



LEWES PLANNING COMMISSION
Wednesday, June 17, 2026, 6:30 PM
The Bonnie Osler Meeting Room
Regular Meeting
AGENDA

	Page
A. CALL TO ORDER & ROLL CALL & ANNOUNCEMENTS:	
B. TODAY'S AGENDA ORDER AND POSSIBLE FUTURE AGENDA ITEMS	
C. <u>REVIEW & APPROVAL OF MINUTES:</u>	
C.1. 2026 05 08 LPC Work Session Comprehensive Plan Minutes	3 - 13
2026 05 20 Lewes Planning Commission Meeting Minutes	
D. 2027 COMPREHENSIVE PLAN	
1. Introduction of the Community Advisory Workgroup: Discussion and possible action on the roles and expectations. Presented by Michael Baker and Rich Innes, with input from Lewes Planning Commission.	15 - 30
MBI Community Work Group Kickoff - June 17, 2026	
2. Discussion and possible action regarding Planning Commission Chapter Leads – roles and expectations presented by Michael Baker, Rich Innes and input from Lewes Planning Commission.	
3. Discussion and possible action regarding Community Survey Discussions – presented by Michael Baker, with input and insight from the LPC and Community Advisory Group.	
4. Discussion and Possible Action on Chapter Input Discussions - Approach and conversation records presented by Michael Baker	
E. UPDATES FROM EX OFFICIO MEMBERS AND CITY STAFF	
F. PUBLIC COMMENT	
G. ADJOURNMENT:	

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The Bonnie Osler Meeting Room is located at 101 Adams Avenue, Lewes DE

Agenda Posted: 06/09/2026 Posted By:ASA

City of Lewes
LEWES PLANNING COMMISSION
Friday, May 8, 2026
MINUTES

The Special Meeting of the Lewes Planning Commission - Work Session on the Comprehensive Plan met on **Friday, May 8, 2026 in the Bonnie Osler Meeting Room, 101 Adams Avenue, Lewes, DE**, in accordance with proper notification, with the following members present: Chair Richard Innes, Vice-Chair Kevin Keane, Commissioners Adam Thompson, Alan Roth, Thierry Poirey, Debra Evalds. Others present included: City Councilmember (ex-officio) Tim Ritzert, Building Official Jon Ward, Nicole Rodi and Evelyn Kasongo (remote) consultants from Michael Baker International.

A. CALL TO ORDER & ROLL CALL & ANNOUNCEMENTS:

Chair Richard Innes called the Special Meeting of the Lewes Planning Commission to order at 2:00 PM.

Chair Innes noted that four members of the Commission — Kevin Keane, Marylinda Maddi, Bill Wolff, and himself — are due for reconfirmation by Mayor and City Council at the May 19th meeting, and confirmed that all four remain full members in good standing in the interim. Chair Innes also briefly reported on a Commission presence at the Lewes Farmers Market the previous Saturday, where a public outreach pamphlet titled "Shaping the Future" was distributed. Attendance was described as steady, though it was observed that the majority of visitors were not city residents. The Commission discussed expanding outreach to additional community events including First Friday at the Historical Society, the Summer Concert Series, the Lewes Library, and other public gatherings. Consultant Nicole Rodi noted that the primary purpose of such tabling opportunities is to make the public aware of the comprehensive plan process and upcoming participation opportunities, rather than to collect detailed input. The Commission agreed to coordinate further on volunteer staffing for these events.

Chair Innes also noted a recent breakfast meeting with Joe Pika of the Sussex Preservation Coalition, emphasizing the importance of coordinating the City's comprehensive plan effort with Sussex County's concurrent planning process, as required by state ordinance. Chair Innes additionally flagged Senate Bill 23 as a legislative matter with potential implications for the comprehensive plan, particularly regarding housing density requirements, building heights, ADUs, and the enforceability of the plan.

Commissioner Alan Roth noted that the bill implements recommendations from the state's affordable housing task force but omits the corresponding funding commitment, characterizing it as "all sticks and no carrots." Commissioner Debra Evalds added that many of the bill's provisions conflict with existing Lewes building codes. Senator Russ Huxtable was noted to be scheduled to address Mayor and City Council at their Monday work session on this topic. Chair Innes also reported that the Office of State Planning Coordination has agreed to conduct a review of the existing comprehensive plan and meet with the Commission, tentatively in June or July, to identify new statutory requirements that must be incorporated into the updated plan.

B. DISCUSSION REGARDING DRAFT ISSUE AREAS FOR 2027 COMPREHENSIVE PLAN. DISCUSSION TO INCLUDE THE FOLLOWING TOPICS:

The Commission reviewed the draft matrix of issue areas carried forward from the 2015 Comprehensive Plan and discussed whether they remain appropriate, require revision, or need supplementation. Chair Innes framed the discussion as foundational: getting the issue areas right is a prerequisite for all subsequent work. Members broadly agreed that the new plan should be more concise, clearly organized, and written in accessible language, avoiding

bureaucratic boilerplate. Vice Chair Keane emphasized clarity of organization over document length. Commissioner Evalds recommended reviewing comparable comprehensive plans from similar jurisdictions.

