

**TOWN OF DAYTON
PLANNING COMMISSION MEETING
COUNCIL CHAMBERS – DAYTON TOWN HALL
Thursday, March 17, 2022
6:00 PM**

AGENDA

- 1) Call to Order, Welcome & Invocation Chairperson Barnett
- 2) Presentation of Results of Community Input Survey and Open Floor for Community Input
- 3) Approval of Minutes from Planning Commission Meeting of January 20, 2022 and Special Called Meeting of February 14, 2022.
- 4) Staff Reports/Action Items
 - a) Comprehensive Plan Review
 - b) Review of Lighting Ordinance
 - c) Review of Sign Ordinance
- 5) Unfinished Business
- 6) New Business
- 7) Public Comment
- 8) Adjournment

Important Notice: Livestream Available

This meeting will be available for livestream viewing via Zoom at the link provided below. Please note that this is provided for viewing purposes only and all attendees will be muted and no comment will be accepted or allowed from Zoom.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84097795949?pwd=YXpXWDZlQVAzZndKZGFMaXNSaXBqUT09>

Meeting ID: 840 9779 5949

Passcode: 307105

Dial in: 1-301-715-8592

**TOWN OF DAYTON
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
January 20, 2022**

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

COMMISSION MEMBERS ABSENT: None

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

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 6:06 p.m.

APPROVAL OF MINUTES: Chairperson Barnett asked for a motion to approve the minutes from the Planning Commission Meeting of July 15, 2021 as written. As there was no discussion or revisions to the minutes, a motion was made by Commission Member Rawley and seconded by Commission Member Shifflett 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 reviewed a proposed timeline for the update. The timeline begins with the Commission hosting a Community Input Session at their March 17, 2022 meeting. Staff provided a preliminary summary of the responses collected to date from the Community Input Survey. Planning Commission members had no additional questions about the information presented to them and approved the preliminary timeline for the Comprehensive Plan Review.

Next, the review began with discussion for changes needed to the first several sections. Manager Lawrence stated that the Introduction should include the State Code reference and a brief explanation of why it is done. The Commission suggested that the History should include more recent history into the 1900's and updated photos and photo credits. The Parcel and Land Use Map needs to have a page heading with an updated map maybe landscaped to enlarge so that it is more legible. The Flood Insurance Rate Map also needs to have a page heading and an updated, more legible, perhaps landscaped map. This page should also include the description of what the map shows and an online reference of where to find it. Community Development Coordinator Hall stated that she would make the suggested changes and bring the next version back to the Commission for the March meeting. She also noted that the Commission review needed changes to the following sections for discussion at the March meeting: Natural Environment Goals, Population and Housing Goals, and Employment and Commerce Goals.

The meeting was then turned over to Town Manager Angela Lawrence to provide a staff report on the review of the Town's Lighting Ordinance. She stated that at the November 8, 2021 Town Council Meeting, Council voted to refer the lighting requirement in the Land Subdivision Town Code section 8-18.8 to the Planning Commission for review as the current code is vague and needs to be expanded with more specificity. She provided the Commission with Rockingham County's Code, which is much more detail than is needed for Dayton. She also referenced New Market's Code and Salem's Code. The Commission liked the wording in Salem's Code and suggested that the Town use that as a guide, including some aspects of the County's Code, to bring back a proposal for their review at the March meeting.

Next, Manager Lawrence advised the Commission that Penny Imeson, on behalf of the Rocktown History and Welcome Center, submitted an application for a Special Use Permit for a 5' wide x 4' high double sided fabricated sign to be located at the parking lot entrance located on High Street. The property is zoned R3 and such signage is not allowed under that zoning. This request is in coordination with the Town's Wayfinding Signage Program and will help the Town in an effort to reduce sign clutter and establish a uniform sign program within the Town. The Commission stated that they will want to know the exact location of the sign in order to assure that traffic along High Street will not be impacted. Commission Member and Council Liaison, Bradford Dyjak, stated that he serves on the Board of Trustees for Rocktown History and will therefore refrain from any discussion and voting on this matter. Chairman Barnett asked for a motion to recommend to Town Council that a joint public hearing be set for Monday, February 14, 2022 at 5:30 p.m. for the purpose of hearing public comments on the Application by Rocktown History for a Special Use Permit for a sign followed by a Special Called Planning Commission Meeting to discuss and make a recommendation to Town Council. Commission Member Rawley replied so moved. The motion was seconded by Commission Member Swindle and passed by a 4-0 vote, with one abstention by Commission Member Dyjak.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

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 Rawley and passed unanimously. Meeting adjourned at 6:54 p.m.

Respectfully Submitted;

Chairperson Hunter Barnett

Town Clerk, Christa Hall

**TOWN OF DAYTON
SPECIAL CALLED PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
February 14, 2022**

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

PLANNING COMMISSION MEMBERS ABSENT: Colton Shifflett.

ALSO PRESENT: Angela Lawrence, Town Manager; Christa Hall, Town Clerk and Zoning Official; Justin Trout, Police Chief; and Applicant Penny Imeson.

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 5:38 p.m. upon conclusion of the Joint Public Hearing.

