

CITY OF NEWARK
DELAWARE
CONSERVATION ADVISORY COMMISSION
MINUTES

August 11, 2020

MEETING CONVENED: 7:03 p.m. GoToMeeting

MEMBERS PRESENT: Co-Chair Bob McDowell (presiding), Beth Chajes, Helga Huntley, Sheila Smith, MaryClare Matsumoto

ABSENT: Chair George Irvine, Robyn O'Halloran

STAFF: Jayme Gravell, Chief Communications Officer
Jeff Martindale, Assistant to the City Manager
Nichol Scheld, Administrative Professional I

Mr. McDowell called the meeting to order at 7:03 p.m.

1. APPROVAL OF MINUTES FROM JULY 14, 2020

Mr. McDowell asked for the approval of the July 14, 2020 meeting minutes.

MOTION BY MS. SMITH, SECONDED BY DR. HUNTLEY: TO APPROVE THE MINUTES.

MOTION PASSED. VOTE: 5 TO 0.

AYE – CHAJES, HUNTLEY, MATSUMOTO, MCDOWELL, SMITH.

NAY– 0.

ABSENT– IRVINE, O'HALLORAN.

2. PUBLIC COMMENT: None

3. PLASTIC STRAW FLYER UPDATE – JAYME GRAVELL/JEFF MARTINDALE

Mr. Martindale presented the slides of the educational flyer and credited Ms. Gravell with their creation. He wanted to discuss necessary edits and to outline next steps for the City Council Plastic Straw Resolution. He revealed the three flyers had different themes but the same information on the back.

Ms. Smith appreciated including the phrase “don’t judge” because it was a frequent comment during discussions around straws and differently-abled circumstances. Ms. Smith asked the size of the flyers and their means of distribution. Mr. Martindale assumed they would be 8.5”x 11” and said staff asked that the CAC cover printing costs out of its remaining \$20,000 budget for the year. After the CAC chose a size and quantity, staff would ask Fire Marshal Tynan to distribute them on his annual inspections. Ms. Smith asked if Mr. Tynan agreed to distribute the flyers and Mr. Martindale confirmed. Ms. Gravell pointed that the flyers were CAC’s asset so it was their decision on what dimensions were needed but shared that staff would resize the format upon request. Ms. Gravell noted that tabletop flyers were not

8.5" x 11" and could be resized to the restaurant's preference. Ms. Smith thought that postcard size was more suitable for distribution and Ms. Gravell agreed and suggested heavier card stock. Dr. Huntley believed the design could be resized to a postcard and still be legible, save for the footnotes. Mr. Martindale suggested that the fine print be available as a separate webpage to more easily distribute the information and Ms. Gravell agreed and suggested having a downloadable link to cut down on printing costs and waste. Dr. Huntley supported furnishing sources with presented statistics and wanted to keep them on the flyers even if they were a smaller font. Ms. Gravell credited Kyle Glazier with their designs. Ms. Smith asked if the backs were all the same and Mr. Martindale repeated that they had the same information but different designs.

Ms. Smith found all the designs to be attractive and wondered about color printing costs. Ms. Gravell informed the costs depended on the printer and Mr. Martindale reminded the charges would come out of the CAC's budget but believed the CAC could utilize the City's resources for discounts and bulk purchases. He noted that he spoke to Ms. O'Halloran regarding purchasing merchandise for Community Day and said he was comfortable in collaborating with the CAC to use the City's purchasing power. Ms. Matsumoto asked if anyone knew how many needed to be printed for restaurant tables and asked if the Fire Marshal would ask on his inspection rounds. Ms. Smith admitted that the CAC would have to research the number and asked Ms. Gravell and Mr. Martindale on the number of targeted restaurants. Mr. Martindale did not have the number available but said he would research the matter. He noted the Fire Marshal would visit all restaurants within the City limits over the course of a year.

