

Planning Commission
229 Rehoboth Avenue
P.O. Box 1163
Rehoboth Beach, Delaware 19971



City of Rehoboth Beach
Telephone 302-227-6181
www.cityofrehoboth.com

PLANNING COMMISSION
Virtual Special Meeting**
Friday, July 24, 2020; 2:00 p.m.

AGENDA

PLEASE NOTE - AS PERMITTED BY GUBERNATORIAL AUTHORITY, IN ORDER TO LIMIT THE RISK OF POTENTIAL COVID-19 EXPOSURE, THE PUBLIC SHALL BE DENIED ENTRY TO THE PLANNING COMMISSION SPECIAL MEETING.(1) THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN THE PLANNING COMMISSION SPECIAL MEETING ELECTRONICALLY. FURTHER INSTRUCTIONS ARE LISTED AT THE BOTTOM OF THIS AGENDA.

- | | Page |
|--|--------|
| 1. Call to Order | |
| 2. Roll Call | |
| 3. Verification of Meeting Notice - A. Womack | |
| 4. Correspondence | |
| 5. Old Business | |
| A. Comprehensive Development Plan (CDP) update, including discussion of draft goals and strategies and next steps.
PC Goals Schedule Presentation - 24 Jul 2020 | 3 - 37 |
| B. Update on Belhaven Hotel discussions. | |
| 6. New Business | |
| 7. Other Business | |
| A. Building Inspector's Report | |
| B. City Solicitor's Report | |
| C. Future Planning Commission meetings | |
| 1. Discuss possible agenda items for the next Regular Meeting scheduled for August 14, 2020. | |
| 2. Discuss attendance conflicts for upcoming Regular and Special Meetings. | |
| D. Report of any new applications that may have been timely submitted. | |
| 8. Adjournment | |

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE
[Time may not allow for the consideration of all agenda items.]

*For additional information or special accommodations, please call (302) 227-6181 (TDD Accessible) 24-hours prior to the meeting.

amw: 07/17/20; posted 07/17/20

- MEETING INSTRUCTIONS -

****The Planning Commission is holding this meeting under the authority issued by Governor John C. Carney through Proclamation No. 17-3292.(1) The meeting will be conducted using video-conference technology.**

Members of the public wishing to speak will be required to pre-register with Ann Womack, City Secretary, at awomack@cityofrehoboth.com at least two (2) full business days prior to the meeting.

Citizen comment will be administered by a moderator to ensure everyone has an opportunity to comment. You will not be able to speak until called upon by the moderator.

Registered members of the public joining the meeting on the phone or by computer will be provided an opportunity to make comments during each agenda item after discussion by the Planning Commission. Speakers shall state their name and address.

The City will stream this meeting using the same technology it uses for its chamber broadcast that can be viewed on the City portal at <http://cityofrehoboth.civicweb.net/Portal/> or YouTube. This stream will broadcast the meeting, the public will not be able to comment or speak using this broadcast. This stream will experience a 30-second delay.

The Planning Commission meeting materials, including the "packet", are electronically accessible on the City's portal at <http://cityofrehoboth.civicweb.net/Portal/>.

If any member of the public would like to submit comments electronically, please feel free to send them to Ann Womack, City Secretary, at awomack@cityofrehoboth.com. All comments shall be submitted at least two (2) full business days prior to the meeting date.

#

(1) These restrictions are being implemented to limit the exposure and risk related to "COVID-19" for City personnel and members of the public who seek to attend the Planning Commission meeting. These decisions are being made under the authority issued by Governor John C. Carney through Proclamation No. 17-3292. See: <https://governor.delaware.gov/proclamation-173292-03132020>.

