

**TOWN OF DAYTON  
PLANNING COMMISSION MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
February 16, 2023**

**COMMISSION MEMBERS PRESENT:** Chairperson Hunter Barnett, Bradford Dyjak, Lauren Rawley, Aaron Swindle and Colton Shifflett.

**ALSO PRESENT:** Town Treasurer Susan Smith and Community Development Coordinator and Town Clerk Christa Hall.

**CALL TO ORDER:** Chairperson Hunter Barnett called the meeting to order at 6:03 p.m.

**APPROVAL OF MINUTES:** Chairperson Barnett asked for a motion to approve the minutes from the Planning Commission Meeting of January 19, 2023, as written. As there was no discussion or revisions to the minutes, a motion was made by Commission Member Dyjak and seconded by Commission Member Rawley and passed unanimously by a vote of 5-0.

**REVIEW CAPITAL IMPROVEMENT PROGRAM:** Community Development Coordinator Hall stated that the Capital Improvement Program (CIP) must be reviewed by the Planning Commission and recommended to the Town Council annually. Treasurer Smith reviewed an updated draft of the CIP which included several potential new Capital Improvement Projects and asked the Commission for feedback on the program to include prioritization of projects. The Commission offered suggestions and requested additional information. The CIP will also be reviewed and discussed in early March by the Finance Committee and the entire Council at a Budget Work Session. A revised draft will go to the Planning Commission for their comments and recommendation to the Town Council at the regular March meeting.

**REVIEW OF CHANGES TO THE SUBDIVISION ORDINANCE AND ZONING**

**ORDINANCE & ZONING FEES:** Community Development Coordinator Hall stated that the next item on the agenda was to review and discuss possible changes to the subdivision and zoning ordinances and associated fees. Ms. Hall stated that pursuant to the direction from the Commission at the January meeting, Town staff has worked with the Town attorney to draft a proposed resolution containing proposed changes to the Town's ordinances regarding subdivisions and zoning matters related to sidewalks, driveways, and stormwater. She stated that since these matters affect the zoning ordinance, a joint public hearing with the Town Council will be required in order to hear citizen input. She asked if the Commission had any other changes that they would like to see prior to the resolution being scheduled for a public hearing. As the Commission did not have any additional feedback, it was the consensus that the matter be set for a Joint Public Hearing with Town Council for Monday, March 13<sup>th</sup> at 6:00 p.m. Commission Member Dyjak made the appropriate motion to do so, which was seconded by Commissioner Swindle and passed unanimously by a 5-0 vote.

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. Ms. Hall provided the Commission with a fee comparison to other localities and recommended that the fees be \$350 plus \$50 for each additional acre for all zoning related matters to be consistent and CDC Hall also recommended that any advertising costs above the set fees be passed along to the applicant. This will include applications for the following: Special Use Permit, Conditional Use Permit, Re-Zoning, and Subdivision Plat Review. Commission Member Dyjak made a motion to recommend that the fee schedule as presented to include that any advertising costs exceeding the fee amount will be passed along to the applicant. The motion was seconded by Commission Member Swindle and passed by a unanimous 5-0 vote. The fee schedule will be reviewed and discussed as part of the upcoming budget cycle.

**UNFINISHED BUSINESS:** None.

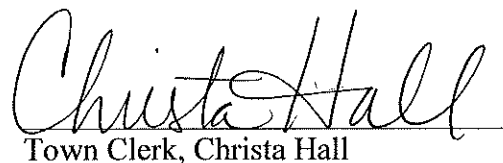
**NEW BUSINESS:** Commissioner Dyjak requested that the greenspace requirement be revisited in the zoning ordinance. Community Development Coordinator Hall stated that she would consult with the Town attorney and report back to the Commission.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** With there being no further business to come before the Planning Commission, Commission Member Rawley made a motion to adjourn which was seconded by Commission Member Shifflett and passed unanimously. Meeting adjourned at 7:15 p.m.

Respectfully Submitted;

  
Chairperson Hunter Barnett

  
Town Clerk, Christa Hall