1. Are these the correct issue areas for the next decade and beyond?

The Commission affirmed that the ten (10) existing issue areas provide a sound general framework but agreed that several titles and scopes require updating to reflect present-day realities. The Commission also agreed to add zoning codes and districts as an eleventh issue area, recognizing that zoning is the primary enforcement mechanism of the comprehensive plan and deserves its own section. Building Official Jon Ward clarified the important distinction between building codes and zoning codes, and the relationship between both and land use decisions, advising that the comprehensive plan should establish the desired end-state, with code revisions to follow.

2. Are there issue areas that need not be emphasized given new realities?

The Commission determined that the intergovernmental coordination topic (Item 10) should not stand as a standalone chapter but rather be embedded as a cross-cutting element within every issue area. Chair Innes indicated he would take responsibility for overseeing this cross-cutting dimension in coordination with Commissioner Bill Wolff.

3. What additional Key Emerging Issues should be included? Which are not necessary?

Several emerging issues were identified for incorporation:

Resiliency and Climate Change (Issue Area 1): The Commission discussed expanding this section to explicitly include sea level rise, coastal flooding, wetlands protection, nature-based solutions, disaster housing, fortified building standards, wildfire risk, and the tension between flood mitigation and historic preservation. Commissioner Evalds raised the issue of contributing historic structures losing their designation when lifted for flood mitigation, which affects grant eligibility. Mr. Ward noted that FEMA floodplain regulations do provide some accommodation for historic structures. Commissioner Thierry Poirey emphasized that fire risk is consistently overlooked and must be included under this heading.

Health, Safety, and Generational Challenges (Issue Area 3, renamed):

Commissioner Roth proposed renaming "Age Friendly Community and Health" to "Health, Safety, and Generational Challenges" to more accurately capture the breadth of concerns — including the long-term viability of volunteer emergency services, walkability, and the needs of an aging population (the Commission noted the city's median age is approximately 65). The Commission broadly agreed with this renaming. Commissioner Poirey had argued separately that "safety" should be added as a standalone core city value, but the majority of commissioners felt core values should emerge organically through the planning process rather than be predetermined.

Zoning Codes and Districts (new Issue Area 11): Added as a distinct category after discussion confirmed that zoning is inseparable from the plan's effectiveness but is analytically separate from building codes and land use policy. The Commission agreed that zoning revisions should follow from the broader land use discussions rather than precede them.

Historic Preservation and Community Character (Issue Area 8, scope expanded):

Commissioner Evalds noted that this section must address not only historic preservation in the traditional sense, but also neighborhood character across distinct areas of the city, cultural resources, and potentially community programming. The title was flagged for revision to better reflect this broader scope.

Transit and Public Transportation: Added as an emerging issue under Transportation and Mobility (Issue Area 5), in recognition of workforce housing needs and the growing distance between workers and the city.

4. Can these be consolidated in the interest of a shorter, more accessible comp plan?

The Commission agreed that the goal is a well-organized, readable document. It was agreed that the intergovernmental coordination topic would be consolidated across chapters rather than standing alone, and that the order of issue areas need not be fixed at this stage. Overlapping topics should be addressed through clear cross-referencing rather than repetition.

5. Assigning Issue Areas to Lewes Planning Commissioners.

The following provisional assignments were established, with the understanding that each lead commissioner will work with consultants Nicole Rote and Evelyn Kasongo to gather public input and develop draft chapter content:

- **Resiliency and Climate Change** — Chair Innes
- **Housing Diversity and Affordability** — Commissioner Thompson, in coordination with Commissioner Evalds
- **Health, Safety, and Generational Challenges** — Commissioner Roth
- **Infrastructure and Utilities Resilience** — Barbara Curtis (ex officio, in her role as BPW liaison)
- **Transportation, Mobility, and Transit** — Commissioner Poirey
- **Economic Development and Tourism** — Commissioner Thompson
- **Land Use, Growth, and Annexation** — Commissioner Keane (pending; Commissioner Maddi also noted as potentially interested)
- **Historic Preservation and Community Character** — Commissioner Evalds
- **Open Space** — Commissioner Maddi (confirmed in absentia)
- **Intergovernmental Coordination (cross-cutting)** — Chair Innes, in coordination with Commissioner Wolff
- **Zoning Codes and Districts (new)** — To be determined; noted as a downstream exercise that will draw from all other chapters

C. DISCUSSION REGARDING ESTABLISHMENT OF A COMMUNITY LIAISON COMMITTEE (CLC). DISCUSSION TO INCLUDE THE FOLLOWING TOPICS:

1. Size and composition of CLC.

The Commission discussed the process for setting up a Community Liaison Committee. Consultant Nicole Rodi confirmed that the target size is 8 to 12 members, and that the planning team is already tracking approximately 15 names submitted by commissioners. She advised that the time commitment would be roughly four meetings of no more than 90 minutes each, with optional additional engagement such as chapter review, totaling approximately 10 hours over the course of the planning process.