City of Rehoboth Beach Comprehensive Development Plan

Planning Commission Meeting | July 24, 2020

Goals & Next Steps





2010 CDP - 4 Visions

- 1. Water Resources** – Rehoboth Beach’s careful use and preservation of its ocean, beach, canal, lakes and adjacent waterways is at the heart of its social and economic vitality.
- 2. Town Character and Community Services** – Rehoboth Beach is a year-round, full service community with seasonal tourism as its major industry. It maintains a significant town infrastructure to serve all of its community interests – its natural environment, its residences, its businesses, its tourists, and its regional function.
- 3. Neighborhoods** – Rehoboth Beach’s residential areas are reminiscent of a “bygone” era and reflect a small town neighborliness.
- 4. Business** – Rehoboth Beach’s downtown is a balanced mix of year-round and seasonal businesses with a distinctive, pedestrian character.



2010 CDP - 4 Key Areas

1. Stewardship of our natural resources and unique environmental demands of a coastal community.
2. The City's resource and service capacities and the demands placed by residents and visitors.
3. The continued residential ambiance, resort attractiveness, and favorable business climate of the City.
4. Planning for physical and functional change in Rehoboth.



2010 CDP – 17 Goals

CDP Reference	2010 CDP Goal
5.0 The Ocean, Inland Bays, Lakes and Waterways	Maintain physical and visual access to the ocean and other waterbodies.
	Control the scale and use of structures along the ocean and other waterbodies.
	Protect the natural functioning of ocean, bay, lake, and canal ecology.
6.0 Rehoboth's Parks and Landscapes	Preserve, protect, and conserve RB's abundant trees and plantings.
	Establish a comprehensive approach to environmental planning with special emphasis on trees, plantings, natural areas, and maintenance.
7.0 Access for People and Cars	Adopt a Traffic Management System which will reduce traffic congestion at peak periods.
	Reduce conflicts between pedestrians, bicycles, and cars.
	Improve circulation throughout the city for pedestrians and bicyclists by planning a connected system of key destinations and enhanced maintenance of sidewalks.
	Ensure that Emergency Response Plans are adopted, implemented, and the public informed.
8.0 Rehoboth's Built Environment	Protect historic and characteristic structures.
	Preserve Rehoboth's overall character and small town charm.
	Protect the character of distinctive groupings of buildings and streetscapes.
	Encourage the creative redevelopment of selected properties on Rehoboth Avenue and other commercial areas.
9.0 Growth Management/ Development Controls	Increase the commercial viability and attractiveness of Wilmington and Baltimore Avenues and First Street.
	Maintain an up-to-date, uniform, and equitable set of development codes.
	Establish a joint planning process with surrounding jurisdictions.
	Refine the zoning code and maps to eliminate the potential for adverse impacts among various land uses.



2010 CDP – 28 Priority Action Items

5.0 The Ocean, Inland Bays, Lakes and Waterways	<i>Select and fund a wastewater discharge method.</i>
	<i>Install uniform wayfinding signage for the oceanfront and the facilities supporting use of the oceanfront.</i>
	Begin Silver Lake recovery using buffer planting, dredging, and regulatory buffer zones.
	Continue to refurbish the Boardwalk and continue regular beach replenishment.
	Prepare a Citywide stormwater management plan.

Red = Completed per OSPC 2020 Annual Report



2010 CDP Priority Action Items

6.0 Rehoboth's Parks and Landscapes

Establish a Canal Park along the entire western boundary of the City and, in collaboration with its neighboring jurisdictions, the City will work with federal and state agencies to ensure the maintenance, bank stability, and navigability of the Lewes and Rehoboth Canal.

Plant and maintain curbside trees on all side-walked streets within the City and ensure the connectivity and walkability of all sidewalks.

Prepare a Community Forest Plan designed to increase public support and public involvement, make the best use of available land, promote the best technical forestry practices, increase afforestation efforts, reduce undesirable and invasive species, and secure the long-term management of its urban forest.

Prepare a long range development, renovation, and maintenance plan for Rehoboth's parks and recreation spaces.

Investigate a City policy requiring that all municipal facilities, city-funded projects, and city infrastructure projects be constructed, renovated, operated, maintained, and deconstructed using Green Building, LID, and Conservation Landscaping principles and practices.



