person, particularly once I get all the Code Numbers pushed in there, because the Ordinance is going to be a document meant to fit into the Town Code and it's not going to be a fluffy statement about it's so nice to have clean water. It's not going to be one of those like you put in a Comprehensive Plan. This is the nuts and bolts. So while anybody that wants to read it can, you've got to read it 2 or 3 times to understand what they're trying to say. It's a lot of technical jargon too about so many feet from a well head; you can't do pervious surface. It's engineering kind of stuff.

Don Mazzeo: That particular issue, indeed, can be a standard Planning and Zoning meeting. It does not have to partake in the Comprehensive Plan. It's got to be there for the Comprehensive Plan to go forward.

Hal Godwin: Quite frankly, that ordinance can take the same path any other Ordinance you do. If you get it, we'll have your attorney take a look at it before we give it to you. Your attorney gives you this document that says here's something for you to consider and you consider it; if you want to make changes, you make the changes, along with advice from an engineer and then you approve it and send it to Council. Once Council adopts it, and then

that part's done, but it's not the emotional document that the Comprehensive Plan is. So most laymen are going to say I don't understand any of that jargon. But it's important that you do. I'll try to explain it to you in as much detail as I can. I'm sure your engineer from Pennoni, I'm probably going to run it under his nose once too, to make sure he's okay with it.

Barry Goodinson: Are we ever going to meet the engineer from Pennoni or the Planner from Pennoni?

Don Mazzeo: I was in attendance at a meeting with the Mayor and the Pennoni gentleman and...

Barry Goodinson: What's his name? Do we...

Hal Godwin: Osborne...

Councilman Coté: Carlton Savage.

Robin Davis: Tom Osborne.

Hal Godwin: Tom Osborne is the Planner.

Don Mazzeo: That's the Planner. He was in attendance. It was recommended that we, as the Planning and Zoning Commission, when we are ready to have him come in as a presentation to the public, we would bring him in. But to bring him in at this stage, as an example if he were to be attending tonight's meeting...

Barry Goodinson: It would cost a fortune.

Don Mazzeo: Well, we'd have to pay him; we need to have an agenda for him to look at and to bring his ideas to us and then present those ideas with Hal...

Hal Godwin: What he said to me that same day, was he said when you're writing things, why don't you just kind of let me look over your shoulder and I said sure.

Don Mazzeo: You were at that same meeting.

Hal Godwin: Then I don't have to go through the whole digestive process. When you're getting close to a section that's pretty close to done, let me read it. Then, their engineer, Carlton Savage; I saw him today, he was at the County Council today, this Source Water Ordinance I'm going to want him to give it the sniff test, as well. I want your lawyer to look at it and I want him to look at it and then that way it will come to you... hopefully, I'm going to have it ready for you Saturday. Hopefully it will come to you pretty clean, the way that it is. I might not get it in front of both of those folks, but I'm going to try to.

Barry Goodinson: I'll circulate the list of the last community meetings that we've not yet pinned down and do you want me to just propose some dates? Robin, you're leaving, so I'm wondering... Kristy do we work with you to... Okay. What makes the most sense? Do you...

Kristy Rogers: I would rather have suggestions for dates sent to me.

Barry Goodinson: Then you can wiggle them one way or another. Okay.

Hal Godwin: I wrote a bunch of dates down when we were first talking about this, so I imagine some of the ones I've penciled in are not in ink. I have a Milton Planning and Zoning meeting scheduled for Tuesday, the 22<sup>nd</sup>. That's next week. That's not true, right? We dropped that, didn't we?

Barry Goodinson: Right.

Hal Godwin: July 22<sup>nd</sup>?

Linda Edelen: Because we're meeting on the 19<sup>th</sup>.

Barry Goodinson: Yes, we're having the meeting on the 19<sup>th</sup>.

Hal Godwin: When we were talking, I just wrote them down, so I probably got a few in here

that don't necessarily work. The next one that I have to get ready for is Monday, the 28<sup>th</sup> with the River issue. I've got to talk to Susan about that.

