

## Town of Henlopen Acres

104 Tidewaters

Henlopen Acres, DE 19971

302 227-6411

fax: 302 227-3978

---

**MINUTES:** Meeting of the Planning Commission of the Town of Henlopen Acres held on **Monday, October 15, 2012, 10:00 a.m.** at Town Hall on 104 Tidewaters in Henlopen Acres, Delaware.

<b>PRESENT:</b>	John Scheurer	Planning Commission Chairman
	Gordon Kaiser	Planning Commission
	Bob Reed	Planning Commission
	Mary Jane Lyons	Planning Commission
	Thomas Roth	Town Manager (member ex-officio)
	David Hill	Mayor (member ex-officio)
	Diana Beebe	Rehoboth Art League
	Dick Poole	76 Pine Reach
	Elisabeth Poole	76 Pine Reach
	Christine Moore	14 Tidewaters
	Herb Wilgis	35 Pine Reach
	Martin Clark	59 Tidewaters
	Barbara Shortley	59 Pine Reach
	Kathy McGuinness	6 Broad Hollow
	Christine Strauss	14 Tidewaters

**ABSENT:** Dick Thompson Planning Commission

### **[The Minutes Are Not Verbatim]**

#### **1. CALL TO ORDER – Pledge of Allegiance**

John Scheurer called the meeting of the Planning Commission to order and with that led the Pledge of Allegiance.

#### **2. ELECTION OF CHAIRMAN AND SECRETARY**

Mr. Scheurer stated that the first order of business is the election of a chairman and secretary. Mrs. Lyons made a **motion** to appoint Mr. Scheurer, Chairman of the Planning Commission. Mr. Kaiser seconded. The motion passed unanimously.

Mrs. Lyons made a **motion** to appoint Mr. Kaiser, Secretary of the Planning Commission, Mr. Reed seconded the motion. The motion passed unanimously.

#### **3. APPROVAL OF MINUTES - May 25, 2012**

Mr. Kaiser made a **motion** to accept the minutes. Mrs. Lyons seconded the motion. The motion was approved.

#### **4. Wellhead Protection**

Wellhead protection will be discussed at a future meeting.

#### **5. Lighting**

Lighting will be discussed at a future meeting.

## **6. Comprehensive Plan**

Mr. Scheurer stated what he would like to see accomplished at this meeting is an organizational meeting, setting the framework for what we have to accomplish, which is a new draft of the Comprehensive Plan that is due July 2014. We need to lay out a schedule of how we accomplish that task. Mr. Scheurer said that the State's latest recommendations should be distributed to everyone. Also we could possibly have Ms. Holland attend our next meeting and review with the Planning Commission what we are to accomplish and the various steps to get there.

Mr. Scheurer said that there is a letter from Ms. Holland with comments about our update. Mr. Scheurer said to Mayor Hill that he knows that the Commissioners discussed it at their meeting on Friday, October 12, 2012 and asked him if he could give the Planning Commissioners an update of what was discussed.

Mayor Hill said that as far as the Commissioners are concerned the review process is finished. The Planning Commission did their work and sent it to PLUS. The Commissioners have tasked Commissioner Staffier with reviewing the Rehoboth Art League's status and issues. Mr. Hill emphasized that Mr. Staffier's effort should be coordinated with the Planning Commission for the ten year Comprehensive Plan update.

Mr. Scheurer said that the Planning Commission through the review process has identified eleven items to be addressed. These items along with the recommendations received from the State will be the basis for the ten year update. Mr. Scheurer concurred that the Town is finished with the Comprehensive Plan update and asked the members of the Planning Commission if anyone felt otherwise. There were no comments.

Mr. Roth stated that he will compile a list of these items, along with a list of recommendations from the State, disclosing the status of each.

Mr. Scheurer stated he would prefer not have meetings over the winter but double up meetings in the summer, when there are more people in residence. He felt a lot of the people who care about these issues are not here in the winter and would be better served to work on it May through September.

In response to Diana Beebe and Richard Poole, Mr. Roth stated he would see that all pertinent information is posted on the town website as well as a summary in an upcoming newsletter.

## **7. Adjournment**

Mr. Kaiser made a **motion** to adjourn the meeting at 10:27 am. Mrs. Lyons seconded the motion. The motion passed.

Approved: May 3, 2013