2010 CDP Priority Action Items

7.0 Access for People and Cars

Develop clear, well-defined, publicly supported policies for traffic management based on the following principles:

- Access for people should not be inhibited; rather access by people must be increased while traffic is decreased. In other words, Rehoboth will accept more people, it will not accept more cars.
- Rehoboth is essentially built-out; traffic management must rely on improving connections within and without the City and improving knowledge and acceptance of how to use the connections.
- The overall aim of traffic management in Rehoboth is to get cars off the streets and let people use alternate means of moving about the City such as walking, biking and shuttle services.

Adopt a "Complete Streets" policy consistent with the State's policy to assure that as opportunities to revamp its streets occur such streets are designed and operated to enable safe access for all users and connected in a City-wide integrated network.

Assure safe and unrestricted pedestrian passage on all sidewalks city-wide.

A Plan will be prepared defining City-wide alignments for a connected bikeway system.

Explore the creation, possibly as a public-private joint venture of a water taxi connection with Lewes.

The Emergency Operations Plan should be adopted and the appendices that spell out specific responses to public emergencies should be completed, kept updated, widely publicized, and made readily available.



2010 CDP Priority Action Items

8.0 Rehoboth's Built Environment	<p>Conclude an agreement on the rezoning of the school property that preserves its essential open space and recreation functions.</p>
	<p>Thorough enforcement of the vacation rental housing regulations, health and safety inspections, and licensure.</p>
	<p>Institute an architectural review procedure as a limited time pilot program within the City's normal permitting process. Acceptance of the recommendations of architectural review will be voluntary during this period.</p>
	<p>Examine establishment of a new mixed use zone category specifically designed to encourage the development and redevelopment of selected commercial areas along major commercial streets.</p>
	<p>With Main Street and the Chamber of Commerce, encourage and assist interested owners in the creative redevelopment of properties on Rehoboth Avenue and adjacent commercial streets.</p>
	<p>Study how to physically upgrade the first two blocks of Baltimore and Wilmington Avenues and First Street to improve their commercial viability, safety, ambiance, and access by pedestrians. Include creation of a "design image" that would describe an architectural character for each block to be used as a source of ideas for owners when individual properties are modified.</p>



2010 CDP Priority Action Items

9.0 Growth Management/ Development Controls	Adopt an "Official Zoning Map."
	Undertake a thorough review of all development regulations not only for opportunities to streamline but for clarity and consistency with this Plan.
	The City, with the support of other beachfront communities in the region, will seek to establish a cooperative agreement for planning with Sussex County that assures an awareness of all parties of the impacts of their actions and a voice for all in future planning.
	<i>The City will refine and communicate its capital needs through preparation of a Capital Improvement Program.</i>

