

**Cabinet Committee on State Planning Issues
Tatnall, Room 112, Dover, DE
October 21, 2014**

Minutes

Committee Members Present:

Connie Holland, Office of State Planning, Director
Karen Horton for Director Anas Ben Addi, Delaware State Housing Authority, Director
Terry Pepper for Secretary Lewis Schiliro, Department of Safety and Homeland Security
Brian Maxwell for Director Ann Visalli, Office of Management and Budget
Holly Porter for Secretary Ed Kee, Department of Agriculture
Jeff Stone for Director Alan Levin, Delaware Economic Development Office
Marc Cote for Secretary Shailen Bhatt, Delaware Department of Transportation
Karen Field Rogers for Secretary Mark Murphy, Department of Education
Bill Hickox for Secretary James Collins, Department of Technology and Information

Also Present:

Herb Inden, OSPC	Miriam Pomilio, OSPC
David Edgell, OSPC	Cindy Bolin, Town of Farmington
Stephen Bayer, OSPC	Neelam Patel, DNREC
Laura Simmons, OSPC	
Dorothy Morris, OSPC	

Connie Holland opened the meeting at 11:00 am with a welcome and introductions. Connie noted that Andrew Lippstone, Chair of the committee, was called into another meeting so she would be acting as chair for this meeting.

Connie Holland requested an agenda change to add the Town of Farmington which has requested an extension to their comprehensive plan. Members present unanimously voted to amend the agenda to include the Town of Farmington.

Approval of Minutes

A motion was made by Terry Pepper to approve the draft minutes from the previous meeting of September 30, 2014. The motion was seconded by Brian Maxwell and unanimously approved.

Cabinet Committee on State Planning Issues Annual Report to the Governor

Herb Inden gave an overview of the coordination that led to the completion of the *2014 Annual Report to the Governor* (Annual Report). Herb gave a brief presentation with highlights from the report. (see attached) Connie stated that by code the report is to be to the Governor by October and asked for a motion to forward the report to the Governor.

Discussion: Brian Maxwell inquired about appendix F of the report, specifically figure F-5 that shows the State's level of concern regarding PLUS projects. Mr. Maxwell asked if 4% of the projects having major concerns sounded right. David Edgell explained the difference in the levels of concern and stated that phase II of the project would get into more depth with the comments but that 4% sounded acceptable at this level of analysis.

A motion was made by Karen Field Rogers that the completed 2014 Annual Report be forwarded to Governor Markell as required by Del. Code. The motion was seconded by Terry Pepper and unanimously approved.

Municipal Comprehensive Plan Extensions

Town of Frederica

Connie Holland read the letter from the Town of Frederica. They are asking for a 1 year extension on their comprehensive plan due date. They have begun the update process but are working to add Sea Level Rise and other environmental issues into the plan and the process is taking longer than expected.

Jeff Stone asked when the extension would begin, since the letter was written in February 2014. David Edgell stated that the extension would begin from today, if approved.

A motion was made by Jeff Stone to approve a 1 year extension to the comprehensive plan due date for the Town of Frederica. The motion was seconded by Karen Field Rogers and unanimously approved.

Town of Viola

Connie Holland read the letter from the Town of Viola. Because the town had to recreate their Planning Commission to update their plan, they will need more time. They have initiated the process and have asked for a 1 year extension.

Jeff Stone asked where they were in the process. David Edgell noted that they had public meetings until June and since June they have been working to update the existing plan.

A motion was made by Karen Field Rogers to approve a 1 year extension to the comprehensive plan due date for the Town of Viola. The motion was seconded by Terry Pepper and unanimously approved.

Town of Farmington

Connie Holland read the letter from the Town of Farmington asking for a 1 year extension due to limited resources and volunteers working in their spare time to update the plan.

Cindy Bolin with the Town of Farmington stated that they had to find new members for the Planning Commission and volunteers from town residents to serve on the committee. This process took longer than expected. They have begun the update and hope to have it done soon but are requesting a 1 year extension.

A motion was made by Karen Field Rogers to approve a 1 year extension to the comprehensive plan due date for the Town of Farmington. The motion was seconded by Jeff Stone and unanimously approved.

DDD Program – Additional State Incentives

Connie Holland discussed the importance of the agencies getting their incentives together. The Downtown Development Districts Program applications are due November 1, 2014 and as the State agencies look at the applications, they should be able to make the Office of State Planning and the town aware of possible incentives that could be used in the districts. Connie let the members know that Andrew would like each agency to create a list of incentive.

Update on EO 41

Neelam Patel from DNREC gave a presentation on Executive Order 41 (see attached). Connie Holland discussed the presentation and explained that the Office of State Planning would support DNREC in their efforts. With that said, Connie stated that her position is that Sea Level Rise and Climate Change should be something the towns plan for with help from the State and she feels there should be more discussion before making the inclusion of Sea Level Rise and Climate Change in the comprehensive plans a legislative issue.

Ms. Patel asked all agency representative to continue to work with DNREC regarding these issues and to begin thinking about how their agency could help implement EO 41.

Adjournment

With no further business, a motion was made by Karen Field Rogers to adjourn the meeting. The motion was seconded by Terry Pepper and unanimously approved.

The meeting was adjourned at 11:50 am

Draft Minutes posted to calendar: 11/6/2014

Minutes approved: 1/6/2015

Final minutes posted to public: 1/7/2015