

**TOWN OF DAYTON
PLANNING COMMISSION MEETING
COUNCIL CHAMBERS – DAYTON TOWN HALL
Thursday, April 21, 2022
6:00 PM**

AGENDA

- 1) Call to Order, Welcome & Invocation Chair Barnett
- 2) Nomination and Appointment of Chairperson and Vice Chairperson
- 3) Approval of Minutes from the Planning Commission Meeting of March 17, 2022;
and the Special Called Planning Commission Meeting of April 11, 2022.
- 4) Comprehensive Plan Review Update Ms. Lawrence
- 5) Review Capital Improvement Program for Recommendation to
Dayton Town Council Ms. Lawrence
- 6) Unfinished Business
- 7) New Business
- 8) Public Comment
- 9) Adjournment

**TOWN OF DAYTON
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
March 17, 2022**

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

COMMISSION MEMBERS ABSENT: Colton Shifflett.

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 6:00 p.m.

PRESENTATION OF COMMUNITY INPUT SURVEY AND RECEIVING OF ADDITIONAL COMMUNITY INPUT: Chairperson Barnett turned the meeting over to Manager Lawrence to present the Community Input Survey results. Manager Lawrence began with a report providing background information on the Comprehensive Plan, its purpose and the requirement by State Code that it be reviewed every five years. She reviewed the survey results and comments and opened up the floor to hear additional input. She advised that the survey results indicate the need for some additional education on certain matters and highlighted specific areas of concern that need to be addressed during the review of the Comprehensive Plan.

Resident and Business Owner, Everett Burkholder, addressed the Commission with concerns about buggy transportation in Town. He stated that he would like for the buggy drivers and other motorists to be able to work together to share the road and offered to give Town officials the opportunity to take a ride in a buggy in order to experience some of the traffic challenges with which they are presented. Commission Member Rawley added that this would be a great time to provide the community with additional education on this issue. Commission Member Dyjak added that this was also a perfect way to present this issue to VDOT to reinforce the need for a bike and buggy lane on Mason Street.

APPROVAL OF MINUTES: Chairperson Barnett asked for a motion to approve the minutes from the Planning Commission Meeting of January 20, 2022 and the Special Called Meeting of February 14, 2022 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 Swindle and passed unanimously by a vote of 4-0.

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 the revised timeline for the update. She asked the Commission to review the sections that had already been revised and to provide any input. She also asked that the Commission review the highlighted goals for the upcoming sections and be prepared to discuss those along with the Capital Improvement Program at the April meeting.

Ms. Hall then turned the floor over to Manager Lawrence for a review of the light ordinance. Manager Lawrence stated that the proposed changes to the lighting ordinance and the sign ordinance were included in the Agenda Packet. Staff is recommending that the Commission set both of these matters for a Joint Public Hearing with Town Council at the April 11th meeting.

Community Development Coordinator Hall provided some background information as to the need for the changes to the sign ordinance. Some discussion as to both ordinance revisions ensued, but Planning Commission felt ready to proceed with the Joint Public Hearing as staff recommended. The Commission requested some examples with photos and measurements to assist with the maximum signage allowance for the ordinance revision.

Commission Member Swindle asked for clarification as to the downward facing lights in the lighting ordinance. Manager Lawrence advised that this was addressed in by the terms “shielded” in the revised ordinance and Member Swindle felt that this was sufficient to address his concerns. Commission Member Dyjak asked for clarification on the lighting ordinance and whether this is for residential only or if it also applies to commercial. Manager Lawrence advised that it applied to residential only. Commission Member Rawley asked about the street lights in the Rhodes Hill subdivision and if this revision would apply to existing subdivisions. Manager Lawrence stated that it would only apply to new subdivisions.

Chairman Barnett asked for a motion to recommend that a Joint Public Hearing be set for Monday, April 11th at 5:30 p.m. for the purpose of hearing public comments on the amendments to the Light and Sign Ordinances followed by a Special Called Planning Commission Meeting to discuss and make a recommendation to Town Council. Commission Member Swindle replied so moved. The motion was seconded by Commission Member Rawley and passed by a 4-0 vote.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: Deb Crank addressed the Commission to thank them for their consideration of amending the sign ordinance so that the Town can assist businesses by allowing additional signage.

ADJOURNMENT: With there being no further business to come before the Planning Commission, Commission Member Swindle made a motion to adjourn and was seconded by Commission Member Dyjak and passed unanimously. Meeting adjourned at 7:39 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
April 11, 2022

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

PLANNING COMMISSION MEMBERS ABSENT: Chairperson Hunter Barnett.

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

CALL TO ORDER: Vice Chair Lauren Rawley called the meeting to order at 5:42 p.m. upon conclusion of the Joint Public Hearing.

ITEMS FOR CONSIDERATION – PROPOSED AMENDMENT TO SECTION 20-141 OF THE SUBDIVISION ORDINANCE REGARDING LIGHTING REQUIREMENTS:

Vice Chair Rawley asked if there was any discussion. As there was no discussion, Vice Chair Rawley asked for a motion to recommend that the Council approve the Proposed Amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements as presented. Commission Member Swindle made said motion and Commission Member Dyjak seconded it. The motion passed unanimously by a 4-0 vote.

ITEMS FOR CONSIDERATION – PROPOSED AMENDMENT TO SECTION 30-852 OF THE SIGN ORDINANCE REGARDING ALLOWED SIGNAGE IN THE B-1

DISTRICT: Vice Chair Rawley asked if there was any discussion. As there was no discussion, Vice Chair Rawley asked for a motion to recommend that the Council approve the Proposed Amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district as presented and to set the maximum allowance at 350 square feet.. Commission Member Dyjak made said motion and Commission Member Shifflett seconded it. The motion passed unanimously by a 4-0 vote.

ADJOURN: There being no further business to come before the Planning Commission, Commission Member Swindle made a motion to adjourn that was seconded by Commission Member Shifflett and passed unanimously with a 4-0 vote. Meeting adjourned at 5:44 p.m.

Respectfully Submitted,

Vice Chair Lauren Rawley

Christa Hall, Clerk