Red = Completed per OSPC 2020 Annual Report



2010 CDP Goal Review – Planning Commission



City of Rehoboth Beach Comprehensive Development Plan Goal Review



CDP Reference	2010 CDP Goal	Still Relevant	Keep in New Plan	Add to New Plan
5.0 The Ocean, Inland Bays, Lakes and Waterways	Maintain physical and visual access to the ocean and other waterbodies.	100%	86%	
	Control the scale and use of structures along the ocean and other waterbodies.	100%	86%	
	Protect the natural functioning of ocean, bay, lake, and canal ecology.	100%	71%	
	<i>Protect ocean, lakes, and waterways with a comprehensive stormwater management plan.</i>			ADD
6.0 Rehoboth's Parks and Landscapes	Preserve, protect, and conserve RB's abundant trees and plantings.	100%	86%	
	Establish a comprehensive approach to environmental planning with special emphasis on trees, plantings, natural areas, and maintenance. <i>[make sure that this goal includes comprehensive Urban Forest Plan] [need to expand beyond "trees"]</i>	100%	71%	REVISE
7.0 Access for People and Cars	Adopt a Traffic Management System which will reduce traffic congestion at peak periods.	100%	86%	
	Reduce conflicts between pedestrians, bicycles, and cars.	100%	71%	
	Improve circulation throughout the city for pedestrians and bicyclists by planning a connected system of key destinations and enhanced maintenance of sidewalks.	86%	57%	
	Ensure that Emergency Response Plans are adopted, implemented, and the public informed. <i>[need greater perspective]</i>	57%	57%	REVISE
8.0 Rehoboth's Built Environment	Protect historic and characteristic structures. <i>[explore how to]</i>	71%	71%	REVISE
	Preserve Rehoboth's overall character and small town charm. <i>[needs to be considered]</i>	86%	71%	REVISE
	Protect the character of distinctive groupings of buildings and streetscapes. <i>[in a greater perspective]</i>	71%	71%	REVISE
	Encourage the creative redevelopment of selected properties on Rehoboth Avenue and other commercial areas.	57%	57%	
	Increase the commercial viability and attractiveness of Wilmington and Baltimore Avenues and First Street.	86%	71%	
9.0 Growth Management/ Development Controls	Maintain an up-to-date, uniform, and equitable set of development codes. <i>[greater emphasis]</i>	71%	71%	REVISE
	Establish a joint planning process with surrounding jurisdictions <i>[and Sussex County]</i> . <i>[greater emphasis]</i>	86%	86%	REVISE
	Refine the zoning code and maps to eliminate the potential for adverse impacts among various land uses. <i>[greater emphasis]</i>	71%	71%	REVISE
	Rewrite Zoning Code to ensure up-to-date, uniform, and equitable set of development and use codes.			ADD
	Review and consider form based zoning codes as an option for a new zoning code in Rehoboth Beach.			ADD
TOTAL RESPONSES TO GOAL REVIEW:			7	



Table of Contents (Draft Layout)

Acknowledgements

Chapter 1 | Introduction

- Authority to Plan
- Comprehensive Plan History
- Public Participation
- Plan Coordination
- Vision & Goals

Chapter 2 | Community Character

- Location & History
- Physical Conditions & Climate
- Community Design
- Healthy Communities
- Complete Communities

Chapter 3 | City & Community Services

- City Government
- Public Safety & Health
- Public Works
- Library
- Education
- Medical
- Postal Service
- Community Organizations

Chapter 4 | Community Profile

- Population
- Population Projections
- Race & Ethnicity
- Age
- Education
- Income & Poverty

Chapter 5 | Housing

- Profile
- Occupancy
- Household Size
- Housing Age
- Affordability & Challenges
- Goals & Recommendations

Chapter 6 | Economic Development

- Employment
- Economic Base & Labor Market
- Income & Poverty
- Economic Development
- Goals & Recommendations

Chapter 7 | Transportation

- Road Network
- Corridor Capacity Preservation Program
- Parking
- Pedestrian & Bicycle Circulation
- Public Transportation
- Air Travel
- Evacuation Route
- Transportation Improvements
- Goals & Recommendations

Chapter 8 | Utilities

- Water
- Wastewater
- Sourcewater Protection
- Miscellaneous Services
- Goals & Recommendations

Chapter 9 | Environmental Protection

- Floodplain
- Wetlands
- Stormwater Management
- Waterways
- Air Quality
- Climate Change
- Goals & Recommendations

Chapter 10 | Open Space & Recreation

- Open Space & Recreation
- Trees
- Goals & Recommendations

Chapter 11 | Historic & Cultural Resources

- Historic Resources
- Cultural Resources
- Goals & Recommendations

Chapter 12 | Land Use

- 2020 Strategies for State Spending
- Sussex County Comprehensive Plan
- Annexations
- Existing Land Use
- Future Land Use
- Zoning
- Goals & Recommendations

Chapter 13 | Implementation

- Intergovernmental Coordination
- Collective Goals & Recommendations
- Capital Improvement Plan



Chapter 5 – Housing

1. Protect historic and characteristic structures.
2. Increase awareness with new housing developments located in neighboring Municipalities and Sussex county around the City.
3. Mixed Use development
4. Support and encourage a variety of housing stock for all income levels.