Commissioner Roth raised a concern about over-reliance on familiar voices — individuals who regularly attend city meetings and whose positions are already well known. He argued that the committee should include people with genuine substantive

expertise, citing as an example the value of having the Chamber of Commerce Executive Director represented in economic development discussions. Vice-Chair Keane countered that the committee should cast a wide net across both local voices and organizational or institutional expertise, including university resources such as the University of Delaware. Commissioner Evalds suggested that people be asked where they feel their own skills would best contribute.

There was discussion about residency requirements. The Commission generally agreed that strong preference should be given to City of Lewes residents, while acknowledging that individuals with deep ties to the city who reside just outside city limits should not be categorically excluded. The overriding criteria should be willingness to serve, absence of conflict of interest, and relevant expertise or community knowledge.

2. Matching interest and expertise of Liaisons to issue areas.

The Commission agreed that a small subcommittee — comprised of Chair Innes, Commissioner Roth, and Commissioner Maddi (or Commissioner Wolff if Commissioner Maddi is unavailable) — will review the submitted names and supporting materials, match candidates to issue areas using the draft matrix as a guide, and return recommendations to the full Commission at the May 20th meeting. Anyone who has nominated a candidate was asked to request a brief bio or statement of interest from that individual.

D. UPDATE AND DISCUSSION REGARDING NEXT STEPS:

1. Setting up meetings:

- **Update on Office of State Planning Coordination discussion, assistance and timing for meeting**
- **Additional State meetings (DNREC, DELDOT, Housing, etc.)**
- **Lewes meetings: HPARC, Parks and Rec, etc., BPW, Chamber of Commerce, etc.**

Chair Innes reported that the Office of State Planning Coordination has agreed to audit the existing 2015 Comprehensive Plan, identify new statutory requirements, and meet with the Commission to review findings. That meeting is being targeted for June or July. Chair Innes noted that this office provided a draft checklist of required plan elements at a recent Dover meeting attended by Chair Innes and City Councilperson Tim Ritzert, and that a draft copy would be informally distributed to commissioners pending finalization. Additional state agency meetings — including DNREC, DeIDOT, and the state housing office — are planned. The importance of coordination with Sussex County was reiterated, and Chair Innes noted the opportunity presented by new county council representation.

2. Schedule for Comp Plan going forward.

The Commission agreed that a full schedule update, including the state meeting timeline and the community liaison committee recommendations, will be presented at the next regular Planning Commission meeting on May 20, 2026.

E. PUBLIC COMMENT, OBSERVATIONS, QUESTIONS AND SUGGESTIONS *Andrea Spuck (2 Blue Heron Drive & Downtown Lewes Business Owner) addressed the Commission and expressed concern that the perspective of small downtown business owners outside of Second Street is underrepresented. She noted that her businesses are celebrating 35 years in Lewes and that she has rarely been approached for input on city planning matters. She raised concerns about the Cape Gazette's unwillingness to publish small business press releases, the Chamber of Commerce's representation of Lewes businesses, HOA restrictions that*

prevent residents from renting rooms to visiting nurses or students, and her family's experiences with community inclusion. She encouraged the Commission to broaden its outreach to ensure diverse and underrepresented voices are included.

Mayor Amy Marasco (329 Park Avenue) offered several substantive suggestions: bring ideas to City Council via a work session early in the process; hold a work session with City staff and the City Manager to incorporate implementation knowledge; include a review of why specific elements of the 2015 plan were not executed; consider producing a companion "comp plan for citizens" in plain language; ensure nonprofits are addressed under the community character chapter; produce a distinct summary document for intergovernmental audiences; address the historic housing resiliency issue by noting that National Park Service guidance is evolving to address this tension; and consider housing needs from the perspective of local employers, not only residents. She also noted that an economic roundtable of Lewes businesses was recently convened by the Chamber and offered to share the summary with Commissioner Kevin, who is taking the economic development chapter.

Mary Roth (17305 Graceland Drive, Lewes) inquired how existing city advisory committees will be formally incorporated into the comprehensive plan process. Chair Innes invited her to attend the May 20th Planning Commission meeting where that topic will be addressed. She also noted that she and her husband, long-time Lewes renters, ultimately chose to purchase outside the city limits due to affordability — a personal illustration of the housing challenge.

Doug Spellman (121 Samantha Drive) noted that the Historic Lewes Byway intersects with many of the identified issue areas and requested meaningful engagement across multiple chapters as the process proceeds.