Ms. Gravell interjected and informed the CAC that Vistaprint provided inexpensive printing and said the cost for 5000 6" x 9" recycled paper postcards was under \$600. Ms. Smith, Mr. McDowell, and Ms. Matsumoto agreed it was a good size. Ms. Gravell noted there were other options available for lesser prices. Dr. Huntley suggested the CAC be given a list of City restaurants so the members could poll for preferred sizes and preferences. She thought it was better to survey before giving the Fire Marshal the flyers to hand out on his rounds. Ms. Smith thought it would be too many phone calls and Dr. Huntley suggested reaching out to The Newark Partnership (TNP) to survey the members. Ms. Smith said TNP was no longer a business organization and was now non-profit and Dr. Huntley stated TNP had three components: non-profit, business, and civic. Ms. Gravell noted the CAC could begin with TNP but cautioned that expectations be managed because TNP officially launched in January and many people were unable to join the organization before the pandemic. She repeated that TNP would not reach all the businesses in Newark and could not share its mailing list with the City because of its by-laws. She offered to ask TNP to reach out to restaurants on the CAC's behalf and reiterated the response would not be large. Dr. Huntley asked if staff were able to get a complete list of the City's restaurants and Ms. Gravell said staff could run business licenses but it was possible the licenses did not have the most current contact information available.

Ms. Chajes suggested the flyers be table tents because there were too many sizes of plastic holders and the CAC would be asking the restaurants to displace their own promotions for the flyer. She suggested the CAC estimate the number of table tents needed and make downloadable flat flyers so restaurants could choose their own format. Dr. Huntley appreciated Ms. Chajes suggestion but still wanted to sample poll restaurants. Mr. McDowell agreed and liked the table tents because he thought patrons would be more likely to read the information while waiting for service. Mr. McDowell wanted to host an opinion poll to determine what restaurants preferred. Mr. Martindale suggested that a CAC representative visit a few restaurants to determine interest and hoped that it would be possible to get most restaurants onboard with the initiative but admitted there could be some backlash. He thought it would be easier to poll a few restaurants than to create a blanket call. He reiterated the CAC had \$20,000

remaining in the budget and suggested a variety of sizes to appeal to the various businesses and said that any remainders could be distributed on future Community Day events. Mr. McDowell asked if it was possible to get one of each blown up to poster size to be used in front of the CAC's booth on Community Day. Ms. Gravel confirmed it was possible to print the posters in house. Ms. Chajes thought 5" x 7" was an appropriate size for table tents. Ms. Smith folded a piece of paper to determine the size of the table tent and Ms. Chajes pointed that the designer would be able to format the images appropriately. Ms. Smith then suggested card holders for the tables and Dr. Huntley believed they were unnecessary if they used table tents. Ms. Smith suggested asking restaurants their preference. Dr. Huntley asked for Ms. Gravel to share the files so she could share samples during the dining event and Ms. Gravel confirmed. Dr. Huntley asked if the CAC or the City were mentioned on the flyers and Ms. Gravel said she would add logos and send out revised copies.

Mr. Martindale asked for additional comments or questions and noted that Ms. Gravel forwarded the Vistaprint information. Ms. Smith appreciated the designs and Mr. McDowell thought they were eye-catching. Ms. Gravel asked if it was enough to have three different designs or if the CAC wanted to have five and the group was unanimous with having only three. Ms. Smith suggested offering a variety to the restaurants and reiterated her belief that stands were necessary. Mr. McDowell was hesitant to take up too much table space and thought adding the CAC or City logo would remind everyone that it was a local initiative. Mr. Martindale interjected that in his experience, the flat option might be better because visitors fixated on that format most.

Mr. Martindale spoke of the official City Council resolution meant to compliment the informational flyer. He spoke with City Secretary Bensley regarding available agenda times and she informed him that the earliest availability was early to mid-October. He assumed that, given previous research and that the flyers were completed, the resolution would be ready to move forward in October. He asked for any concerns or questions before proceeding with the formal resolution process. Dr. Huntley asked what the resolution was about, and Mr. Martindale replied it was for Council to recommend that restaurants move forward in a straw-less manner and to support the CAC's initiative. Dr. Huntley asked if it was part of Council's previous actions and Mr. Martindale clarified that Council discussed the issue on June 10, 2019 and decided to have a resolution with an informational flyer piece. He noted that the informational flyer was completed, and it was time to proceed with the resolution. Ms. Matsumoto asked if the CAC needed to wait for the resolution before the flyers could be distributed. Mr. Martindale replied that the CAC was able to make independent decisions and could choose to move forward with the initiative. He continued that staff welcomed the CAC's attendance at the Council meeting when the topic was up for discussion. Ms. Smith asked when the meeting was scheduled, and Mr. Martindale replied it would be in early to mid-October and that he would share the date with Ms. Scheld when it was finalized. Ms. Chajes noted it would provide enough time for printing. Mr. McDowell recalled the CAC approved funds for printing at the July meeting and said it was a separate process from Council's request for a resolution. Mr. Martindale explained the CAC did not authorize any printing charges at the CAC's last meeting but did authorize Ms. O'Halloran to procure promotional items for Community Day. He suggested the CAC authorize the usage of funds for printing to a set amount and believed \$3,000 would be more than enough. Mr. McDowell noted the CAC could choose to print from its own funds because the educational component was different than the Council resolution.