Barry Goodinson: Yes.

Linda Edelen: I'm sorry not to have a calendar, but it would be helpful and I think you did have this on one of the sheets, where you also have the regular scheduled Planning and Zoning Meetings. That's helpful to me to see that.

Barry Goodinson: I can resend that to folks.

Linda Edelen: The other is when you're looking at setting up the dates, I like it better, personally, when they are not so close together, like this meeting and then Saturday. It's okay. I don't mind. I can do it. But alternating them is good.

Barry Goodinson: You like us, but not that much. Sure. Then I think we go to August 13<sup>th</sup> or something like that.

Don Mazzeo: Wednesday, August 13<sup>th</sup>, Historic District.

Barry Goodinson: That's right. It's during the day.

Robin Davis: That is so far the last scheduled public hearing that was the 4<sup>th</sup>; that was on the original schedule.

Hal Godwin: That's scheduled for 1 p.m. in the library. So it's an afternoon meeting.

Robin Davis: Correct. Here in the library.

Barry Goodinson: Then we've got the open space on the 23<sup>rd</sup>; Affordable Housing on September 20<sup>th</sup>; and then Cultural Resources, the week of September 22<sup>nd</sup>.

Don Mazzeo: Was there a reason we chose two Saturdays, actually it's become three Saturdays since we're starting with this one on the 19<sup>th</sup> coming up and then we've got one Saturday in August and another Saturday in September. I don't recall the reasoning behind it. That's all.

Barry Goodinson: It's one of those that seemed like a good idea at the time meetings.

Mark Quigley: It was. That's actually what it was. That's what I remember.

Barry Goodinson: These are on the website, I believe; yes because they're on the Facebook and on the Town website up through September 20<sup>th</sup>. We've got To Be Determined for the Cultural Resources.

Lynn Ekelund: Then this is the handout that I gave to all of the businesses when I was giving them their letter inviting them to come to this Saturday's.

Barry Goodinson: Right, so it's out there.

Lynn Ekelund: It's out there.

Barry Goodinson: So I'll take a stab at pinning down the additional ones. There aren't that many more, thank God, and I'll run them by Kristy to see about availability of venues and then we'll circulate it to you all.

Don Mazzeo: The are all public hearings. Somewhere along the line, we need to discuss the meats and potatoes. We've gotten a lot of input, I think. We will have had a lot of input and we need to make some decision and put to paper something that we talked about.

Barry Goodinson: Yes and there's another \_\_\_\_\_, because this is a little more public one.

Don Mazzeo: These are public.

Barry Goodinson: Because Lynn said there was a document that I sent out to you all that had the regularly scheduled Planning and Zoning Meetings and I think one of them we called it our catch our breath meeting, or something. I think that's what Lynn called it.

Lynn Ekelund: I'm wondering if that wasn't the September 10<sup>th</sup> that Robin is talking about.

Robin Davis: I think that might have been, yes.

Barry Goodinson: It could be.

Lynn Ekelund: But I know you did, but this one when I circulated it to the business owners, they didn't need to know about our Planning and Zoning Meetings.

Barry Goodinson: That's right, that's why this is for the public. I'll recirculate the one that has...

Hal Godwin: I have September 10<sup>th</sup>, catch our breath.

Barry Goodinson: Okay, then we have it.

Mark Quigley: Hey, Barry, just one other thing. I was just on the Internet looking at their schedule at the theater and it looks like they have two shows on Saturday and one on Sunday in that week of September. I'm going to ask them anyway. Is there a particular time that works best for everybody? Maybe I could have a little more information.

Linda Edelen: We do already have one meeting in the afternoon; that's the Wednesday 1:00, or whatever. I can't remember. Is the weekday 2:00 or something, so horrible. Maybe inconvenience or pressure the theater to let us in those hours.

Mark Quigley: During the week?