Thierry Poirey (19 Harborview Road), clarified for members of the public that his approach to the transportation chapter would involve working jointly with the Ped and Bike Committee and related county bodies, rather than simply consulting them — treating relevant committees as active contributors to the chapter's development.

F. ADJOURNMENT:

There being no further business, the Chair adjourned the meeting at 4:10 PM.

Minutes submitted by: Jeffery Coover, Administrative Support Specialist

Minutes generated by HeyGov.ai

Transcripts available upon request.

City of Lewes
LEWES PLANNING COMMISSION
Wednesday, May 20, 2026
MINUTES

The LEWES PLANNING COMMISSION met on **Wednesday, May 20, 2026 in Council Chambers at Lewes City Hall**, in accordance with proper notification, with the following members present: Chairperson Rich Innes, Vice Chairperson Kevin Keane, Secretary Bill Wolff (attending virtually), LPC Liaison to HPARC/Commissioner Debra Evalds (attending virtually), as well as Commissioners Marylinda Maddi, Thierry Poirey, Alan Roth, and Adam Thompson. Also in attendance were: Attorney Luke Mette, Ex-Officio Member City Councilman Tim Ritzert, Ex-Officio Member Barbara Curtis of the Lewes Board of Public Works, Nicole Roadie (Michael Baker International), and Nicky Wiley (Wallace Montgomery).

A. CALL TO ORDER & ROLL CALL & ANNOUNCEMENTS:

Chair Rich Innes called the meeting of the Lewes Planning Commission to order on Wednesday, May 20, 2026, at 6:30 PM in the Bonnie Osler Meeting Room, 101 Adams Avenue, Lewes, DE.

Chair Innes noted that the Commission's recently revised bylaws had been approved by City Council and would not require further action at this meeting.

Several announcements were made:

- *Commissioner Adam Thompson was scheduled to attend a land use and zoning reform workshop on behalf of the Commission. Chair Innes encouraged commissioners responsible for relevant chapters to attend topic-specific state or regional meetings as they arise and to report back to the Commission.*
- *Vice Chair Kevin Keane had agreed to attend an upcoming League of Local Governments meeting on May 28th; Commissioner Marylinda Maddi was reviewing her calendar for the same.*
- *The Commission's outreach brochure was noted as a strong product, but Chair Innes requested that City Clerk Ashley Akgoren update it to make the "Shaping the Future" messaging more prominent and ensure it connects to the comprehensive plan website. Suggestions were made to distribute brochures at the public library, City Hall lobby, Nectar, and Biblion, all of which had expressed a willingness to display them.*
- *The comprehensive plan website was identified as needing population with current content, and a volunteer from the Commission would eventually be sought to assist with keeping it updated. A small number of interested community members had already provided email addresses at the farmer's market.*

B. TODAY'S AGENDA ORDER AND POSSIBLE FUTURE AGENDA ITEMS

Chair Innes previewed the evening's agenda, indicating the following order of business: election of officers; approval of minutes; a briefing from City Attorney Luke Mette on Senate Bill 23 (SB 23) and its implications for planning commissions; announcements and housekeeping; a review of comprehensive plan chapter assignments; and discussion regarding the establishment of community advisory structures and a project timeline. Chair Innes noted that Mr. Mette would be departing following his SB 23 briefing as part of a broader effort to reduce the city's legal expenditures.

- C. ELECTION OF OFFICERS** *Chair Innes presented the current slate of officers for re-election: Rich Innes as Chair, Kevin Keane as Vice Chair, and Bill Wolff as Secretary. He noted that all three were willing and able to continue serving, and invited any other candidates to come forward; none did. Commissioner Marylinda Maddi offered remarks in support of continuity, noting the Commission is in the midst of the comprehensive plan process.*

Motion:

Motion to approve the slate of officers — Chair Rich Innes, Vice Chair Kevin Keane, and Secretary Bill Wolff — as presented was made by Commissioner Thompson and seconded by Commissioner Maddi. The motion carried unanimously.

D. REVIEW & APPROVAL OF MINUTES:

D.1. 2026 04 07 City of Lewes Comprehensive Plan Update – Public Informational Workshop Minutes

D.2. 2026 04 15 Lewes Planning Commission Meeting Minutes

Secretary Bill Wolff noted that the April 15 minutes had already been updated to reflect the presence of Councilmember Ritzert, who had not originally been listed as attending. Commissioner Roth identified an error on page 11 of 14, where Danielle Swallow was incorrectly identified as being "of the city" — the reference should read "of Delaware Sea Grant." Commissioner Thierry Poirey requested that a sentence be added to the April 15 minutes, in the paragraph concerning public comment by Donna Albright, to reflect that "Mrs. Albright regretted not being rehired as a parking ambassador this year," as this was a substantive part of her testimony. Secretary Wolff acknowledged the requested addition. Motion to approve both sets of minutes — the April 7, 2026 Public Informational Workshop Minutes and the April 15, 2026 Planning Commission Meeting Minutes — with the noted corrections was made by Commissioner Roth and seconded by Commissioner Thompson. The motion carried unanimously.

