

**TOWN OF DAYTON
PLANNING COMMISSION MEETING
COUNCIL CHAMBERS – DAYTON TOWN HALL
Thursday, April 15, 2021
6:00 PM**

AGENDA

- 1) Call to Order, Welcome & Invocation Chairperson Barnett

- 2) Nomination and Appointment of Chairperson and Vice Chairperson

- 3) Approval of Minutes from Special Called Planning Commission Meeting of August 10, 2020; Planning Commission Meeting of August 20, 2020; Special Called Planning Commission Meeting of September 14, 2020; Special Called Planning Commission Meeting of October 13, 2020.

- 4) Staff Reports
 - a) Comprehensive Plan Review Update Ms. Lawrence
 - b) Review of Capital Improvement Program (CIP) Ms. Lawrence

- 5) Adjournment

TOWN OF DAYTON
SPECIAL CALLED PLANNING COMMISSION MEETING
August 10, 2020

COMMISSION MEMBERS PRESENT: Chairperson Hunter Barnett, Vice-Chair Heidi Hoover, Council Liaison Bradford Dyjak, Bradley Randolph and Robert Seward.

ALSO PRESENT: Town Manager Angela Lawrence and Town Clerk & Zoning Official Christa Hall and Town Attorney Jordan Bowman.

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 5:48 p.m. upon conclusion of the Joint Public Hearing.

ITEMS FOR CONSIDERATION – PROPOSED ORDINANCE ALLOWING SHORT-TERM RENTALS IN THE TOWN OF DAYTON: Commission Chair Barnett stated the purpose of the meeting was to consider a proposed ordinance allowing short-term rentals in the Town of Dayton. Chairman Barnett asked if there was any discussion. There being no new comments, Vice-Chair Hoover made a motion to recommend to Town Council that they adopt the short-term rental ordinance with changes as discussed during the Joint Public Hearing. The motion was properly seconded by Commission Member Seward and passed unanimously by a roll call vote by the Clerk of 5-0.

ADJOURN: There being no further business to come before the Planning Commission, Commission Member Dyjak made a motion to adjourn that was seconded by Commission Member Seward and passed unanimously. Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Chairperson Hunter Barnett

Clerk, Christa Hall

**TOWN OF DAYTON
PLANNING COMMISSION MEETING
August 20, 2020**

COMMITTEE MEMBERS PRESENT: Chairperson Hunter Barnett, Vice Chairperson Heidi Hoover, Robert Seward, Brad Randolph and Council Liaison Bradford Dyjak

ALSO PRESENT: Town Manager Angela Lawrence, and Town Clerk and Zoning Official Christa Hall

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 6:00 p.m. and noted that no members of the public were present.

APPROVAL OF MINUTES FOR REGULAR MEETING OF JULY 16, 2020: Chairperson Barnett asked for a motion to approve the minutes as presented. A motion was made by Council Liaison Dyjak, seconded by Member Randolph and passed unanimously.

ITEMS FOR CONSIDERATION: REVIEW OF SIGN ORDINANCE: Manager Lawrence provided a staff report as to the proposed revisions to the sign ordinance by first stating that the sign ordinance must be content neutral and asked that Planning Commission keep that in mind during their review. Manager Lawrence also provided information on the enforcement of the ordinance pertaining to temporary signs and advised that violations will be handled on the basis of when the Town receives complaints. The Commission reviewed the existing ordinance and made several recommended revisions. Staff will work with the Town Attorney to revise and update the ordinance so that it can be heard at a Joint Public Hearing with Town Council and Planning Commission on September 14, 2020 at 5:30 p.m.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN: There being no further business to come before Planning Commission, Commission Member Seward made a motion to adjourn and was seconded by Vice Chairperson Hoover and passed unanimously. Meeting adjourned at 6:51 p.m.

Respectfully Submitted;

Chairperson Hunter Barnett

Clerk, Christa Hall

TOWN OF DAYTON
SPECIAL CALLED PLANNING COMMISSION MEETING
September 14, 2020

COMMISSION MEMBERS PRESENT: Chairperson Hunter Barnett, Vice-Chair Heidi Hoover, Bradley Randolph, Robert Seward and Council Liaison Bradford Dyjak.

ALSO PRESENT: Town Manager, Angela Lawrence and Town Clerk & Zoning Official, Christa Hall and Town Attorney, Jason Ham.

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 5:51 p.m. upon conclusion of the Joint Public Hearing.

ITEMS FOR CONSIDERATION – AMEND TITLE 9, ZONING, CHAPTER 3, ADMINISTRATION AND ENFORCEMENT AND CHAPTER 21, SIGNS, BILLBOARDS, AND OTHER ADVERTISING STRUCTURES: Commission Chair Barnett stated the purpose of the meeting was to consider proposed amendments to the sign ordinance and asked for any discussion. There were no comments offered at this time. Chairperson Barnett stated that due to a need to re-advertise the Joint Public Hearing, the Commission will postpone their recommendation to Council until the date of the next hearing of October 13, 2020 at 5:30 p.m. to allow time for the appropriate advertisements to be placed.

ADJOURN: There being no further business to come before the Planning Commission, Commission Member Seward made a motion to adjourn that was seconded by Commission Vice-Chair Hoover and passed unanimously. Meeting adjourned at 5:53 p.m.