Linda Edelen: Yeah, weekend. Is there any reason why?

Lynn Ekelund: I guess, given that most of the Town is retired, I guess not.

Linda Edelen: Given that most of the people that attend the meetings are retired. Why are you laughing?

Mark Quigley: It's inappropriate. That's why and I'm sorry. I apologize for laughing. Not at you.

Linda Edelen: Whatever you come up with.

Barry Goodinson: Honestly, whatever can work if it isn't at some ungodly hour.

Linda Edelen: What's that?

Barry Goodinson: Too late or too early. If it's a time that works fine, I really don't have a dog in that fight, in terms of what day of the week.

Linda Edelen: No, it was just the theater, I thought if we could make it easier for them, then we should.

Barry Goodinson: Okay.

Mark Quigley: Alright.

e. FY2015 Comprehensive Plan review/update budget proposal

Barry Goodinson: The last thing we have is this proposed budget and you can see, just to give you a sense, the first line is Signage and I did break it down, so \$900 + \$1,125 + \$500 is \$2,525 and then the Survey Monkey is \$300. I threw in \$1,000. I like to project budgets high. That way you don't have any surprises. I threw in \$1,000 for website, only because my fear is at some point we're going to find that the amount of content on the website is going to get unwieldy and we might need to do something and I know the Town really wants us to do it on the Town's website and we'll continue to do that; but we may need to either provide some resources; whether it be hiring a temp, just to be getting the information on there, if there's a lot of data. I just wanted to have some money. If we don't use it, we don't use it. I didn't want to suddenly be in a situation where OMG, we've got all this content going onto the website. Either the website can't manage it, or the staff can't manage it, because they've got a zillion other things to do, so maybe we need to hire someone to come in and just start cutting and

pasting and putting stuff on there, so I just plugged in \$1,000. Again, we don't have to do that, but I just built it in. Printing, I don't know what it's going to cost for us to print the Survey. I don't know if we're going to at some point want to be printing draft copies of the Comprehensive Plan, or sections of the Comprehensive Plan to be placing one at Town Hall, maybe at the library, so people who don't have access to the Internet can come and read it, so do we want to build in some money there for that photocopying. Similarly, postage. I don't know. How many are we going to send out?

Kristy Rogers: For the survey, I got your email this morning and I was trying to find out. For the Survey is going to cost \$2,000 to mail out. We have 1,860 parcels in town.

Barry Goodinson: 860?

Don Mazzeo: 1,860.

Kristy Rogers: 1,860.

Barry Goodinson: Okay, so I have to adjust my \$300 to \$1,860, so that number \$147 is going to go up significantly.

Kristy Rogers: That includes all property owners, with return envelopes.

Barry Goodinson: I'm sorry. And you said 2,000 would be for the printing?

Kristy Rogers: That includes the printing, the postage and the envelopes.

Don Mazzeo: Now we have not yet addressed any engineering review costs.

Barry Goodinson: Exactly.

Don Mazzeo: And that is outside of the scope of the Town, per se. It's all on our budget, I believe.

Robin Davis: Yes.

Barry Goodinson: Yes and that's why there are lines on this thing, so we can just start capturing these things.

Hal Godwin: Can I make a suggestion? From our side of it, we need steno help to actually write this thing out in long hand and get it all typed in; it's going to be very time consuming and normally a planning office that does this has somebody that does all the typing, if you know what I'm saying? I haven't heard you mention that and I know...

Don Mazzeo: So a clerk/typist, basically.

Hal Godwin: A clerk/typist, exactly and with all the minutes that you're piling on top of the person that normally does the Town Council minutes, that's going to back up isn't it. So you need some steno help and I also and I don't mean to speak for Kristy, but I think she probably needs help, because this Comprehensive Plan is not normally done in house. We're trying to help you get it done for cheap and usually there will be a person; almost a full time person in the office doing all the typing and the legwork and all that sort of thing, that we don't have the time to do, so if you've got \$10,000, I would recommend that you try to put some significant piece of that aside to help your Town Hall deliver what we need them to deliver.