ITEMS FOR CONSIDERATION – RECOMMENDATION: SPECIAL USE PERMIT FOR ROCKTOWN HISTORY & WELCOME CENTER: Chairperson Barnett asked if there was any discussion. Commission Member Dyjak stated that he will abstain from the conversation as he sits on the Board for Rocktown History. As there was no discussion, Chairman Barnett asked for a motion to recommend granting the Special Use Permit as requested by the Rocktown History & Welcome Center with the following staff recommendations: the sign will not exceed 20 square feet and will be located near the parking lot entrance, between the parking lot and sidewalk, not to impede site distance or traffic, and the permit will be non-transferrable. Commission Member Swindle made said motion and Commission Member Rawley seconded it. The motion passed by a 3-0 vote, with one abstention.

ADJOURN: There being no further business to come before the Planning Commission, Commission Member Rawley made a motion to adjourn that was seconded by Commission Member Swindle and passed unanimously. Meeting adjourned at 5:41 p.m.

Respectfully Submitted,

Chairperson Hunter Barnett

Christa Hall, Clerk

**Planning Commission Meeting Staff Report
March 17, 2022**

1. Comprehensive Plan Review Update 2022

- Review changes to timeline. Discuss survey results and analyze input received.
- Review changes to the sections reviewed in January: Introduction, History of Dayton, Parcel and Land Use Map, Flood Insurance Rate Map.
- Preparation for April 21st meeting: Review and be prepared to discuss the following sections: Natural Environment Goals, Population and Housing Goals, Employment and Commerce Goals.

2. Review of Subdivision Street Light Ordinance

- At its November 8th meeting, Council voted to refer the lighting requirement in the Land Subdivision Town Code section 8-18.8 (since recodified to Sec. 20-141 – Lighting) to the Planning Commission for review. The current code is vague and needs to be expanded with more specificity.
- **Sec. 20-141. - Lighting.**
Subdividers shall be required to install streetlights throughout the subdivision at their expense. (Code 1988, § 8-18.8; Ord. of 9-9-1991; Ord. of 5-6-2002)
- Staff and the Town Attorney reviewed a number of ordinances from towns and attempted to address comments given by planning commission at its January meeting. The resulting draft is attached.

Recommendation: Staff recommends a motion to advertise a joint public hearing to amend Sec. 20-141 – Lighting to be held Monday, April 11, 5:30 PM. Brief planning commission meeting to follow in order to make a recommendation to Town Council after the public hearing.

3. Review of Sign Ordinance

Discussion:

- The Town has recently received numerous requests for signage in the B1 zoning district. Town Code limits signage to a maximum of 100 square feet regardless of the size of the parcel. There are some areas in town where this limitation may be too restrictive as there are large parcels containing multiple businesses. For example, the Dayton Farmers Market and the Hair Corral complex.
- At its February 14th meeting, Council voted to refer the sign ordinance Town Code section 30-852(2)(c) to the Planning Commission for review. Staff consulted with the Town Attorney and propose the attached draft ordinance revision.

Recommendation: Staff recommends a motion to advertise a joint public hearing to amend Sec. 30-852 – Allowed Signs to be held Monday, April 11, 5:30 PM. Brief planning commission meeting to follow in order to make a recommendation to Town Council after the public hearing.

**AN ORDINANCE AMENDING SECTION 20-141
OF THE SUBDIVISION ORDINANCE
OF THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, the Town of Dayton, Virginia has a subdivision ordinance that regulates the division of land within the Town; and

WHEREAS, the Town Council desires to amend the provisions of the subdivision ordinance that regulate and require the installation of street lights within new subdivisions within the Town.

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:

1. Section 20-141 Lighting is repealed and replaced to state, in its entirety, as follows:

Section 20-141. Lighting.

- 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.

Adopted by the Town Council of the Town of Dayton, Virginia, on this ___th day of _____, 2022.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Amending Section 20-141 of the Subdivision Ordinance of the Town of Dayton, Virginia adopted by the Town Council at a meeting held on _____, 2022. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak, Vice Mayor				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				
Robert Wolz				

Date: _____, 2022

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Christa Hall, Clerk

**AN ORDINANCE AMENDING SECTION 30-852
OF THE SIGN ORDINANCE
OF THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, the Town of Dayton, Virginia has a sign ordinance that regulates the amount and type of signage allowed in different zoning districts; and

WHEREAS, the Town's B-1 Business District contains some large properties on which there are multiple businesses, and for which increased amounts of certain types of signage may be appropriate.

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:

1. Subsection (2) of 30-852 of the Town Code is amended to state as follows:

(2) 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 ~~may~~ *shall*¹ 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 _____ square feet. The total area of all ground signs on such lot shall not exceed 100 square feet.

¹ For the purpose of this draft ordinance, text that is stricken indicates the text is being removed from the ordinance. Text that is italicized is new text which is to be added.

2. Nothing in this Ordinance shall be construed to change any other provision of the Town Code, including without limitation subsection (1) of Section 30-852.

Adopted by the Town Council of the Town of Dayton, Virginia, on this ___th day of _____, 2022.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Amending Section 30-852 of the Sign Ordinance of the Town of Dayton, Virginia adopted by the Town Council at a meeting held on _____, 2022. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak, Vice Mayor				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				
Robert Wolz				

Date: _____, 2022

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Christa Hall, Clerk