Ms. Smith asked when the Fire Marshal made his rounds and Mr. Martindale assumed it was on a rolling basis based on business licensing and could take several months to distribute. Ms. Smith hoped that some members could distribute some as they visited businesses and Ms. Scheld agreed the CAC could disseminate the flyers themselves versus relying on the Fire Marshal. Ms. Smith agreed it could be done

in unison. Mr. Martindale continued that staff created the flyers and would add the logo and he would work with Ms. Bensley to ensure the resolution would be created and addressed on an agenda. He asked the CAC to research printing options and quotes. Ms. Smith asked if printing could be done quickly and Mr. Martindale assumed but cautioned that COVID could impact timelines. Ms. Matsumoto pointed that staff could present Council with a virtual copy of the flyers at the October meeting and Mr. Martindale confirmed. Ms. Gravel asked Ms. Scheld if Council received a packet before each meeting and suggested Council receive a hard copy. Ms. Scheld confirmed, and Mr. Martindale said he would supply a memo for the resolution and include related documents. Mr. McDowell thanked Mr. Martindale and Ms. Gravel for the update.

4. CURTIS MILL PLANTING UPDATE – SHEILA SMITH

Ms. Smith noted that the CAC allotted her \$400 and said she was in touch with Bill McAvoy, the State's Botanist, and Sue Barton, from the UD Department of Plant and Soil Sciences, who visited the Curtis Mill site and offered suggestions. She indicated the desired plants were not readily available at garden centers and that she planned to include ten different trees and shrubs costing \$25 per a one-gallon pot. She admitted the specimens would be small but would grow quickly and be healthier than larger transplants and would be purchased from Red Bud in Pennsylvania. She would use perennials and ground cover from her own garden to save costs and purchase 12-16 trees and shrubs for the space. She asked Ms. Scheld to display the map of the area and confirmed she would work on a design and quickly complete the planting. She reiterated the location of the planting would be on the perimeter of the first pond. Ms. Scheld displayed the map and Ms. Smith said she intended to go beyond the parameters of the designated allotment. Dr. Huntley asked for clarification of the location and Ms. Smith said she would extend to add a few more trees and shrubs around the corner where the road curved. Dr. Huntley asked if Ms. Smith was referring to the right side of the displayed map and Ms. Smith confirmed and did not think Mr. Filasky would mind her extending around the corner. She admitted Mr. Filasky asked her to leave spaces to allow visitors space to fish and noted the design would offer more shade for fishers. Mr. McDowell assumed there would also be less algae with the shade and Ms. Smith asked for clarification. He explained the plantings would be a mini-riparian buffer instead of the current grass and revealed that City staff blew the grass clippings into the pond. Ms. Smith believed mowing could be reduced to once a year and she wanted to ask the City to reduce mowing in more places and focus on invasive removal. Mr. McDowell asked if she intended for the planting to serve as the CAC's Reforestation Day Project and Ms. Smith said she was only planning for 12 to 16 plants and could use three or four volunteers. Mr. McDowell suspected Reforestation Day would be canceled but believed it was possible to complete the project as a blitz project. Dr. Huntley thought it was possible to complete the plantings while still adhering to social distance regulations. Ms. Matsumoto asked if gatherings were limited to ten people and Ms. Scheld was certain gatherings were still limited to ten. Mr. McDowell thought he could get five or six volunteers and Ms. Matsumoto offered to help. Ms. Smith noted the plants were one gallon and she would place them in the proper areas but wanted volunteers to be educated on proper planting. Mr. McDowell offered to do a presentation and suggested taking a before and after picture. He believed algae was an issue because of goose droppings and Ms. Smith explained the City employed a goose chaser and admitted the project would not take many volunteers. Mr. McDowell reiterated the project could be used as Reforestation Day substitute and hoped to have a larger project for next year. He pointed that the CAC would have a year's data to determine growth and the potential need for more plants. Ms. Smith said she was considering river birch, red mulberry, hackberry, redbud, persimmon, sassafras, willow, hawthorn, prunifolium, and sumac. Mr. McDowell supported her choices and Ms. Smith asked where he would source hawthorn. Mr. McDowell knew of a place in New Jersey but said they were rare, beautiful trees. He asked when the facilities needed the funds and Ms. Smith said she had not yet ordered the plants and indicated she could reimburse herself.