Barry Goodinson: So build a chunk of money in for temporary help and that would be...

Hal Godwin: You might be able to find somebody that would take this on as a part-time job and go through to say next March and work for the Town part-time to get this done. I don't know, but I think that we run the risk of overloading Kristy to the point that you get another resignation, so let's not do that.

Barry Goodinson: Oh absolutely, that's what I'm wondering about.

Lynn Ekelund: Hal, when you're talking about steno help for you and Jocelyn... no I understand what you're talking about, is that something that you need for you or do you need

somebody at Town Hall that you can drop stuff off?

Hal Godwin: Somebody at Town Hall.

Jocelyn Godwin: We shouldn't really manage that. That should be managed by you guys.

Lynn Ekelund: What you're looking for is somebody at Town Hall who will handle what you need and then overflow for Kristy, we're talking about a body that will handle a number of different things.

Hal Godwin: We made it clear to Marion last fall that we were willing to help, but we couldn't do all the office work and Barry and I can do a lot of brainstorming and sketching some things out and pulling some things together, but then it needs to be put into a formal layout and typed out nice and neat and I'm not a good enough typist to do that. We can put the brain power to you, because we'll have all this public input, we've got all this material that needs to come down onto paper, in a nice, professional fashion. That's going to cost a few dollars. I don't think you have the staff on hand currently to do that.

Barry Goodinson: Right and I fully suspect that.

Hal Godwin: I would just recommend that rather than spending your \$10,000 on envelopes and not have any money left on doing the work, because it's just my opinion, I think you're getting a pretty good layer of input from your community and I think the people that really care about Milton are paying attention; even if they're not coming to the meeting; they're paying attention to what's going on and they know what we're talking about. Once we start putting a document out to be reviewed and read by the public, that's going to be a real exposure. I'm not sure you need to have somebody walking up and down the street with a megaphone, come to the Comprehensive Plan meeting tonight, or yard signs or banners. All good ideas, if you have the money to do them, go ahead and do them. I'm not trying to be a spoiled sport, it's just that we're going to get input. We're getting it now and I think that the townspeople are going to continue to sound off, as they should. We want to know what they think. But really when we get all that information on the table, we've got to get it on paper. It's going to be labor intensive. Several pages of neatly, professionally typed out information with the right info in it and the right numbers in it, and so forth.

Barry Goodinson: It sounds like we want to put most of our money into basically temporary help.

Hal Godwin: I would recommend something like that.

Barry Goodinson: Whatever we want to call it, whether it's a part-time person or...

Linda Edelen: Who hires that person? What's that process? Do we give that to Kristy?

Lynn Ekelund: Kristy.

Don Mazzeo: That falls under personnel.

Barry Goodinson: I fully suspect with Robin leaving, suddenly there's going to be a bunch of stuff coming to you that at least for the immediate future... I can see the panic on your face too.

Don Mazzeo: You should be back at the office. What are you doing here?

Lynn Ekelund: Don, did you look into what maps are going to cost?

Don Mazzeo: The question was thrown out onto the table at that meeting that we had with the engineer's and their comment was basically, don't worry about the maps. They're going to be the smallest part of our expense.

Barry Goodinson: Really?

Hal Godwin: Like the maps that go along with Source Water Ordinance, DNREC has already told me, we'll send you the maps. In other words, DNREC already has maps of town that show

you where the wells are. So they're going to give us those.

Lynn Ekelund: So it's not a big item.

Don Mazzeo: And then it's just a matter of \_\_\_\_\_ coming back into Milton. So maps, yes, there's going to be an expense, but that's not going to be the bulk of where you're going to spend your money with the engineering folks. It's going to be in their review, their time.

Linda Edelen: But they're going to take care of the maps?