Chapter 6 – Economic Development

1. Encourage the creative redevelopment of selected properties on Rehoboth Avenue and other commercial areas
2. Increase the commercial viability and attractiveness of Wilmington and Baltimore Avenues and First Street
3. Increase economic redevelopment collaboration among private and public partnerships throughout the City to provide a variety of commercial and service establishments.
4. Support outdoor dining businesses



Chapter 7 – Transportation

1. Adopt a Traffic Management System which will reduce traffic congestion at peak periods
2. Reduce conflicts between pedestrians, bicycles and cars
3. Improve circulation throughout the City for pedestrians and bicyclists by planning a connected system of key destinations and enhanced maintenance of sidewalks
4. Ensure that Emergency Response Plans are adopted, implemented and the public informed



Chapter 8 – Utilities

1. Relocate overhead utilities to underground
2. Continue to encourage and support
3. Support ongoing maintenance of City assets to ensure life expectancy and longevity.
4. Continue to provide reliable City services to the customers and community.
5. Ensure evaluations and improvements are continually reviewed for future customer demand with City services.
6. Increase technology infrastructure to support smart City initiatives and provide reliable services needed for sustainability and growth.

NOTE=more information will be obtained by City Departments.



Chapter 9 – Environmental Protection

1. Maintain physical and visual access to the ocean and other waterbodies
2. Control the scale and use of structures along the ocean and other waterbodies
3. Protect the natural functioning of ocean, bay, lake and canal ecology.
4. Protect the oceans, lakes, and waterways with a comprehensive stormwater management plan.
5. Preserve, protect and conserve its abundant trees and plantings.
6. Establish a comprehensive approach to environmental planning with special emphasis on trees, plantings, natural areas and maintenance.
7. Encourage and support environmental best management practice initiatives with an incentive programs.



Chapter 10 – Open Space & Recreation

1. Preserve, protect, maintain, improve, and enhance the existing natural resources, parkland, and recreational opportunities.
2. Build a healthier community by enhancing the health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities
3. Continue to effectively promote and publicize area recreational programs and events.



Chapter 11 – Historical & Cultural Resources

1. Protect historic and characteristic structures.
2. Increase public awareness and appreciation of historic properties and special places.
3. Strengthen and identify historic funding sources and incentives.
4. Support and further identify the economic and social impacts of arts, cultural and historic resources in and near the City.
5. Protect, enhance, and extend the benefit of cultural resources for future generations.



Chapter 12 – Land Use

1. Maintain an up-to-date, uniform and equitable set of development codes
2. Establish a joint planning process with surrounding jurisdictions and local City committees, if applicable.
3. Review and update City Code regulations by identifying areas of conflict, clarifications, and introducing new regulations in support of the CPD recommendations.
4. Identify and promote adaptive redevelopment and under utilized areas for a vibrant community while preserving the character.



Goal Input Homework

- › Provide your initial Goals for the CDP on the provided form.
- › Please provide bulleted and defined goals, full sentences not required.
- › The consultants will work on the final descriptions for the Plan.
- › Email to debbie.Pfeil@kci.com and cc' Rick Perry and Jeff Trunzo
- › Due no later than Friday, August 7th.

City of Rehoboth Beach
Community Development Plan 2020
Chapter Goals

Commissioner Name:

"A goal is an idea of the future or desired result that a person or a group of people envision, plan and commit to achieve." The goal of the Comprehensive Development Plan is to provide direction relating to growth management, redevelopment, transportation, preservation, environmental protection, housing and City services based on the past and present data and trends. This Plan will identify areas of improvement and list implementation items for future consideration to ensure the Plan goals become detailed in the governing process. Please provide your initial goals below for consideration prior to August 7, 2020.