E. 2027 COMPREHENSIVE PLAN UPDATES**1. Discussion and possible action regarding review of draft focus areas and commissioner assignments.**

Chair Innes reviewed the current draft list of comprehensive plan chapters, and their Planning Commission leads. During the review, it was noted that Commissioner Bill Wolff had not been assigned to any chapter — an oversight brought to the Chair's attention by Commissioner Poirey.

Secretary Wolff indicated he was prepared to take on an assignment following further discussion.

A brief confusion arose regarding the assignments for housing diversity and affordability, and historic preservation. Commissioner Debra Evalds clarified that at the May 8 meeting she had been assigned to housing diversity and affordability, a chapter she described as a long-standing area of passion and expertise. The revised assignments were reconciled as follows:

- **Resiliency and Climate Change:** Chair Rich Innes (lead)
- **Housing Diversity and Affordability:** Commissioner Debra Evalds (lead)
- **Health, Safety, and Generational Challenges** (*formerly "Age Friendly Community and Health"*): Commissioner Alan Roth (lead)
- **Infrastructure and Utilities Resilience:** Commissioner Barbara Curtis (lead)
- **Transportation and Mobility:** Commissioner Thierry Poirey (lead)
- **Economic Development and Tourism:** Vice Chair Kevin Keane (lead)
- **Land Use, Growth, and Annexation:** Commissioner Marylinda Maddi (lead), with Commissioner Debra Evalds in a supporting role regarding zoning code
- **Historic Preservation:** Commissioner Bill Wolff (lead)
- **Open Space, Parks, and Recreation:** Commissioner Marylinda Maddi (lead)
- **Implementation and Intergovernmental Coordination:** Chair Rich Innes and Vice Chair Kevin Keane (joint leads; intended to permeate the full plan rather than stand as a separate chapter)

Ex-officio Barbara Curtis raised a question about the treatment of resiliency and climate change, noting the state's requirement that these themes be addressed across all chapters rather than solely in a standalone section. Chair Innes confirmed that cross-cutting integration is required by state law, and that a dedicated chapter would nonetheless be included given Lewes's status as a low-lying coastal community. Commissioner Poirey further clarified that each chapter lead would incorporate resiliency considerations within their respective sections, informed by the commissioner overseeing that cross-cutting chapter.

Chair Innes committed to distributing an updated and corrected list of assignments to all commissioners.

2. Discussion and possible action regarding establishment of a Community Liaison Committee (CLC).

Chair Innes presented a revised framework for community engagement, consisting of three distinct groups. He noted that the term "community liaison" had been replaced with "community advisor working group" (CAW) following feedback that the term "liaison" was confusing to members of the public.

Community Advisor Working Group (CAW): A group of community members, ranging from 6 to 12 individuals, selected for their knowledge and commitment to Lewes. This body would serve in an advisory capacity — providing structured input to the Planning Commission and consultants as chapters are developed — but would hold no decision-making authority. The final draft of the comprehensive plan would remain the responsibility of the Planning Commission.

Senior Strategic Advisory Board: A smaller group of individuals identified as having deep, long-standing experience with and vision for Lewes. These individuals — described informally as "founding mothers and founding fathers" of the city — were recognized as unlikely to be available for regular, ongoing committee work, and so would be engaged more selectively, potentially on a one-call or one-meeting basis, for their broader perspective on Lewes's future.

Stakeholders: A broad list of organizations and agencies, including but not limited to the Board of Public Works (BPW), the Chamber of Commerce, Lewes Fire Department, Sussex County Emergency Management, The Nature Conservancy, Sussex Preservation Coalition, and Delaware Sea Grant. These groups would be invited to participate in topic-focused community planning working sessions.

Nicole Rodi of Michael Baker International described the engagement sequence: an initial organizational meeting of the CAW (targeted for mid-to-late June, potentially at the June 17 regular meeting), followed by approximately six topic-focused community planning sessions in late summer or early fall. These sessions would be public meetings that bring together the CAW, Planning Commission chapter leads, relevant city boards and commissions, state and county agency representatives, and other stakeholders. A community-wide survey would run concurrently to capture broader public opinion, with results informing both the community planning sessions and chapter development.

Nicky Wiley, Project Manager from Wallace Montgomery, introduced as a public outreach and engagement specialist, offered clarifying remarks for the benefit of the full Commission. She emphasized that the advisory groups are sources of input and

sounding boards — not governing bodies — and that Planning Commission members are fully empowered and encouraged to have individual conversations with any community member, committee, or organization relevant to their chapter. She noted that the distinction between the senior advisory board and the broader CAW is primarily one of availability and format of engagement, not of hierarchy or exclusivity.