Don Mazzeo: Yes, we have to identify which ones you want and then the ones you have currently, do you want any of them changed and to what extent do we want them changed. That has to be at a workshop.

Hal Godwin: Right. They have your maps from your last Comprehensive Plan.

Don Mazzeo: They're on file.

Hal Godwin: Right, so they're going to maybe adjust some lines there. The Source Water maps, DNREC already has them. DelDOT has maps. We'll be able to get maps and it's not going to be a big cost factor. Pennoni can produce any other maps that we need customized, without costing us an arm and a leg. That's one of the reasons why I want to stay in touch with Tom Osborne so that as their Planner and their Engineer, so they know where we are and what we're doing and we'll get our best bang for our buck if we just tell them here's what we need and then they can do that for you, not spending two days writing up a dialogue.

Barry Goodinson: While we're talking about maps, it occurred to me that somebody had complained to me about the maps in the last Comprehensive Plan. Apparently the colors that were used were so similar, they were kind of indecipherable, so if we could just stick in the back of our head to have maps that are more easily read.

Lynn Ekelund: Just so that someone isn't anonymous, I wouldn't say anything to him, but those are my sentiments exactly. I didn't tell you.

Barry Goodinson: No.

Lynn Ekelund: It's been more than one person that has said that, when they go to look at them, it's very difficult. It's difficult for me, as well.

Barry Goodinson: It's like shades of brown and beige.

Robin Davis: Unfortunately they're only on 8-1/2X11" sheets of paper, so everything is totally condensed.

Lynn Ekelund: Everything's condensed. I would say that if we spent a little bit more on maps that were more readable, that would be great, so let's bump that map budget up by 10%.

Hal Godwin: In the Comprehensive Plan, the maps will take on the force of law. The details of the Comprehensive Plan don't necessarily do that, but the maps are law and then the Comprehensive Plan, as a document, becomes law, but in detail it's not. The only detail that's law is the maps. So if you've got a map that goes like this and says that's AR-1, that's M-2, that's the way it is and that line shows you where the zoning changes, so those very definitely have to be accurate.

Lynn Ekelund: It's my impression that right now we have \$10,000 and we've got to somehow encumber those funds, or we lose them. Is that correct?

Robin Davis: That is correct.

Barry Goodinson: What's the process of doing that?

Lynn Ekelund: Exactly. We obviously aren't going to be writing checks. How do we do that?

Hal Godwin: Kristy will be able to do that.

Kristy Rogers: I'm going to default to the same process Economic Development Committee

has to use. They submit a budget and off of that I would approve a purchase or an expense. There's not \$10,000. Some of that has been expended so far for engineering and legal fees, but I would just ask for any anticipated expense on behalf of the Committee, as a recommendation and then we would make the approval off of a budget. Economic Development Committee brought before Council a budget document, that was discussed and approved and off of that is where I make the approvals.

Linda Edelen: What's the timeframe for that? When does that window expire?

Kristy Rogers: If you would adopt a budget this evening, that would go to Council August 7<sup>th</sup>, or I guess it could be discussed as soon as July 24<sup>th</sup>, they do have a meeting next Thursday.

Don Mazzeo: We already have in the current fiscal year \$10,000 approved for utilization, correct?

Kristy Rogers: Yes.

Don Mazzeo: What we're talking about is next year's 2015 budget and how are we going to initiate and support \$10,000? So that's what we're going to have to put together on a piece of paper, forward it to Mayor and Council for review and approval and then it would go over to Kristy and she will be writing checks against that approved budget.

Barry Goodinson: So are we talking about \$20,000 total; \$10,000 for this year...

Kristy Rogers: Well \$10,000 will expire September 30<sup>th</sup>.

Barry Goodinson: So we need to spend that or do we need to encumber it?

Lynn Ekelund: How much of that \$10,000 is... how do we encumber that?

Hal Godwin: You need to encumber it. If you give her a report that says \$10,000 has been...

Kristy Rogers: A purchase order.