[Chapter 5 | Housing](#)

[Chapter 6 | Economic Development](#)

[Chapter 7 | Transportation](#)

[Chapter 8 | Utilities](#)

[Chapter 9 | Environmental Protection](#)

[Chapter 10 | Open Space & Recreation](#)

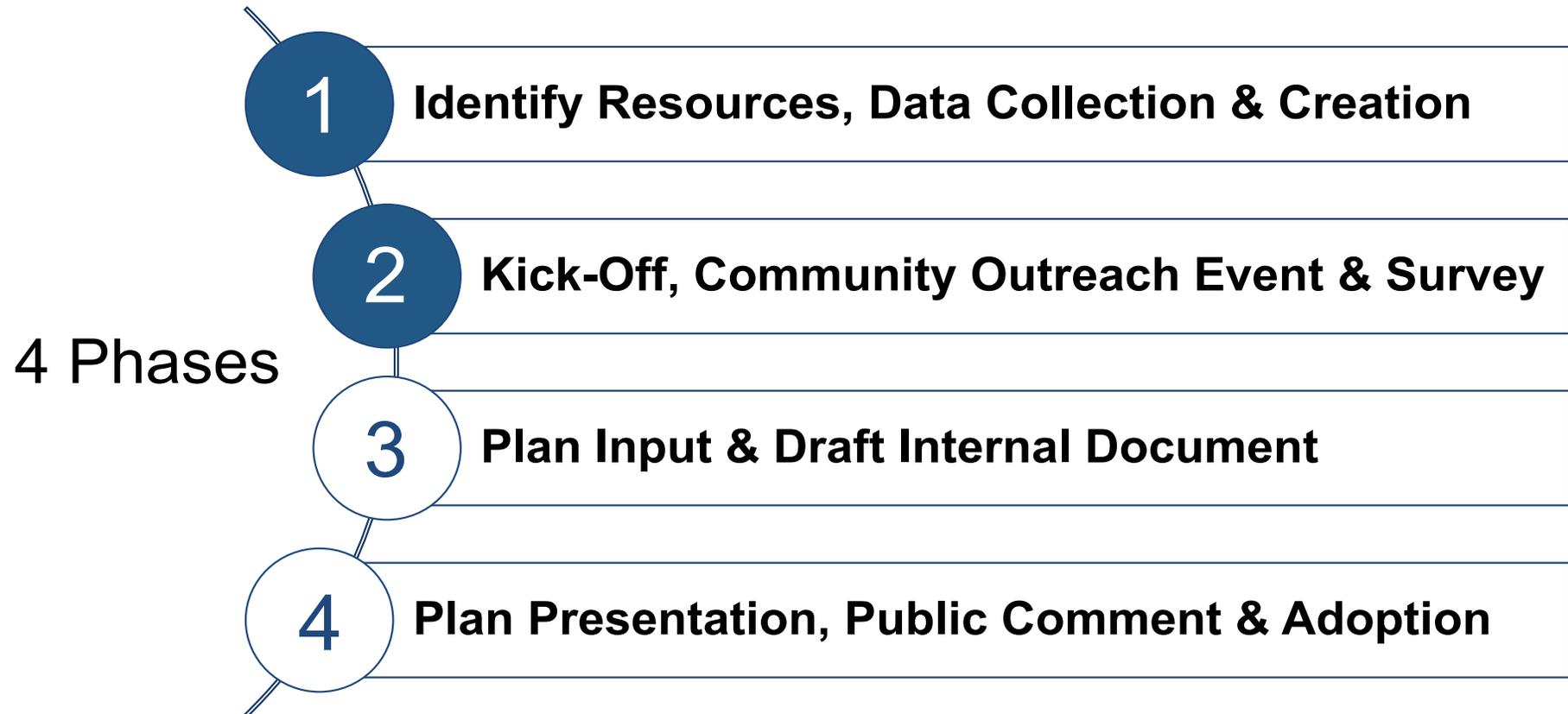
[Chapter 11 | Historic & Cultural Resources](#)

[Chapter 12 | Land Use](#)

[Chapter 13 | Implementation](#)