Commissioner Poirey expressed concern that the process as described felt top-down and did not clearly affirm his ability, as transportation chapter lead, to independently convene meetings with groups such as the Pedestrian and Bicycle Committee, the Parking Commission, and relevant byway organizations. Chair Innes and Ms. Rodi both confirmed unequivocally that no such restriction exists, and that individual, one-on-one outreach by chapter leads is not only permitted but expected and encouraged. Miss Rodi further clarified that individual conversations between a commissioner and a community member do not constitute FOIA-triggering activity.

Commissioner Evalds expressed a preference for not separating the senior advisory board from the broader CAW, suggesting that mixed dialogue between historical experts and topic-specific advisors could be valuable. She acknowledged, however, that availability is a real constraint and did not formally oppose the proposed structure. Commissioner Maddi noted practical considerations around the availability of some senior advisors that supported the rationale for a separate, more flexible engagement format.

Regarding the public disclosure of names for the advisory groups, Chair Innes explained that specific names would not be discussed at the public meeting, as individuals had not yet been formally invited and confirmed. Commissioner Roth suggested a numbering system — similar to the process used for consultant selection — as a procedural mechanism should any commissioner wish to raise a concern about a specific individual. The Commission concurred with this approach.

Motion:

Motion to adopt the community engagement framework — comprising the Community Advisor Working Group, the Senior Strategic Advisory Board, and the Stakeholder structure — with the listed members as identified, leaving open the possibility of adding members with future Commission consent, and authorizing the Chair to make names public after individuals have been contacted and have confirmed their willingness to serve, was made by Commissioner Roth and seconded by Commissioner Poirey. The motion carried unanimously.

3. Discussion and possible action regarding scheduling, including meetings with Sussex County, state agencies, and Lewes committees or community groups.

Ms. Rodi of Michael Baker International outlined the near-term timeline for the comprehensive plan process. The immediate priority is the development of a community-wide survey, with a draft targeted for approximately June 3. Chair Innes noted that the question of whether Planning Commission members may review and provide input on the survey draft individually — without triggering a FOIA serial quorum concern — would be referred to the City Attorney for a prompt determination. If formal Commission approval is required, it would be placed on the June 17 agenda.

Ms. Rodi noted that the 2015 Comprehensive Plan is in the process of being submitted through the State's PLUS (Preliminary Land Use Service) review process, with a submission deadline of June 1 and a state review meeting targeted by July 1. This would constitute the first formal coordination with the State Office of Planning and Coordination

and would generate feedback informing the new plan's development.

The broad engagement timeline was described as follows: survey launch in early-to-mid summer; organizational CAW meeting in mid-to-late June; topic-focused community planning working sessions in late summer or early fall; followed by a larger community values workshop open to the general public, at which preliminary strategies and actions under consideration would be presented for broad feedback.

Ms. Rodi confirmed that the consultant team is concurrently conducting background research, including demographic analysis and community character profiling. In response to a question from Commissioner Poirey, she confirmed that the survey will include demographic questions enabling respondents to be categorized by characteristics such as full-time resident, part-time resident, and property owner, given the significant tourism and seasonal population in Lewes.

The Commission also briefly addressed additional coordination. Councilmember Ritzert noted that the City Council had formally approved the reappointment of Chair Innes and Vice Chair Keane to three-year terms and Secretary Wolff and Commissioner Maddi to two-year terms, with the staggered terms designed to prevent simultaneous expiration for multiple commissioners.

The Commission was noted to have one current vacancy.

F. UPDATES FROM EX OFFICIO MEMBERS AND CITY STAFF

BPW Ex-officio Barbara Curtis reported nothing to update. Councilmember Ritzert reported nothing to update from City Council, noting a busy meeting schedule but no items of direct relevance to the Planning Commission at this time. He indicated that Councilmember Joe Elder had been assigned as the Council liaison to the Bicycle & Pedestrian Advisory Committee.

G. PUBLIC COMMENT

No members of the public were present in the room or online who wished to comment.

H. ADJOURNMENT:

There being no further business, Chair Innes adjourned the meeting at 8:15 PM.

Minutes submitted by: Jeffery Coover, Administrative Support Specialist
 Minutes generated by HeyGov.ai
 Transcripts available upon request.



City of Lewes 2027 Comprehensive Plan Update
Community Workgroup Kick-Off

Planning Commission Meeting
June 17, 2026

Michael Baker
INTERNATIONAL

Today's Purpose

- Build a shared understanding of:
 - What the Comprehensive Plan covers
 - Who is involved
 - How we'll work together
 - Confirm roles, expectations, and next steps
- Goal: Leave aligned, engaged, and confident in your role



What is a Comprehensive Plan?

- A Comprehensive Plan is the City's long-term roadmap for the future.
- It helps guide decisions about:
 - Land use (where things go and how places grow)
 - Housing (types, affordability, and access)
 - Transportation (how people get around)
 - Resilience & Climate (flooding, storms, and sustainability)

Think of it as a guide for how Lewes grows and evolves over time



Why Now?

