

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION
JOINT PUBLIC HEARING MINUTES
COUNCIL CHAMBERS DAYTON TOWN HALL
April 11, 2022**

CALL TO ORDER: Mayor Jackson called the Public Hearing to order at 5:30 p.m., welcomed guests and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Heidi Hoover, Robert Seward, Susan Mathias, Bob Wolz, and Emily Estes.

PLANNING COMMISSION MEMBERS PRESENT: Vice Chair Lauren Rawley, Aaron Swindle, Bradford Dyjak, and Colton Shifflett.

PLANNING COMMISSION MEMBERS ABSENT: Hunter Barnett.

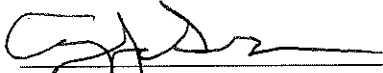
ALSO PRESENT: Angela Lawrence, Town Manager, Christa Hall, Town Clerk and Community Development Coordinator.

Mayor Jackson stated that this was a public hearing to hear comments regarding proposed amendments to Section 20- 141 of the Subdivision Ordinance regarding lighting requirements and to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district. He then asked Manager Lawrence to provide a staff report on the proposed amendments. Ms. Lawrence stated that the proposed amendment to the lighting ordinance was necessary to provide more specificity to the existing subdivision lighting ordinance. As for the proposed amendment to the sign ordinance, staff is requesting that business lots located in the B-1 district containing multiple businesses be allowed additional signage and provided pictures and examples.

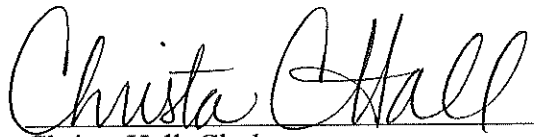
Mayor Jackson stated that our first speaker signed up to speak is Ms. Deb Crank. Ms. Crank asked the Council and Commission to support the changes to the sign ordinance. The next speakers were Eva and Megan Heatwole, owners of the Cheese Place in Dayton who also requested the support of the amendment to the sign ordinance. Finally, Russell and Sherry Jack approached the Commission and Council to ask questions about the proposed changes to the Subdivision Lighting Ordinance. In answer to their questions, they were advised that these changes would only apply to new subdivisions and that the Town's Subdivision Agent was the same as the Zoning Administrator, Christa Hall.

As there were no additional comments, Mayor Jackson closed the Public Hearing at 5:41 p.m.

Respectfully Submitted,



Cary Jackson, Mayor



Christa Hall, Clerk

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 11, 2022**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Heidi Hoover, Susan Mathias, Bob Wolz, and Emily Estes.

ALSO PRESENT: Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; Justin Trout, Police Chief; Susan Smith, Town Treasurer; and Christa Hall, Clerk of Council and Community Development Coordinator.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. He issued a special welcome to the room full of high school students who were in attendance. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance. Mayor Jackson stated that he attended the Shenandoah University Dayton Alumni Day where they dedicated a sign at the Dayton Market and shared stories about Dayton and what a great Town it is. He read aloud a proclamation declaring April 8, 2022 as Shenandoah University Alumni Day.

APPROVAL OF MINUTES: Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of March 14, 2022 and the Council Priority Session/Retreat of March 28, 2022; the motion was seconded by Councilperson Wolz and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

ACTION ITEM: CONSIDERATION OF A PROPOSED AMENDMENT TO SECTION 20-141 OF THE SUBDIVISION ORDINANCE REGARDING LIGHTING REQUIREMENTS: Mayor Jackson asked for a motion to approve the proposed amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements as recommended by the Planning Commission. Councilperson Estes replied so moved. The motion was seconded by Councilperson Mathias and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. Section 20-141 Lighting is repealed and replaced to state, in its entirety, as follows:

- a) Street lights to provide a safe and secure outdoor environment in a cost-effective manner shall be provided within every residential subdivision. Street lights on residential streets shall be spaced approximately one hundred fifty (150) feet apart, or as otherwise approved by the subdivision agent taking into account the overall layout of the subdivision. Street lights shall not be higher than 15 feet or shorter than 10 feet unless approved by the subdivision agent. Street lights on collector or arterial streets shall be spaced to provide uniform brightness consistent with street widths and usage, at a level of illumination as approved by the subdivision agent. All street lights shall be

shielded so that no light rays are directly emitted by the installed fixture that are above the horizontal plane of the light.