Hal Godwin: For postage, signs, envelopes and a stenographer and the total is \$10,000, then she's got it.

Lynn Ekelund: We don't have to enumerate what we're going to spend on any of the items, just give you a total of \$10,000?

Kristy Rogers: For our accounting system I have to create a purchase order for how the money would be spent, to encumber the funds in the line item in the budget.

Barry Goodinson: Okay, it just has to be encumbered by September 30<sup>th</sup>; it doesn't have to be spent, correct?

Kristy Rogers: Correct. The 2015 budget, a draft has been given to Council already, as a placeholder \$10,000 is sitting in the Comprehensive Plan budget again and I will just ask for detail from the Committee to support that amount, increase, decrease, that would be for Council to discuss. Again they will start discussions July 24<sup>th</sup>.

Hal Godwin: By the time we get to the end of October, we shouldn't need too much advertising money. We should need let's get the job done money.

Barry Goodinson: Right.

Hal Godwin: Some engineering money, because they're going to be reviewing everything we do and the clerk/typist that types everything up. That's where the \$10,000 from the 2015 budget will go, I would think.

Mark Quigley: Can we get a copy of the budget that was submitted for this year, for that \$10,000?

Kristy Rogers: There was no detail for the \$10,000.

Hal Godwin: That's what she wants you to do.

Mark Quigley: Oh, okay.



Don Mazzeo: There was none provided.

Kristy Rogers: And there's not \$10,000 still sitting there. The Town has used some of the funding already for legal and engineering.

Lynn Ekelund: How much is left?

Kristy Rogers: I have to look it up.

Don Mazzeo: How did Mayor and Council encumber \$10,000 from Planning and Zoning's budget without their asking us for that approval?

Kristy Rogers: It's an Administrative Budget. It falls in the Admin.

Robin Davis: You already did three advertisements in the paper.

Hal Godwin: It's their money.

Lynn Ekelund: It's not "shall" to "may".

Don Mazzeo: It's may. We understand.

Hal Godwin: Council giveth and Council taketh away.

Mark Quigley: So we should be on the Council.

Robin Davis: And just as a note, I did add this back for the Saturday meeting coming up on the 19<sup>th</sup>, the budget is on it as an agenda item, so if the Commission wants to maybe kick this around; I know it's only three days from now or whatever it is, four days; but unless you can hash out something tonight, I didn't know if it could be something you can kick around and approve something on Saturday, because it is an agenda item.

Barry Goodinson: Okay. It seems to me it's just a matter of... Kristy if you can just confirm, or just shoot me an email, so I make sure I've got the numbers right for the Printing and Postage, then we'll have those real numbers; I'll throw in the Survey Monkey; and then the rest we can just throw into primarily temporary help and engineering. Some of the money has been spent already on engineering, right?

Don Mazzeo: What's our balance?

Kristy Rogers: I'll have to look up the balance for you certainly, but temporary labor, I don't think that would be less than \$15 an hour, so I don't know how many hours you can estimate what would be involved; but that could be...

Lynn Ekelund: Do you have someone in mind that might do this?

Kristy Rogers: Yes. If they'd be willing is another question.

Lynn Ekelund: Okay, that's fine. I agree with Hal that it should be somebody that is willing to take on the job from start to finish, just for continuity and I know that in the beginning it might be difficult to understand what we're trying to do; but as someone gets more and more used to it, it becomes more and more familiar.

Don Mazzeo: Hal, from your past experience, typically how many 10's of hours, 100's of hours are going to be anticipated...

