

**TOWN OF DAYTON
PLANNING COMMISSION MEETING
COUNCIL CHAMBERS – DAYTON TOWN HALL
Thursday, January 20, 2022
6:00 PM**

AGENDA

- 1) Call to Order, Welcome & Invocation Chairperson Barnett
- 2) Approval of Minutes from Planning Commission Meeting of July 15, 2021.
- 3) Staff Reports/Action Items
 - a) Comprehensive Plan Review Update
 - b) Review of Community Input Survey Highlights
 - c) Review of Lighting Ordinance
 - d) Review of Special Use Sign Permit
- 4) Unfinished Business
- 5) New Business
- 6) Public Comment
- 7) Adjournment

**TOWN OF DAYTON
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
July 15, 2021**

COMMISSION MEMBERS PRESENT: Chairperson Hunter Barnett, Brad Randolph, Bradford Dyjak, Lauren Rawley and Colton Shifflett.

COMMISSION MEMBERS ABSENT: None

ALSO PRESENT: 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 April 15, 2021 and the Special Called Planning Commission Meeting of May 6, 2021 as written. As there was no discussion and no revisions to the minutes, a motion was made by Commission Member Dyjak and seconded by Commission Member Randolph and passed unanimously by a vote of 5-0.

STAFF REPORTS: Commission Chair Barnett turned the meeting over to Community Development Coordinator Christa Hall and asked for a staff report. Ms. Hall gave an update on the upcoming Comprehensive Plan Review due in 2022 and stated that we are in the early stages of the update and that the first step will be to put out a Community Input Survey. She then asked the Commission for their feedback on the proposed draft Community Input Survey. The Commission provided a lot of valuable feedback on the survey and asked staff to make the requested changes and send it back to the Commission for their review. Once all of the Commission's requested changes have been made, staff will share the Survey with the Council committees for their feedback and recommendations. After the Committee reviews, the Commission requested to see the survey again prior to its official release and felt that an electronic review would be satisfactory and an in-person meeting would not be necessary.

Commission member and Council Liaison Dyjak posed the questions of whether the survey has included everything that we need in order to assist us with shaping the Comprehensive Plan and whether these questions help us figure out goals and priorities for the Comp Plan and setting objectives for the next five years for the Town. He continued that we may want to look at tying the survey into the CIP more and including questions about the longer-term projects to help us to establish priorities moving forward. This will be something that the individual Council committees will be asked to consider during their review of the survey.

Staff also requested the Commission's thoughts on how the survey should be administered. After some discussion, the survey will be made available electronically and a link and QR code will be included in the October newsletter, on social media, on the Town's website and on flyers around town. Hard copies will be available upon request and can be mailed or picked up at the Town office. It was also suggested that they be available at an after-hours pick up location or available through the Police Department since they are typically always available. The Commission would also like to see hard-copies and the QR code available at the Info Booth at the Dayton Days festival in October. The Commission will plan to hold a meeting to accept public comments and feedback to assist with the Comp Plan review in the fall or winter and the Town will advertise that meeting to encourage participation.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

Commission member and Council Liaison Dyjak added a quick update that the Muddler and National Night Out are both coming up and will be held as in-person events in August. Also he noted as a follow up on the recent Council meeting that was heavily attended, the Town Council is working on a yard sale ordinance and they heard citizen input. They have asked that the Economic & Community Development Committee meet to further review and discuss.

ADJOURN: There being no further business to come before Planning Commission, Commission Member Rawley made a motion to adjourn and was seconded by Commission Member Randolph and passed unanimously. Meeting adjourned at 7:14 p.m.

Respectfully Submitted;

Chairperson Hunter Barnett

Town Clerk, Christa Hall