



Town of Dewey Beach

www.townofdeweybeach.com

Additional options are available from IPA above the base project cost (provided in contract). Council may review these options and consider their inclusion in the scope of work.

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

RESOLUTION NO.

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF DEWEY BEACH AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT WITH THE INSTITUTE FOR PUBLIC ADMINISTRATION (IPA) TO ASSIST IN UPDATING THE TOWN COMPREHENSIVE PLAN

WHEREAS, the Town of Dewey Beach acknowledges the need for professional assistance in the preparation, adoption and certification of the Comprehensive Plan in compliance with State Code and local requirements; and

WHEREAS, the Institute for Public Administration (IPA) has presented a detailed proposal outlining the scope of services, roles, responsibilities and associated costs for the development of the Comprehensive Plan; and

WHEREAS, the proposed scope of services includes background data collection and mapping, citizen participation and visioning, plan preparation and intergovernmental coordination, and plan adoption and certification, with a base project cost of \$39,500; and

WHEREAS, the Town Council has reviewed the proposed contract and finds the scope of services and associated costs to be reasonable and necessary for the successful development of the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council that the Town of Dewey Beach hereby accepts the contract attached hereto and incorporated herein by this reference as though restated in full.

Approved by majority vote of the Dewey Beach Town Council on April 17, 2026.

Mayor, William Stevens

Town Manager, Bill Zolper

BASE SCOPE

IPA proposes to work directly with the Comprehensive Plan Working Group on the following scope of services to complete this project.

Task I. Background Data Collection & Mapping

IPA will collect and collate background data and review planning studies to provide a snapshot of existing conditions, demographic trends, and summaries of major changes that have impacted the town since the 2018 comp plan. IPA will prepare maps to support the planning process. Maps to be produced generally include:

- Aerial Photo
- Environmental Features, including water resources, wetlands, floodplains, and tree cover
- Parks and Recreation
- Vehicular and Non-Vehicular Transportation Networks
- Strategies for State Policies and Spending
- Existing Land Use
- Future Land Use
- Growth and Annexation (if needed)

IPA Deliverables: GIS maps compliant with State Code; Demographic trends

Task II. Citizen Participation and Visioning

IPA will assist Dewey Beach in hosting a variety of opportunities to engage the public in the planning process. Required public meetings and hearings are included under Plan Adoption and Certification.

a) Workshop/Open House (Kickoff):

This meeting could introduce citizens, businesses, and property owners to the comprehensive plan, solicit their opinions regarding community assets and issues, and invite their participation throughout the process. Sample boards/stations include:

- What is a comp plan and why is it important?
- Visioning (sample questions)
 - What is one thing you hope never changes about our town?
 - If you could describe the town in 10 years in one word or phrase what would it be?
 - What do you want for your town in the future?
 - What 3 projects/changes, if made this year, would have the biggest impacts on the town in five years? Ten years?
 - What are your biggest concerns regarding the future of Dewey Beach?

b) Online survey w/QR code

IPA Deliverables: Workshop agenda, materials, and summary; online survey development, link, and results report

Task IV. Plan Preparation and Intergovernmental Coordination

IPA will prepare the draft comprehensive plan with data, feedback, and guidance from the Town of Dewey Beach. IPA will work directly with the Working Group to draft outlines of existing conditions, goals, objectives, and recommendations for each required plan component.

- Following one initial in-person meeting, subsequent meetings are anticipated to be monthly and held virtually.
- An anticipated 10 meetings will be needed to address the following topics. As applicable, best practices and examples from other places will be presented for discussion and consideration.
 - Introduction to comprehensive planning and comp plan frameworks,
 - Existing land use and housing,
 - Economic development,
 - New climate resilience and environment standards per SB 237, as will become effective November 2026,
 - Creative placemaking opportunities,
 - Community facilities and infrastructure,
 - Transportation,
 - Future land use,
 - Growth and annexation, and
 - Implementation.
- As able and applicable, IPA may facilitate representatives from State agencies to attend meetings and discuss topics of importance to the town. Example: DNREC representatives to speak to the new Climate Action Plan and emerging Climate Resiliency standards.
- Progress reports to the Planning Commission (virtual): twice at relevant benchmarks during plan development, as determined by Town leadership
- Progress reports to the Town Council (virtual): twice at relevant benchmarks during plan development, as determined by Town leadership