- Required by the State
 - Cities must update their Comprehensive Plans regularly
- Lewes is Changing
 - Population growth and seasonal pressures
 - Housing needs are evolving
 - Transportation and parking challenges
 - Increased focus on climate resilience and flooding



This update ensures the plan reflects today's conditions and future needs



Why it Matters?

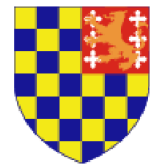


- The Comprehensive Plan helps Lewes:
 - Set a shared vision for the future
 - Guide growth, redevelopment, and preservation
 - Inform zoning and land use decisions
 - Shape capital investments (roads, infrastructure, public spaces)
 - Support policy decisions over time

Helps the City make consistent, informed decisions

Who's Involved in the Plan?

- City Leadership (Planning Commission, Mayor & Council)
- Project Team (MBI)
- Community Workgroup (that's you)
- Legacy Workgroup
- Stakeholders & Community Members



The City of Lewes
The First Town In The First State



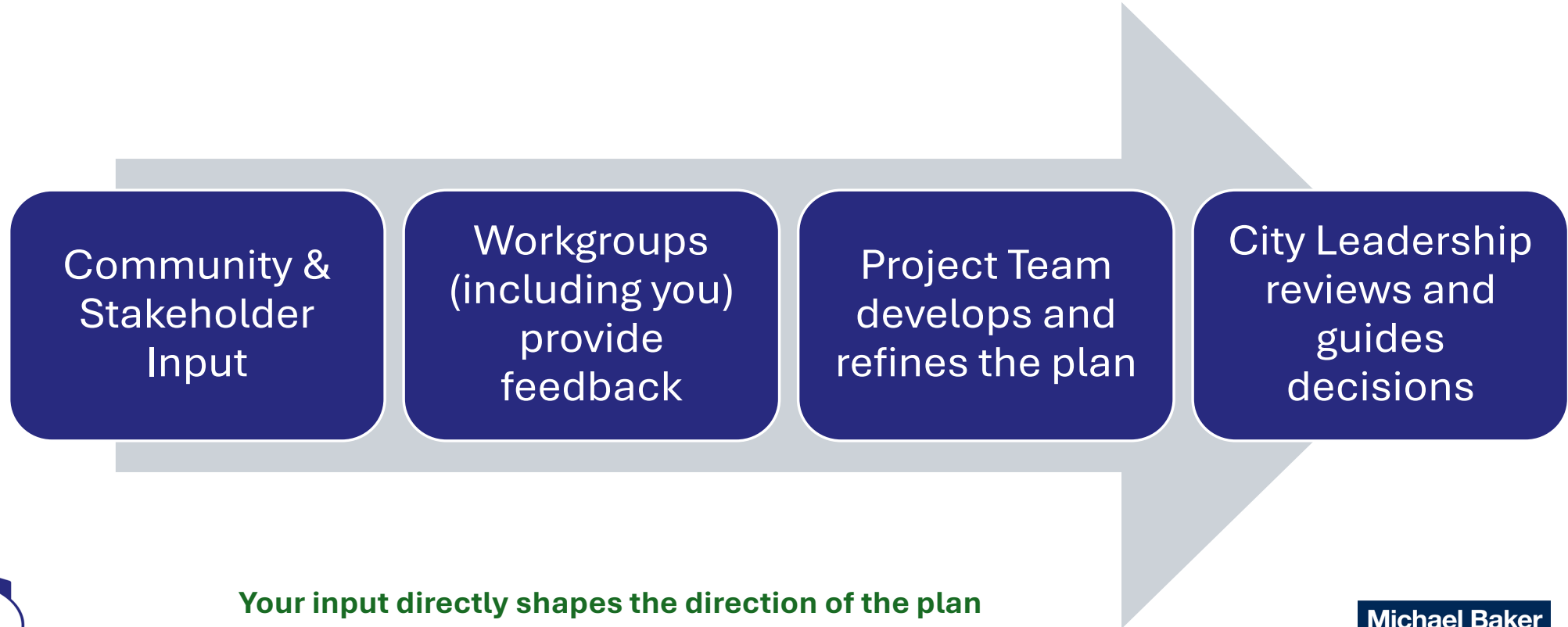
Your Role: Community Workgroup

- Attend ~4 meetings over the next year
- Bring community perspectives and concerns
- Encourage others to get involved and share input
- Participate in key activities like the survey and Visioning Workshop

You help ensure this plan reflects the voices of the Lewes community.