Hal Godwin: Well, don't forget you've increased the workload by changing this from a quickie review to a major overhaul, so you've taken it from a \$10,000 car, to a \$40,000 car right off the bat. So, when we volunteered, we knew that was an option, but we were planning on it being a review; make some repairs to it to meet state spec; do the water ordinance and away it goes. |But now that we're going to do a major down to the crank shaft, bare block and a rebuild, it's going to be more time consuming and I would just think that once Barry and I particularly starting writing and getting this rolling, somebody's going to work at least a day a week on this thing, on typing up to get a finished product. I know a good clerk/typist can do a whole lot of pages in 5 or 6 hour day, so we need to be able to give somebody one of those headsets and a

tape or whatever... I have a Dictaphone thing that I can talk into and it will type on it's computer; but it just comes out block type. It's not properly spaced or any of that stuff.

Linda Edelen: But you think 10 hours a week?

Hal Godwin: I would think that would be enough. What do you think, Kristy? The other thing we've got, is we've got all these minutes from these meetings; that really should be recorded. Now if you give them to the person that normally does Council Meetings, that person only does one meeting a month; we're handing them about three meetings a month now, so we've really overloaded that person with all these meetings. They're getting the tape and they have to type it up.

Don Mazzeo: I did a quick down and dirty math over here. If we assume that we've got six month's worth of timeframe, which is probably more than we need; that's 26 weeks and they work 10 hours a week, argumentatively, at \$15 an hour, you're talking about \$3,900; split between this calendar and the next calendar.

Hal Godwin: You have two budgets to work with there.

Don Mazzeo: So we've got between the two and I think probably the bulk of it's going to be in the second half.

Hal Godwin: I also don't know if the Town will hire this person as an outside contractor, or they make them an employee and withhold taxes and have to do all that stuff. Because that raises the \$15 to \$22 an hour. I don't know how they'll do that.

Linda Edelen: Wouldn't that be an hourly rate? How many hours do they work a week?

Hal Godwin: If you hire a temp agency person, or a private contractor person, you can't have a person sign on and say I'm coming to work for the Town, 10 hours a week as a private contractor, Mary Lou Typing Company, Incorporated or whatever and she comes in and gets a check every Friday for her time, then the Town's not obligated to her as an employee; she's a private contractor. That's the way to do that.

Barry Goodinson: On a 1099 or something. Yeah.

Don Mazzeo: Yeah. Plus insurance.

Hal Godwin: That's the way to do that.

Lynn Ekelund: Could you look into that for us Kristy and give us an idea?

Kristy Rogers: That's how I was basing the \$15, from the temp service.

Lynn Ekelund: It was the temp service.

Kristy Rogers: Obviously it's not \$15 an hour.

Don Mazzeo: So \$4,000, between the two years is probably more than sufficient, but again using the budgetary mentality, put in more than you need and make sure you don't have enough.

Hal Godwin: If you think it's four, call it six. Then you've got three...

Don Mazzeo: We're already up to \$10,000 now and there's no engineering left.

Hal Godwin: Well, you've got \$3,000 out of each budget.

Linda Edelen: Well \$5,000.

Lynn Ekelund: Can we encumber \$2,500; we don't know what our balance is.

Kristy Rogers: We'll be able to give you the balance.

Lynn Ekelund: Okay, great, that would be super.

Don Mazzeo: Kind of like in a side bar, Mr. Chairman, I threw in the term six month's work. I think we might want to remember that there's a timeframe that the Plan must be in the hands of Mayor and Council for their review, public hearings, modifications, then it will have to come

back to us, and our timeframe to get this to the State...

Hal Godwin: It may not come back to you. Once you've adopted it, we're happy with this; you give it to them, it's pretty much their baby. They'll chew on it some, approve it and send it to Dover. You might not get a second look at it.

Don Mazzeo: Which is fine.

Hal Godwin: You've already approved something.

Don Mazzeo: Which is fine. My point is there's an end date that we have to have, that it's going to say Mayor and Council here is our document; whatever you want to do to it; but when is it that this document, that is going to be approved by Mayor and Council, ultimately, when does it have to be handed off to Dover.

Hal Godwin: Have to be is a different... The last time we discussed this, I think we said December 1<sup>st</sup>. We wanted to have our document in their hands by December 1<sup>st</sup>. That's what we said. Now that's not a drop dead date, because they have more time than that. That gives them plenty of time. So I think they need to send it to Dover in March or April; it's got to be approved by May.

