

**TOWN OF DAYTON
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
January 19, 2023**

COMMISSION MEMBERS PRESENT: Chair Hunter Barnett, Bradford Dyjak, and Aaron Swindle. Colton Shifflett arrived at 6:07 p.m.

COMMISSION MEMBERS ABSENT: Vice Chair Lauren Rawley.

ALSO PRESENT: Community Development Coordinator and Town Clerk Christa Hall.

CALL TO ORDER: Chair Hunter Barnett called the meeting to order at 6:00 p.m., welcomed guests and led the invocation.

APPROVAL OF MINUTES: Chair Barnett asked if everyone had reviewed the minutes from the Planning Commission meeting of November 17, 2022. Commission Member Dyjak made a motion to approve the minutes from the November 17, 2022, meeting as written. The motion was seconded by Commission Member Swindle and passed unanimously by a vote of 3-0.

COMPREHENSIVE PLAN REVIEW UPDATE: Chair Barnett asked Community Development Coordinator Hall for a staff update. CDC Hall stated that the Commission had received the latest draft of the Comp Plan. She stated that VDOT has formally reviewed and accepted the Transportation Chapter. They had one recommendation: to add a map with the Town's bridges and culverts. Staff spoke with CSPDC staff and agreed to recommend to the Commission that we not include any additional maps as this information is already contained in the Plan in the form of a table. The Commission agreed with the staff's recommendation. Ms. Hall stated that she had received some updates from Commission Member Lauren Rawley and asked if the Commission had any additional updates. Commission Member Dyjak stated that he would likely have a few minor edits. Ms. Hall asked that all revisions be given to her by Monday, January 23rd to give staff time to finalize the draft so that it will be complete for public review when the Joint Public Hearing is advertised. The Commission will hold a Joint Public Hearing with the Town Council on February 13, 2023, at 5:30 p.m., prior to Council's regular meeting, and will be followed by a Special Called Meeting to discuss and make a recommendation to the Town Council that they adopt the 2022 Comprehensive Plan.

REVIEW OF SUBDIVISION ORDINANCE AND ZONING & SUBDIVISION FEES: Chair Barnett stated that the next item on the agenda was to review and discuss the subdivision ordinance and associated fees. He asked Community Development Coordinator Hall for a staff report. Ms. Hall stated that as the Town anticipates some possible subdivision requests to be forthcoming, and pursuant to the Commission's request, now is a good time to review the subdivision ordinance. The Town Attorney drafted proposed changes to the Sidewalk Standard

and the Driveway/Parking Standard for the Commission to review. Ms. Hall also recommended that we include some language about standards for stormwater drainage fields and general maintenance and upkeep of public facilities. She also recommended that the Commission consider language to allow the Town to require bonds to insure that all subdivision standards are met. After much discussion, the Commission advised staff on some additional revisions that they would like to see in the Subdivision and Zoning Ordinances. Staff will work with the Town Attorney to bring back some revisions at the February 16, 2023 meeting. Specific items for review and discussion, in addition to those already mentioned, would be expanding the sidewalk requirement, ensuring compliance with ADA and VDOT standards, and considering the possibility of requiring a buffer zone between the street and the sidewalk, as well as requiring sidewalks on both sides of the street. They wanted to explore ensuring that the Town Code allows for compliance with County requirements. The Commission also discussed exploring the requirement of green space and beautification standards.

Finally, CDC Hall discussed the Town's zoning fees and asked for the Commission's feedback on including those fees in the Town's fee schedule. She stated that the fees have been the same for some time and with the rising costs of the required advertising, those fees typically were not enough to cover the advertisements. The Commission asked Ms. Hall to poll the other localities to see what their fees were and bring that information back to the Commission in February. The fee schedule would be reviewed and discussed as part of the upcoming budget cycle.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: No formal comment was made. However, Town resident Bill Bray attended the meeting and asked some questions and provided some input.

ADJOURNMENT: With there being no further business to come before the Planning Commission, Commission Member Dyjak made a motion to adjourn and was seconded by Commission Member Swindle and passed unanimously. Meeting adjourned at 7:08 p.m.

Respectfully Submitted.


Chair Hunter Barnett


Town Clerk, Christa Hall