- b) All outdoor lighting, including the placement, orientation, distribution patterns and fixture types of outdoor lights, shall be installed to minimize the impact on the adjacent properties from light trespass and light pollution.
- c) No lighting shall produce illumination or glare on streets detrimental to the safety of the public.
- d) If sidewalks are only located on one side of the street, the lighting shall be provided on the same side of the street as the sidewalk.
- e) At crosswalks, parking lots, and other areas where pedestrians are likely to enter vehicular traffic areas, higher lighting intensity levels shall be provided.

ACTION ITEM: CONSIDERATION OF A PROPOSED AMENDMENT TO SECTION 30-852 OF THE SIGN ORDINANCE REGARDING ALLOWED SIGNAGE IN THE B-1 ZONING DISTRICT: Mayor Jackson asked for a motion to approve the proposed amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district as recommended by the Planning Commission. Manager Lawrence added for the record that the maximum signage allowed would be 350 square feet. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Seward and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. Subsection (2) of 30-852 of the Town Code is amended to state as follows:

In all other zoning classifications, any combination of ground, wall, or roof signs are permitted, provided:

- a. On any lot, ground signs within 25 feet of the street must be placed at least 100 feet apart; and
- b. The total area of wall signs located on a lot shall not exceed 1 ½ square feet of sign area for each linear foot of main building/business frontage and such signs shall be located on the main building or other structure on the lot. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of signs on any lot shall not exceed 100 square feet in a B-1 zone; 150 square feet in a HB-1, B-2, A-1, or A-2 zone; or 200 square feet in an M-1 zone.
- c. Notwithstanding 30-852(2)(b), for any lot in the B-1 zone on which there are multiple businesses, institutions, or organizations operating in compliance with the Town's Zoning Ordinance, whether within one common building or within multiple buildings, the total area of all wall signs located on such lot shall not exceed 1 ½ square feet of sign area for each linear foot of building/business frontage on the lot, and such wall signs shall be located on the building or other structure which houses the business, institution, or organization that each wall sign relates to. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of all signs on any such lot shall not exceed 350 square feet. The total area of all ground signs on such lot shall not exceed 100 square feet.

PUBLIC COMMENT

None.

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached.

Manager Lawrence added some exciting news to her report that the Town would be applying for a planning grant with the assistance of the CSPDC for up to \$50,000 at no cost to the Town that could be used for downtown revitalization projects, such as relocating utility lines, beautification, benches, sidewalks, etc.

She advised that GloFiber will begin their work in the Town in August and she has asked that they limit their hours to Monday through Saturday 7 a.m. to 7 p.m. and only by special permission outside those hours.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that the Public Works employment position remains unfilled. She provided an update on the street paving and the street sweeper, adding that the street sweeper had been purchased from Bridgewater for \$20,000.

WATER DEPARTMENT REPORT

Water Plant Operator Jennifer Reppe provided a written report.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report.

TOWN ATTORNEY REPORT

Attorney Jordan Bowman stated that he had no report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilman Dyjak stated that the Town is excited for the Redbud Festival. He thanked all who came out to the Greater Ashby Chamber event at Rocktown History. He advised that the next Business Conversation Series will be held in the Council Chambers on April 27th at 5:30 pm. Finally, he commended staff on their initiative and efforts on the grant work.

FINANCE COMMITTEE REPORT

Councilman Dyjak stated that the Committee will be meeting to continue working on the upcoming budget and priorities.

INFRASTRUCTURE COMMITTEE REPORT

Councilman Seward stated that there was no report but asked Manager Lawrence to provide an update on the Water Treatment Upgrade project. She stated that the contractors were beginning to obtain the required permits to begin the job.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilman Seward stated that there was no report.