Phase IV. Plan Adoption and Certification

This assistance may include presenting plan documents at a public meeting, answering questions about the plan, and providing advice and guidance regarding proper procedures for plan adoption and implementation. IPA will also assist the town in addressing issues resulting from the state PLUS review. This phase could include the following events:

- Presentations (2) of draft plan to the Planning Commission. Initial presentation of complete draft to solicit comment and revisions; follow-up presentation with requested revisions included.
- Presentations (2) of draft to the Town Council. Presentation of Planning Commission

draft to Council to solicit comment; follow-up presentation with any revisions included, with goal of approval to submit to PLUS

- Presentation to PLUS. Town attendance required; virtual
- Address PLUS comments: Meet with town (which body?) to address any PLUS certification issues and suggested revisions. Resubmit to PLUS for final approval
- Public Hearing before the Town Council to introduce an ordinance to adopt the plan
- Governor Certification: Submission of the Adopted Plan to OSPC for Certification by the Governor

After the Plan has been formally adopted by the Dewey Beach town Commissioners and certified by the state, IPA will provide the final document in a digital format as a pdf and will post the final Plan on the IPA website. IPA can provide a separate quote for printed copies upon request.

BASIC SCOPE SUMMARY:

The above scope includes a maximum of 22 scheduled touchpoints with the town:

- 11 meetings with the Workgroup (one in-person)
- 1 online survey
- 2 virtual progress reports and 2 presentations to the Dewey Beach Planning Commission of the draft plan
- 2 virtual progress reports and 2 presentations to the Dewey Beach Town Council on the draft plan (before PLUS)
- 1 PLUS meeting
- 1 Public Hearing before the Town Council for adoption

ROLES AND RESPONSIBILITIES

IPA:

- Provide one session of Comprehensive Plan 101 for members of the Work Group, Planning Commission and Commissioners as needed
- Provide best practices and context
- Facilitates interaction with the County and State Agencies
- Meeting agendas, materials, and summaries;
- Community engagement agendas, materials, and summaries
- Online survey development, link, and results report
- Facilitates the Comprehensive Plan Working Group
- Review of Comp plan models and frameworks
- Preparation of draft plan, including text, visuals, and mapping
- Plan revisions in response to PLUS
- Professional formatting and proofing

Town:

- Summary of achievements related to the 2018 Comprehensive Plan
- Copies/links to other relevant planning documents
- GIS shapefiles for Existing Land Use, Future Land Use, and Zoning
- Review and approval of the existing land use map and future land use map
- Ongoing marketing of public outreach events and community survey, including but not limited to: posting on the town website, town newsletters, social media, etc.
- Securing any offsite meeting locations
- Submission of the draft plan to Sussex County
- Complying with all FOIA requirements, public notices
- Posting the draft plan on the Town Website
- Preparation of draft adoption Ordinance
- Posting final plan on Town Website

PROJECT COST FOR BASE SCOPE

The total cost of the project included in the Base Scope is \$39,500.

ADDITIONAL OPTIONS FOR CONSIDERATION

The following components could be added to the scope for an additional cost (as listed):

- Public Workshop/Open House (\$4,500)
- Additional Surveys (\$1,500 each)
- Stakeholder Interviews: one-on-one interviews with specifically identified stakeholders (business community, chamber, environmental groups, homeowners association representatives, etc.)
- Youth engagement activities (TBD)
- "Meeting in a box" materials: IPA could provide digital materials for printing that could be used by the town to "table" at community events, put on display at Town Hall, etc in order to gather additional feedback from the community without IPA being onsite (\$1,500)
- Additional progress reports to the Planning Commission or Town Council (\$150 per report)
- Additional public meetings/hearings with the Planning Commission or Town Council regarding the recommendation of the draft Plan (\$500 per meeting)

If the town would like to *reduce* the overall project cost, IPA can also discuss the following options:

- Reduce the number of overall meetings with the Working Group
- Reduce the number of progress reports to the Planning Commission or Town Council
- If there are specific sections, chapters, or topics that Working Group members or others would like to prepare, we can discuss further cost reductions, depending on the complexity of the topic areas.