Dr. Huntley asked if Ms. Smith intended to order the plants in time for the November event and Ms. Smith confirmed everything was in stock save for two items. Mr. McDowell repeated his offer to supply volunteers and intended to have the Newark Post cover the story to show the CAC was still working on behalf of residents. Dr. Huntley asked if Ms. Smith had a target date and Ms. Smith asked Mr. McDowell for Reforestation Day plans. Mr. McDowell explained the plans fell through but said it was usually the first or second week in November because cooler weather allowed for a better rebound in spring. Ms. Matsumoto asked if Mr. Zaleski was involved in setting the date and Ms. Smith said no and Mr. McDowell confirmed it would be small event. Ms. Smith repeated it was for 12 to 16 plants with some additional smaller plants taken from her garden. Mr. McDowell offered plantings from his yard as well. He recalled the City dug up the riparian buffer near the creek and he had students plant shrubs and donated plants from Friends of the White Clay. He shared he still had native trees left over from the last planting that could be used to jump start the riparian buffer. Ms. Smith cautioned that Mr. McDowell would have to speak to Mr. Zaleski prior to planting in a City park but assumed he would welcome the planting and said Mr. McDowell could provide volunteers in addition to the CAC volunteers. Ms. Scheld cautioned on the liability of volunteers during the pandemic and suggested using only CAC volunteers. Dr. Huntley commented that Parks and Recreation held events and believed the CAC could adopt the same rules. Ms. Scheld pointed that Ms. Smith intended to do the plantings herself at the initial presentation and suggested keeping the event small. Ms. Smith asked for a sign-up sheet and Ms. Matsumoto asked if the volunteers should bring their own tools and Ms. Smith confirmed. Ms. Matsumoto thought nine people should be plenty and Ms. Smith agreed it was more than enough.

Ms. Scheld noticed Mr. Hurd had logged in and suggested he be allowed to present next.

5. INTERNATIONAL ENERGY CONSERVATION CODE AMENDMENTS – WILL HURD

Mr. Hurd stated he had presented the Amendments to the International Energy Conservation Code of 2018 to the CAC on previous occasions and noted the City adopted the Code and intended to adopt the amendments. Since his last meeting with the CAC, he presented to Council and received feedback which he took back to the workgroup who then edited the document. He noted second reading for Council was scheduled for September 14th. He explained the group:

- Added Permanent Exterior Projections to the residential section
- Added UV sanitizers inside duct system as a credit because filters did not catch viruses and coupled it with the filter credit so developers could not get UV credit unless they installed higher MERV filters
- Restructured the photovoltaic panel points to offer 4 points for the first 15 kW and an additional point for every 5 kW thereafter
- Added credits for exceeding number of tree plantings indicated in Code – commercial: One point for every additional two trees per acre, Residential: doubling the number of shade trees
- Removed credit for providing a residential radon system because it was a required item
- Added credit for providing multiple HVAC zones because it encouraged residential owners to heat or cool occupied areas – must be a variable capacity system with no bypass duct. First two zones had one point with up to four zones for another two points.

