

**Guidelines for SPHA
Committee on the Salt Pond Plaza**

SPHA Board Responsibility

- The Board shall determine the size of the Committee and the Board shall appoint the members of the Committee,
- The Committee and its members shall serve at the pleasure of the SPHA Board and the Committee will function, as long as the Board feels it is needed,
- The Board shall be responsible for providing direction to the Committee and for approving/disapproving recommendations made by the Committee.

Functions of Committee:

- Track status of plans for the development, including status of review and approval process with Sussex County, Planning and Zoning, and other authorities, using Sussex County website (sussexcountyde.gov) and other public resources,
- Keep the Board informed of status of development plans and review and approval process,
- Research and collect pertinent information for the Board and Committee,
- Identify, document and track the status of all issues of concern to the SPHA Board and SPHA members,
- Assist Board in developing proposals that, if implemented, would minimize negative impacts of the Salt Pond Plaza on the Salt Pond community (recognizing that most of the area is currently zoned as "neighborhood commercial")
- Notify Board and Committee members of relevant hearings and meetings,
- Organize owners to attend public hearings and meetings, as necessary,
- With advance approval of the Board, reach out to other neighbors/communities on behalf of SPHA to see if there are shared concerns and coordinate efforts to work toward shared goals related to Salt Pond Plaza.
- Work with the Board to disseminate information on the status of Committee and Board efforts to Salt Pond owners, and participate in homeowner meetings, if warranted.

Process:

- Coordinate Committee proposals for plans, actions, and meetings with the Board,
- Give regular reports to the Board on information collected, views of SPHA owners on issues of concern, and actions taken by the Committee,
- In between Board meetings, the Committee will notify the Board President immediately of any circumstance/activity where the Board may have to take quick action,
- Like other Committees of the Board, make recommendations to the Board, for its approval and Board or Committee action,
- The Board may ask individual committee members to represent SPHA at public hearings and meetings or to contact State or local officials, making comments and recommendations endorsed by the SPHA Board on the impact of the development on the Salt Pond,
- The Board and the SPHA lawyers will make all necessary contacts with Michael Zimmerman, buyer of Salt Pond Plaza, any potential businesses planning to operate in the Salt Pond Plaza, and Salt Pond Associates, developer of Salt Pond on issues related to the Salt Pond Plaza and transition negotiations.