PERSONNEL COMMITTEE REPORT

Councilwoman Mathias stated that there was no report.

POLICE COMMITTEE REPORT

Councilwoman Hoover reported that the Committee had met to discuss budget needs for the department and that they will continue to have similar conversations.

MAYOR AND COUNCIL REPORT

Mayor Jackson provided a brief background on the monumental budget process for the government students in attendance. He advised that the Council had recently met at Silver Lake Mill to discuss budget priorities. He commended Cheryl Lyon on the great meeting space that she provided for them to meet. He concluded by thanking Manager Lawrence for her leadership and stated that she goes above and beyond to do things to show appreciation to the Town Staff.

UNFINISHED BUSINESS

None.

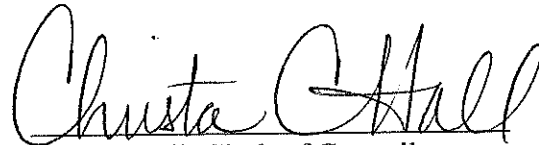
NEW BUSINESS

None.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Councilperson Wolz seconded the motion; motion passed unanimously. The meeting adjourned at 6:29 p.m.

Respectfully Submitted,


Cary Jackson, Mayor
Christa Hall, Clerk of Council

ATTACHMENT TO DTC 4.11.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

March 2022

Personnel

Nothing to report

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) Pre-construction meeting held with Town staff, engineer, and contractors.
 - b) Contracts signed.
 - c) Awaiting final determinations to issue Notice to Proceed. New expected completion is April 2023.

Budget Preparation

- 1) Committees met to review related department budgets.
- 2) Council participated in a council retreat on March 28, 2022.
- 3) Staff continues to gather information and develop the budget.
- 4) Scheduled budget meetings include:
 - a. Budget Work Session – April 18th
 - b. Tax Public Hearing – May 9
 - c. Budget submitted for Council review and approval to advertise – May 9
 - d. Budget public hearing – June 6
 - e. Budget approval – June 13

Other

- 1) I facilitated a public input session for planning commission. Only two residents attended.
- 2) Staff met with GloFiber staff. Phase 1 (From 42, downtown, and a portion of town) is scheduled to begin in August. Phase 2 includes the remaining portions of town including South Breeze but excluding Willow West and Dayton West. Phase 3 includes Willow West and Dayton West. Each phase will take 45-60 days. GloFiber will notify residents prior to surveying and construction. Staff is providing information regarding sidewalk projects, events, and other potential conflicts.
- 3) I continue to meet monthly (via Zoom) with other town managers in the region, as well as PDC staff. County staff participates for a portion of the meeting.
- 4) I developed a new electronic purchase order system that will improve productivity and reduce errors.

Items for Discussion and/or Consideration

None.

Budgeted Capital Projects Status

Project	Status	Comments
Police Vehicle	Grant received. Vehicle Purchased	Awaiting final components (decals, lights, etc...) prior to usage.
Greenway Project	Rail ordered. Project to be completed by May.	Rail cost will allow us to also complete electricity plan.
King Street Extension Path	Field survey completed. Deed being researched.	Staff will price bridges and discuss with engineer.
Wayfinding Signage Program	Planning & Design Continues. VDOT initial application submitted.	Final Design completed.
Sidewalks	Quote received.	Awaiting time frame.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response.
Ventrac Mower	Completed.	
Key Card System	Project to be awarded in April.	
Water Line Extension	Awaiting response from City regarding agreement. Need survey and easement once we have an agreement with the City.	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Contracts sign.	Project to be completed April 2023.
Park land acquisition	Nothing planned	For saving purposes only.
Water/Sewer Lines	Prioritizing pending engineers report	Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed.
Hydrants	Survey/plat completed. Easement drafted. Awaiting signatures.	Ft. Harrison area
Mobile Generator	Generator received. Awaiting installation.	
Water Dept. Service Truck	Grant application submitted	Awaiting response. Expected March.

Respectfully submitted,

Angela A. Lawrence