Mr. McDowell asked what Mr. Hurd needed from the CAC and Mr. Hurd asked for a positive recommendation to Council for the final copy. Mr. McDowell asked for the meeting schedule and Mr. Hurd said first reading was August 24th and second reading was September 14th. Mr. Hurd continued that

the language, memo, and background information were published for first reading and he would ask Ms. Bensley to include his memo and previous PowerPoint presentation in the Council packet to provide new members with a background. Ms. Smith asked for the dates again and Mr. Hurd repeated August 24th and September 14th. He explained that because the changes affected Code, the City required a longer advertisement period. Ms. Scheld confirmed the dates stated by Mr. Hurd. Ms. Smith asked if it was possible to read the amendments prior to the meeting and Dr. Huntley explained it would be on the agenda a week prior to first reading. Mr. Hurd noted it would be published with the agenda and asked Ms. Scheld to forward the document to the CAC members. Mr. McDowell asked if Mr. Hurd wanted the CAC to provide a recommendation to Council and Mr. Hurd agreed a recommendation from the CAC would be another voice in support of the amendments. Ms. Smith asked Mr. Hurd if the amendments improved conservation efforts and Mr. Hurd confirmed the workgroup intended to produce a 20% improvement over baseline. He continued that group raised the bar in the number of requirements and made it more difficult to comply with off-the-shelf remedies to deter developers from choosing easier points than building energy performance. As a result, the team focused on mandatory minimums in separate categories to stop developers from gaining points in one category but made it easier for developers to get credits for producing a more efficient building by following a third-party reviewer or standard. Ms. Smith asked Mr. Hurd if he was pleased with the results and he confirmed if developers were able to earn the minimum credits from the checklist then there would be an energy savings in the process as well as in additional material and resources and in air quality benefits. Mr. McDowell asked for clarification on providing support and Ms. Scheld suggested the CAC could vocally support the amendments and use the minutes as evidence.

MOTION BY DR. HUNTLEY, SECONDED BY MS. CHAJES: THAT THE CAC RECOMMEND TO CITY COUNCIL TO APPROVE THE CODE AMENDMENTS AS RECOMMENDED BY THE GREEN BUILDING SUBCOMMITTEE AND PRESENTED BY WILL HURD.

AYE: CHAJES, HUNTLEY, MCDOWELL, MATSUMOTO, SMITH.

NAY: 0.

ABSENT: IRVINE, O'HALLORAN.

Mr. McDowell commended Mr. Hurd for his efforts and recalled the struggle in getting developers to improve their processes but believed the amendments would ensure that everyone was better off. Mr. Hurd pointed that it was easier the second time around and Ms. Smith agreed with the way points were distributed to make sure more areas were included. Mr. McDowell noted that Newark wanted to promote efficient, healthy, and environmentally friendly buildings and Mr. Hurd agreed and noted the group leaned heavily on the Council approved Sustainability Plan.

6. ANTI-IDLING – SHEILA SMITH

Ms. Smith was frustrated with anti-idling and recalled Ms. O'Halloran's suggestion of cards. She spoke to the Head Traffic Officer who said that the City was not enforcing the ordinance. She reiterated her frustration and asked the CAC to reach out to their Councilmembers to put pressure on staff to install the signs. She admitted COVID created a setback but asked that the ordinance be enforced by the Police force or Parking Ambassadors. She reiterated that cards could be handed out as a non-confrontational and non-punitive measure to educate drivers on the benefits of anti-idling. She asked if there was a consensus on a public education push and Ms. Chajes recalled discussion on distributing cards at schools where idle while waiting for children. Ms. Smith checked every school and claimed all had signs and Mr. McDowell confirmed. Ms. Smith suggested the cards be used as a booster. Dr. Huntley agreed that cars

