TOWN OF DAYTON

Planning Committee Notes

Tuesday, August 8, 2023

Members present: Rich Kwallek, Guy Mitchell (chair), Joey Sheeley, Barb Sellar, Laurie Walters-Clark,

Also present: Billie Kwallek, Mayor Cliff Reed, Robin Ruff, and Secret Squirrel LLC.: Zack Cummins, Aric Rees, Cordell Perkins, and Eric Whitehead

Agenda: The agenda with additions was approved on a motion by Rich Kwallek, seconded by Barb Sellar. Motion carried. The addition was made to add a report on Guy Mitchell and Laurie Walters-Clark’s meeting with Town attorney Sheryl Bunting.

Meeting Minutes: Planning committee minutes from July 12, 2023, we approved on motion by Barb Sellar, 2nd by Rich Kwallek.

Announcements & Correspondence: None

Old Business:

1. No-fee building permit discussion:
	1. Educational handout is a great idea. Barb will put together one-call numbers and other information she is aware of that contractors need to have and bring to the next meeting.
	2. Do decks require a building permit discussion: Ordinance 17-12-030 indicates decks require a permit? Laurie reported the town required a permit up to 2008. If no permit, how does the town see what the setbacks are? There is also concern regarding building height if there is a roof. Barb stated decks are assessed as part of the building. This discussion will be on the agenda for the next meeting.
2. Building permits for businesses discussion: Guy suggested a permit needed for any brick-and-mortar building built in the business district might need a business building permit. Guy: anything brick/mortar and zoned correctly. Discussion included:
	1. Airbnb
	2. Gain information about businesses for town use
	3. Is there a need for mobile vending permits;

Overall - the committee wants further discussion on if and when they might be needed. Why would they be needed?

This discussion will be on next meetings agenda

New business:

1. Review Dylan Wood’s residential dwelling building permit request.
	1. All requirements met. Joey moved to recommend Mayor approve the permit as requested. Barb seconded. Motion carried.
2. Review Dylan Wood’s shed building permit request.
	1. All requirements met. Rich moved to recommend to Mayor to approve the permit as requested. Joey seconded. Motion carried.
3. Review and discuss the Secret Squirrel LLC (SSQ) preliminary plat
	1. Discussion: misinformation occurred regarding the process and what occurred during April 2022 meeting. SSQ understood preliminary plat was recommended to the council subject to required changes. That did not occur.
	2. There continues to be concern from SSQ regarding the utilities under the street Eagle Ridge as it crosses Kelly Lane into Lot 2. Documentation of the existence of the utilities has not been located. Discussions occurred as to who (SSQ or the Town of Dayton) is responsible to stub the utilities to the boundary of the subdivision). SSQ requested a concession from the planning committee that it is the responsibility of the Town of Dayton to stub in those utilities. No recommendation was made.
	3. Laurie notified SSQ is required per ordinance to provide public access to Lot 1 through Gold Reef Lot 28 as required by Town zoning ordinances. Guy notified SSQ that per Gold Reef covenants filed with the State of Wyoming; the access off Black Mountain Road must be cement.

Motion made by Joey Shelley and seconded by Barb Sellar:

* + 1. Recommendation from the planning committee to the Town Council for approval of the preliminary plat for Lot 1 and 2 of the Reese Addition contingent on the approval of the State Water Board (as verified by Nathan Stuvant) and the 25-foot wide easement/ROW off Black Mountain Drive into Lot 1 is resolved. To clarify: the plat states easement – does this equate to public access or not?

Motion carried.

1. Agenda addition: Meeting with Town attorney Cheryl Bunting:
	1. Title 17 update completion. Laurie and Guy met with Attorney Bunting to discuss how to move forward with the planning committee-reviewed document. The current document is in “track changes” format which means comments show as well as highlights and strike-throughs. Laurie will “accept” changes to make a clean copy for the planning committee to “review again”. This includes incorporating new definitions which occurred including fence building permit requirements and tiny homes, etc.
	2. Concurrently, Attorney Bunting will provide the committee and town with an outline of the timeline and process for the next steps.
2. Off-agenda discussion and questions:
	1. Related to the Title 17 discussion SSQ asked if PUD’s (planned unit developments) were included in the zoning ordinances. They are not in the current ordinances. Suggestions were made by SSQ to include them and they offered to provide more information.

Planning Committee requests for future agenda items: Continuation of no-fee permits and business permits.

The meeting was adjourned on a motion at 6:15 pm by Rick Kwallek and seconded by Joey Shelley.