1

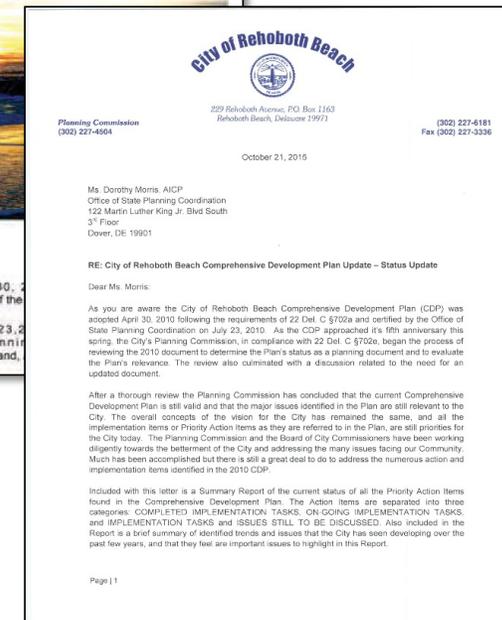
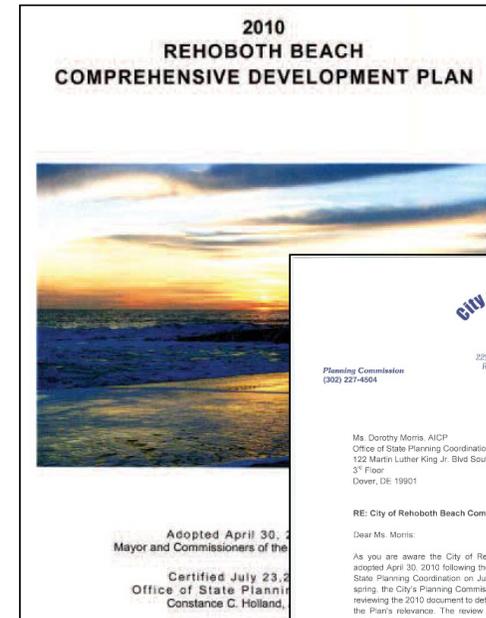
Project Scope





Comprehensive Development Plan (CDP) History

- › **2003 CDP**
Adopted August 18, 2003
Certified August 19, 2004
- › **2010 CDP**
Adopted April 30, 2010
Certified July 23, 2010
- › **2015 Update Status Report**
Submitted October 21, 2015





2015 Comprehensive Development Plan (CDP)

- › Revision process started (May 14, 2007)
- › Funded with a matching State grant
- › 9 Day long public workshops (63 people attended)
- › 5 month public review / comment period
- › Written comments and suggestions sought (over 140 received)
- › Contacted all Rehoboth organizations
- › 2 Public information sessions (May & June 2009)
- › Saturday Public Hearing (July 18, 2009)
 - Outside facilitator conducted hearing & 41 people attended
- › Final Draft to Commission September 2009
- › Planning Commission adoption (April 30, 2010)
- › State Certification (July 23, 2010)
- › City Commissioner adoption (July 27, 2010)

**38 ½
Month
Process**



Comprehensive Development Plan (CDP) Update

Consultant Contract – August 2, 2018

Original Due Date – July 23, 2020

Extension # 1 – January 31, 2021

OSPC is authorized to extend another six months until July 31, 2021; however, they must be contacted prior to October 2020.

**Current
process 24
Months**

Project Scope – Adapt and Change

- › PC significant change (4 New Members & Leadership)
 - Reset October 2019
- › Six Scope / Task Changes
- › Two Budget Changes
- › Schedule Changes
- › Covid19 Pandemic
 - Cancelled Organized Community Expo(s)
 - Required revisiting Phase 3 & 4 approach





Phase 1 & 2 – Tasks Completed

- Pre-Update Plan Review & Comments (State & County)
- City Data Questionnaire
- S.W.O.T. Analysis (Boards, Commissions & Staff)
- Existing Goal Review & Initial Input (Planning Commission)
- Existing Action Item Status Review (Planning Commission)
- Initial General Data Collection (studies, initiatives, plans, etc.)
- Updated Data Collection (new information)
- Mixed Use Development Community Workshop