idled during student drop-off and believed the cards could be helpful. Ms. Smith wanted to readdress the topic with the traffic officers to distribute cards during their rounds and reiterated her desire to have signs installed and repeated that members speak to their Councilmembers. Mr. McDowell intended to speak to his Councilperson about how the CAC could help Council. Ms. Chajes asked if the signs were produced but never installed and Mr. McDowell confirmed. Ms. Smith said 300 signs were made but most were lost. She noted Mr. Irvine, Mr. Filasky, and Mr. Fruehstorfer all had some but said the issue was dropped every time she asked to have the signs installed. Ms. Chajes believed the signs would be more effective than cards during COVID and Ms. Smith agreed. Mr. McDowell noted the new parking lots had no signage. Ms. Smith repeated her request that the CAC speak to their Councilmembers to ask property owners if they would allow anti-idling signs. Ms. Smith assumed staff gave store owners signs and did not follow up with the installation and noted the CAC purchased 300 signposts that were unused. Ms. Matsumoto noted that the Newark Shopping Center was a privately-owned lot and asked if the CAC needed to contact Council to request owners install the signs. Ms. Smith confirmed and said that she approached various City staff and wanted another entity to broach the topic. Ms. Matsumoto believed the CAC should determine how many signs were left and Ms. Smith assumed there were 30 signs. Ms. Chajes asked if the CAC had ever written a letter to Council to address the issue. Ms. Smith asked Ms. Scheld for her opinion and Ms. Scheld explained the members were citizens of the City and could address Council during public comment. Ms. Matsumoto asked how she could get a timeline on the topic. Mr. McDowell explained the City stored the signs in a closet, but some were installed at Newark High. Ms. Smith noted there were some in older City parks and schools and repeated her claim that 300 were made but she had only located 40. Ms. Smith suggested revisiting the topic of cards and reiterated that the members call Council. Ms. Chajes thought a timeline would be helpful for new Council. Ms. Smith said she researched it and Mr. Fruehstorfer was the head of the CAC but was now in Planning. Mr. McDowell assumed Mr. Fruehstorfer would know where they were stored. Dr. Huntley suggested a member discuss the issue in public comment or request to be put on a Council agenda to discuss anti-idling. Ms. Smith repeated her frustration and Mr. McDowell said he would speak to his new Councilmember. Ms. Smith asked Ms. Scheld if the CAC would try to get on an agenda. Ms. Scheld informed that public comments did not require agenda approval. Dr. Huntley asked Ms. Scheld if she recommended public comment over an agenda and Ms. Scheld stated the public comment would happen faster because staff was involved in budget hearings.

7. MONTHLY CONSERVATION ARTICLE WITH THE NEWARK POST

Ms. Smith commended the writers and noted that ten articles had been printed.

- September – Recycling, Helga Huntley
- October – Stormwater/Runoff, Beth Chajes
- November – Sustainability Updates, Helga Huntley
- December – Health Effects of the Environment, Robyn O'Halloran

Dr. Huntley asked if she could post-pone her November submission and Ms. Smith noted that Ms. O'Halloran was not present to offer a tradeoff. She suggested revisiting at the next meeting.

8. PLANNING AND DEVELOPMENT REPORTS

Ms. Matsumoto informed the staff was reviewing the City's Plan and Council was looking for members at-large to join the committee to review the Development Plan. Dr. Huntley asked if Ms. Matsumoto was referring to the Comprehensive Development plan and she confirmed. Dr. Huntley asked when Council was starting the process and Ms. Matsumoto thought it would start by October. Ms.