Respectfully Submitted,

Chairperson, Hunter Barnett

Clerk, Christa Hall

**TOWN OF DAYTON
SPECIAL CALLED PLANNING COMMISSION MEETING
COUNCIL CHAMBERS, DAYTON TOWN HALL
October 13, 2020**

COMMISSION MEMBERS PRESENT: Chairperson Hunter Barnett, Vice-Chair Heidi Hoover, Bradley Randolph, Robert Seward and Council Liaison Bradford Dyjak.

ALSO PRESENT: Angela Lawrence, Town Manager; Christa Hall, Town Clerk and Zoning Official; Susan Smith, Town Treasurer; Police Chief, and Justin Trout.

CALL TO ORDER: Chairperson Hunter Barnett called the meeting to order at 5:33 p.m. upon conclusion of the Joint Public Hearing.

ITEMS FOR CONSIDERATION – AMEND TITLE 9, ZONING, CHAPTER 3, ADMINISTRATION AND ENFORCEMENT AND CHAPTER 21, SIGNS, BILLBOARDS, AND OTHER ADVERTISING STRUCTURES:

Commission Chairperson Barnett stated the purpose of the meeting was to consider proposed amendments to the sign ordinance and asked for any discussion. There were no comments offered at this time. Commission Member Randolph made a motion to recommend that the Council approve the proposed amendments to Title 9, Zoning, Chapter 3, Administration and Enforcement and Chapter 21, Signs, Billboards, and Other Advertising Structures. The motion was seconded by Chairperson Barnett and approved by a roll call vote of 5 to 0, the voting recorded as follows: HOOVER – AYE; RANDOLPH – AYE; SEWARD – AYE; DYJACK – AYE; BARNETT – AYE.

ADJOURN: There being no further business to come before the Planning Commission, Commission Member Seward made a motion to adjourn that was seconded by Commission Vice-Chair Hoover and passed unanimously. Meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Chairperson, Hunter Barnett

Clerk, Christa Hall

Item 4.f.

Community Development Staff Report

January 2021

1. Planning and Zoning

- a. Zoning requests slowed down in January. However, several Certificates of Occupancy were requested and completed.
- b. One code enforcement action was completed regarding a sign violation on College Street. The sign was removed and replaced with a flag that complied with the sign ordinance.
- c. With the new hire of the Economic Development Coordinator, she and I will work together with the Town Manager to design and create a new website with CivicPlus.
- d. Worked with Rockingham County Circuit Court Clerk's office to obtain secure remote access for their online land documents for Town of Dayton use.
- e. Worked with the Town Manager and Town Attorney to revise Title 7 of the Town Code (Refuse) to better enable us to enforce offenders of trash violations.
- f. As there were no agenda items to discuss, the Planning Commission's January meeting was cancelled. Due to their election to Council, Commission members Heidi Hoover and Robert Seward resigned from the Planning Commission. We have received three applicants interested in the two vacancies that we now have. Council will be interviewing the candidates prior to the February Council meeting.

2. Items for Consideration— None.

Respectfully submitted,

Christa Hall

Community Development Coordinator

Item 4.f.

Community Development Staff Report

February 2021

1. Planning and Zoning
 - a. Zoning requests for new projects continued to be down for the month of February.
 - b. Several Certificates of Occupancy were requested and completed.
 - c. Received and responded to Census Boundary and Annexation Survey (BAS).
 - d. Continue to monitor and site various Code violations.
 - e. Research dog park options for Dayton.
 - f. Responded to various requests for information as to property subdivision requests.
 - g. Research and respond to a sidewalk complaint in Rhodes Hill.
 - h. As there were no agenda items, the Planning Commission's February meeting was cancelled.

2. Items for Consideration— None.

Respectfully submitted,

A handwritten signature in black ink that reads "Christa Hill". The signature is written in a cursive, flowing style.

Community Development Coordinator

Community Development Staff Report

March 2021

1. Planning and Zoning

- a. Zoning requests for new projects picked up for March and several new zoning permits were issued.
- b. Several Certificates of Occupancy were requested and completed.
- c. Received and approved several Home Occupations permits.
- d. Continued to monitor and site various Code violations.
- e. Responded to various requests for information as to property subdivision requests.
- f. A letter was sent to apartment complexes with dumpsters advising of the new Town policies pertaining to dumpsters and heavy trash. We will begin enforcement of violations in April.
- g. Received a request from Dominion Energy for a utility easement on Town property where the well house is located to erect a pole and run underground wire to the new house located at 728 Mason Street. Jordan Bowman reviewed the easement and advised what steps would be necessary to grant such an easement which would include an advertised public hearing, which would be at the cost of the homeowner or Dominion Energy. We are now awaiting further instructions from Dominion Energy on if and how they wish to proceed.
- h. Continued to work with Blue Ridge Christian School on the construction of a new soccer field and possible plans for an expansion project which would include a new gym.
- i. Received a request for a zoning permit to build a single-family residence at 165 Westview Street, which is a non-conforming buildable lot of record. Therefore, the Board of Zoning Appeals will hold a public meeting on April 13th at 5:00 p.m. to establish setbacks for the property.
- j. As there were no agenda items, the Planning Commission's March meeting was cancelled. New member, Colton Shifflett began the Planning Commissioner's Certification program. Lauren Rawley will begin the program in June. We will hold an in-house orientation for the new members prior to the April meeting.
- k. Met with CSPDC to discuss options for their assistance with the revision of our Comprehensive Plan.
- l. DMV Connect was held in the Town's Assembly Room for three days. Appointments were scheduled through Delegate Tony Wilt's office and approximately 200 customer transactions were completed.

2. Items for Consideration— None.

Respectfully submitted,



Community Development Coordinator