

Planning & Zoning Committee Meeting

February 28, 2024

Present: Wayne Stover, Bill Brockenbrough, Jonathan Burnett, Kenny Getty, Nick Smith, Robert Cote, Sue Muncey, and Collin Willard, Jennifer Reitz were in attendance.

1. **Call to Order:** Mr. Stover brought the meeting to order at 7:00 p.m.
2. **Pledge to the Flag:** Mr. Stover led the pledge.
3. **Approval of Minutes:**

Mr. Burnett made a motion to approve the meeting minutes of 10/25/23 in their written form. Mr. Getty seconded the motion. Motion approved unanimously.

4. **Determination of Quorum:** Mr. Stover stated a quorum was present.
5. **Old Business:** N/A
6. **New Business:**

Workshop to Discuss and Make Suggestions to the Town of Clayton's Comprehensive Plan

Mr. Cote stated the town signed a contract in January with the University of Delaware Institute for Public Administration. Tonight is the kickoff.

Requirements: 22 Delaware Code §702: Ms. Reitz said she and Mr. Willard will be working with the town on the comprehensive plan. The requirements for 22 Delaware Code §702 are: population growth, housing growth, expansion of boundaries/development of adjacent areas, position on redevelopment, community character, general use of land, critical community development issues, key infrastructure issues, and coordination with State, County, and other municipalities.

Benefits of a 5-year Update: The benefits of a 5-year update are: opportunity to focus on what has changed, opportunity to dig deeper into specific properties, and an opportunity for a greater focus on implementation. Mr. Willard stated the Grant Assistance Program can assist with funding opportunities.

Alternative Framework: Ms. Reitz showed two different alternative frameworks from Eastown Township, Pennsylvania, and the Town of Fenwick Island. She asked what kind of template would the town like. Mr. Brockenbrough and Mr. Burnett asked if we could get a copy of Fenwick's. Mr. Stover stated things are changing fast. We need to look past five years.

Developing Priorities: Community Engagement: Ms. Reitz moved on to community engagement. She stated we want to get as much feedback as possible. Why? – buy-in, elected officials, grants – funders want to see it, opportunity to recruit volunteers. When? – at minimum beginning, at draft, and at adoption. Options? – internal SWOT analysis, surveys, community event/festival, open house, business community, specific invitation to community leaders, interviews, and newsletter/billing inserts/website. Mr. Brockenbrough stated there was not a lot of activity at Railroad Days. Mr. Burnett said we could use on-line surveys, apps, and social media to cover a broad area. Ms. Reitz stated we could tailor surveys. Mr. Stover stated we are pretty aggressive with annexation. You could tell us if we are being too aggressive. We want to keep the “old town” old but connect to the developments. The committee spoke about the best way to display future annexation. Mr. Stover stated the concern was sewer.

Tentative Schedule: Ms. Reitz reviewed the tentative schedule. February – overview and requirements, document frameworks, community engagement, schedule, and process/roles. March – SWOT, goals and priorities, State strategies/surrounding Future Land Use, demographics overview, Future Land Use (existing boundaries). April – transportation including bike and pedestrian. May – infrastructure, annexation areas. June – housing, downtown, economic development. July/August – open space/parks, community services. September – historic/community character/implementation. October – implementation. November/December – draft. January 2025 – draft. February 2025 – PC public meeting. March 2025 – council meeting / send to PLUS. April 2025 – PLUS meeting and comments. April/May 2025 – revise and send back to OSPC for approval. May/June/July 2025 – once approved by OSPC, council adopts plan by ordinance at a public hearing; send to Governor for certification.

Next Steps: Community engagement/outreach plan, data needs from town, markups to share, and mapping verification: existing land use. Ms. Reitz discussed the best format to use between the town and University of Delaware notes. Mrs. Muncey will send Ms. Reitz the prior minutes. Mr. Stover stated the developments are almost done. Mr. Smith stated Ovarions is about completed. Old Country Farm still has a lot of building to do. Mr. Smith stated we are working on Phase II of the sewer rehabilitation, we will be doing stormwater rehabilitation, we have a building committee for a new town hall and police department, and we sold the water system in 2022. Mr. Burnett asked about the walking trails. Will it be a natural progression with the developments? How can we get it going – the pedestrian and bike trails? Mr. Willard stated DelDOT can fund. There are federal grants. We can put a proactive look at this in the plan. Mr. Burnett stated the key to our future is to provide these interconnects. Mr. Brockenbrough stated we can do it in phases. Mr. Smith stated the next phase of Old Country Farm is the developer has to make road improvements with DelDOT. We could piggyback on that. Mr. Cote stated a member of the committee should be included in the communication. Mr. Burnett offered to be the point of contact for the Planning & Zoning Committee.

7. **Next Meeting:**

Mr. Stover stated the next meeting will be on March 27, 2024.

8. **Adjournment:**

Mr. Brockenbrough made a motion to adjourn. Mr. Burnett seconded the motion. Motion carried unanimously. The meeting was adjourned at 7:50 p.m.

Recording Secretary,

Sue Muncey