Matsumoto reported that the Planning Commission suggested including a CAC representative but then decided against it. She said they wanted three members from the community at-large, but she wanted the CAC to be aware of the open meetings. She believed it would be a year-long process of reviewing the previous plan and making recommendations. Dr. Huntley thought it would be good to have a CAC member to be part of the process to make sure that sustainability issues were not overlooked. Ms. Smith confirmed that there should be an attendant to shepherd the sustainability ideals. Ms. Matsumoto thought if a CAC member were involved, it would be an at-large position. Dr. Huntley asked if the topic was discussed at a Planning Commission meeting or a City Council meeting. Ms. Matsumoto believed it was at the Planning Commission headed by Mr. Fortner. She recalled discussion on having more group diversity and did not know how the openings were advertised to the community. She pointed that anyone could participate in the meetings but there would not be a specific conservation representative. Dr. Huntley suggested the CAC ensure that when Council approved the recommendation from the Planning Commission, a CAC member was included on the roster. Ms. Matsumoto was unsure if it was a first reading and recalled it was already discussed at a Council meeting but was confused. She offered to review the minutes, but they were not immediately available. She admitted she did not take notes while listening to the meetings and relied on the published minutes. She informed the CAC that there was discussion on the topic and asked Ms. Scheld if it was on the website. Ms. Scheld asked if Ms. Matsumoto was speaking about the Planning Commission. Ms. Matsumoto said there would be a subcommittee to review the Comprehensive Plan and hold public meetings and believed it was done five years ago and had meetings to discuss annexation. Ms. Matsumoto wanted the CAC to be aware that staff was looking for three at-large members. Mr. McDowell remembered staff held meetings at City Hall and the George Wilson Center during the first Comprehensive Plan and recalled visitors could remark on areas of concern. He attended a meeting at Council Chambers but admitted the meetings could not be public today because of COVID. Ms. Matsumoto said it would be a subcommittee for the Comprehensive Plan. Dr. Huntley referred to the page Ms. Scheld displayed of the City's open Boards and Commissions positions. Ms. Matsumoto thought it had been discussed at the Planning Commission's last meeting but forgot when they met. Ms. Chajes asked if the minutes had been posted and Ms. Scheld explained how long it took to transcribe minutes. Ms. Matsumoto asked if Ms. Scheld did the Planning Commission minutes and Ms. Scheld replied that she transcribed City Council, the CAC, and the Board of Adjustment. Dr. Huntley reviewed the August 4th agenda and was only able to find mention of the Planning Development Plan for one specific property to be re-designated. Ms. Matsumoto believed the item failed. Ms. Scheld informed that the audio for the meeting was available and Ms. Matsumoto said she would try to attend the next Planning Commission Meeting. Ms. Smith suggested Ms. Matsumoto reach out to the Planning Department for an update. Ms. Chajes asked that the Planning Committee be told the CAC wanted to be a part of the process. Dr. Huntley informed another item on the August 4th agenda was the 2021 Planning Commission Workplan and would be worked on over the next year.

9. OLD/NEW BUSINESS

Dr. Huntley referred to the recent storms and area flooding and revealed the City mowed to the edge of the riverbanks in the riparian buffer on City property. Ms. Smith believed the close mowing was against Code. Dr. Huntley recalled the 2014 Upper Christina River Restoration Project where staff promised an education campaign that never materialized. She wanted to push the City for an educational campaign. Mr. McDowell asked if the homes affected were in the City and Dr. Huntley confirmed. Mr. McDowell agreed there needed to be a campaign and credited the Rodney retention work for sparing his neighborhood from flooding. Ms. Chajes noted it would be a timely discussion for her article. Ms. Smith asked that someone research the Code to determine how far riparian buffers could be mowed. Dr. Huntley stressed that she did not think it was a nefarious act but that residents did not understand the impacts.

Ms. Matsumoto asked if the City was taking actions against the Spotted Lantern Fly or if there was only a reporting system through the State. Ms. Smith informed the City was working with the Department of Agriculture when infestations were discovered. Ms. Matsumoto said her neighbor had an infestation and reported it to the State. Ms. Smith suggested she call the City and informed there was a volunteer program at the State level with Katie Bielicki to help trap and monitor the infestations. Ms. Chajes noted that some traps were trapping birds and Ms. Smith explained there were other traps available. Mr. McDowell added other invasive species like the Emerald Ash Borer and Japanese beetles were also devastating.

Dr. Huntley asked if the CAC wanted her to reach out to Mr. Fortner to request that the CAC be added to the Comprehensive Development Plan Revision team. Ms. Matsumoto found the project team list:

- Two representatives from the Newark Planning Commission
- One UD representative
- One Planning Department Representative
- 3 – 4 Newark residents at large
- One representative(s) from the Newark Partnership
- One representative from the Development Community

Ms. Matsumoto continued that the project team would use a variety of approaches to include the public and would take twelve months. She supported Dr. Huntley's letter. Dr. Huntley said she would speak to Mr. Fortner and Mr. McDowell suggested a member at-large could be a CAC member and Dr. Huntley said she would advocate to have a CAC representative.

10. NEXT MEETING – SEPTEMBER 15, 2020

11. ADJOURNMENT

MOTION BY MS. MATSUMOTO, SECONDED BY MS. SMITH: TO ADJOURN THE MEETING.

The meeting adjourned at 9:04 p.m.

Nichol Scheld
Administrative Professional I

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