Jocelyn Godwin: Yes, I think so.

Hal Godwin: Now, understand that... Here's how this works, that's why I'm putting so much time between December and May, the May date is the date that the Town Council adopts it again after the State has certified it...

Don Mazzeo: After the State's already had it.

Hal Godwin: So it's got to go from here to there and back by May.

Don Mazzeo: So that means one month prior...

Hal Godwin: So the Council needs to approve it, say in March or April and shoot it upstate.

Don Mazzeo: March.

Hal Godwin: And then State Planning has to have some time to look it over and give it the Seal and then it comes back here, the final approval is here. Town Council approves the State Certified Plan; that becomes the Town's Plan. So if you give it to them in December... the only reason I said December was because December is like a non-working month, when you think about it. After Thanksgiving, government doesn't get anything done until January. That's just the way it works. You have to have meetings and this and that, so I was kind of putting a cushion in there. If we got it done December 1<sup>st</sup>, we're safe for cutting it loose in January. I think that's doable. The clock's running on us here, but I that's doable.

Don Mazzeo: We have five months, in essence, to have a rough draft completed for our final review.

Hal Godwin: Now think about what we've done in the last five months.

Don Mazzeo: I just did.

Hal Godwin: We need to get busy.

Barry Goodinson: Exactly.

Hal Godwin: We've spent a lot of time reinventing the wheel, but now we need to get the wheel rolling down the road.

Don Mazzeo: Workshops are going to be a necessity to foster this into a position where we can say we've accomplished something.

Hal Godwin: There's going to be time when you're going to take a document home and read it. It's going to be your turn to work on it. You're going to read it; you're going to mark it up and then you're going to come back to a workshop and say, okay, on Page 7, I just could not agree

with... Okay, let's talk about that and you're going to go through that section of the document and then say okay, that piece is done; those 10 pages are done. Then, you're going to get another piece to digest, so a lot of this work is going to be you, putting your fingerprints on it and saying okay I'm happy with this now. Then when you get all the pieces put together, then we'll have a document that we can vote on as one document.

Don Mazzeo: And in between, Pennoni Associates Planner, will also have to be looking over our shoulder to say yes, I agree; don't agree; or I have input that might suggest otherwise. So what we feel is a very good document, in it's draft form, after he goes through it and this staff goes through it, there may be additional changes or modifications that will be required.

Hal Godwin: So I don't make you think we're going to walk off the end of the pier, and I probably shouldn't even tell you this, but I'm going to tell you, it's not unheard of to miss the closing date; it's not the end of the world. No one from Dover will come down here and lock us all up. So if we get to May and it's not done, and we have good reason why it's not done and we're in process and we're busy, they're not going to send somebody down here to put us all in front of a firing squad. That's not going to happen. We can get an extension, it happens a lot. Some towns just don't get caught up in time. We're moving a lot better than many towns do with this process, without a professional, so sometimes the timing just doesn't fall long enough. I could tell you that the County's Comprehensive Plan in 2008 wasn't done on time. You send a letter to the Governor's Office and say sorry; we're doing our best; here's what we've done so far, or we've got six more pages to write; we'll get it to you as soon as... Okay.

Don Mazzeo: However, Mr. Chairman I would suggest that this Commission does not have to write a letter.

Barry Goodinson: Right. That's true.

Hal Godwin: Exactly, we don't want to do that.

Don Mazzeo: Get it right the first time, or at least as right as we would get it.

Barry Goodinson: Alright, I think we've done our stuff.

Lynn Ekelund: Our work is done.

6. Adjournment

Don Mazzeo: Mr. Chairman, a motion to adjourn?

Lynn Ekelund: Second.

Barry Goodinson: All those in favor say aye. Opposed. Motion is carried. The meeting adjourned at 8:15 p.m.