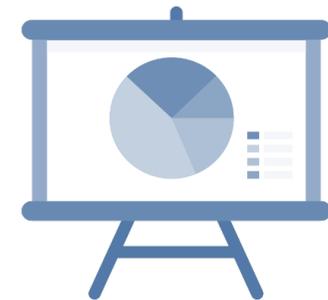


Phase 1 & 2 – Tasks Completed

- Sea Level Rise Community Workshop
- Census Data Analysis & Presentation
- Multiple Map Created
- Intergovernmental Coordination (County, State, Local Towns)
- Community Survey
- Visitor Survey
- Business Survey
- Survey Result Presentation
- Multiple Organization Interviews

Phase 3 – Plan Input & Draft Internal Document

- › Community Organization & City Committee Input
 - All organizations / committees were interviewed by the Planning Commissioners during the data collection phase.
 - Additional opportunity for CDP consideration and inclusion:
 - › Information should be specific to their cause and include:
 - Initiatives (completed since 2010, currently underway & proposed)
 - Vision and Goals
 - Specific Recommendations
 - › Invitation input options for August:
 - Planning Commission Meeting presentation
 - Provide a written document





Phase 3 – Plan Input & Draft Internal Document

- › Release CDP Draft (Internally PC / Staff)
 - Provide written comment process
 - Receive all comments by deadline
 - Analyze comments, review and prepare changes
 - Complete updates to internal draft
 - Determine the need for additional collaboration

DRAFT



Phase 4 – Draft Plan Presentation

- › Draft Plan Presentation (City Commissioners & Community)
 - Project Overview
 - Plan Highlights
 - Website CDP Portal Demonstration
 - Campaign for CDP Input
 - Written Comment Process
 - Schedule
 - Intergovernmental Coordination
 - › Neighboring Municipalities & County



Phase 4 – Public Comment

- › Written Comment Process (*currently in development*)
 - Ample time to review & respond
 - City website portal for all documents & comments
 - All comments will be entered into a spreadsheet exhibit
 - Analyze comments & prepare recommendations
 - Present all comments & recommendations
 - Update plan with approved changes
 - Determine the need for additional collaboration





Phase 4 – State CDP Review

- › Submit Draft CDP and PLUS application to OSPC
- › OSPC meeting for brief presentation & discussion
- › OSPC prepares all State & County comments
- › Review comments & prepare recommendations
- › Present all comments & recommendations
- › Update CDP with changes
- › Resubmit City responses & updated CDP
- › Receive OSPC approval letter





Phase 4 – City Approval

- › Introduction of Plan
- › Set Resolution for Public Hearing
- › Public Hearing
- › Adoption of the CDP Plan
 - Contingent Upon Governor’s Certification
- › Governor’s Certification Letter



Next Steps –

Phase 3

- Organization/Committee Presentations (end of August)
- Release draft internally plan (early Sept)
- Receive internal comments (end September)
- CDP revisions (September/October)

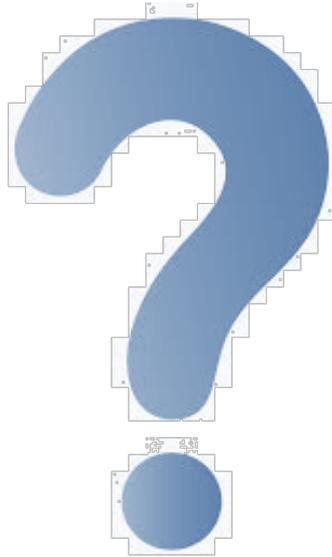
Phase 4

- CDP presentation & release (October/November)
- Public comment period





Questions



Project Contact Info:

Debbie Pfeil, Sr. Project Manager
Associate / Planning Manager
debbie.pfeil@kci.com
(302) 318-1133