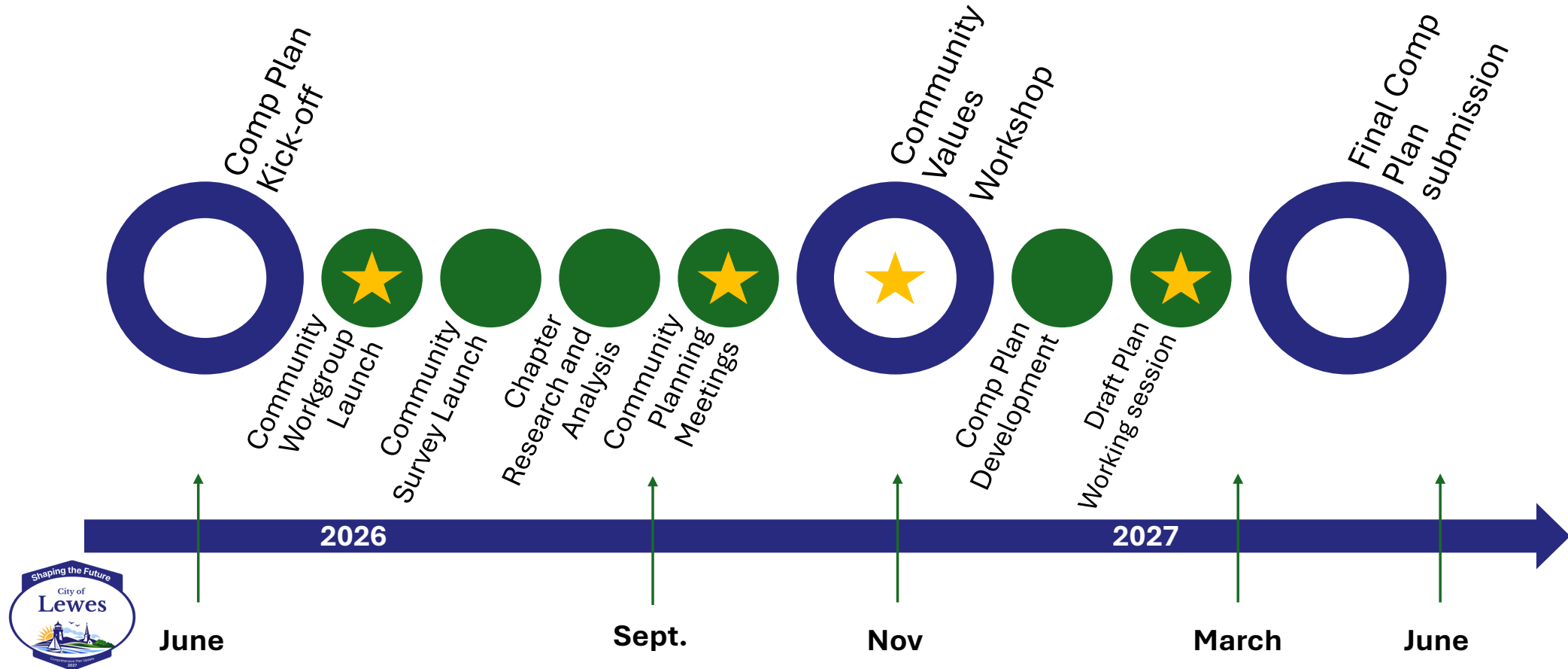
How We Work Together



Your input directly shapes the direction of the plan



Community Workgroup Timeline



Community Planning Meetings

The 2nd meeting we will ask to attend will be a **Community Planning Meeting (or 2) of your choice.**



New Format

Smaller, topic-focused conversations



Broader Participation

Stakeholders, experts, and City representatives



Topic-based Discussions

Organized around key plan areas



Community Planning Meetings

Attendees:

- 1-2 Planning Commission Chapter Leads
- 1–2 Community Workgroup members will join each topic discussion
- State and County Experts
- City Boards and Commissions
- Other SMEs (SeaGrant, Nature Conservancy)



Community Survey

Purpose: Gather input to help shape Lewes' future priorities in land use, transportation, housing, environment, and community character.

- 10–15 minute survey
- Residents, seasonal residents, visitors, and stakeholders.
- Community character, housing, mobility, tourism, flooding/resilience, and future priorities.
- Running June 22 through August 22
- QR Code on pamphlets at:
 - Tabling events
 - Historic Lewes Farmers Market
 - Local businesses
 - Lewes Library
- Printed copies





City of Lewes 2027 Comprehensive Plan Update
Planning Commission Next Steps

Planning Commission Meeting
June 17, 2026

Michael Baker
INTERNATIONAL

Community Primer Conversations

- Gather initial input from community members before formal meetings begin
- Recognize common concerns and issues within each topic to guide future discussions.
- **Insights will help tailor meeting agendas and discussions for the Community Planning Meetings**
- Conversations extend beyond formal meetings to everyday settings, reaching a wider, more inclusive community audience.



Community Primer Conversations

- **Brief, informal conversations** with stakeholders to gather insights and feedback.
- Identify City of Lewes **strengths**
- Identify areas of **concerns** for stakeholders/community
- Understand future **priorities** and vision for the City
- Ensure **consistent documentation** using the Conversation Template (provide via email)





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