

**City of Dalton Gardens**  
**Planning & Zoning Meeting Minutes**  
**Thursday, May 23, 2024**

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR PLANNING AND ZONING MEETING:** Opened 6:00 PM
2. **ROLL CALL:** Commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert, Caitlin O'Brien, and Chairman Mike Becker were physically present; Also present: Ryan Hughes-City Planner and Candi Baker-Interim City Clerk.
3. **MINUTES FROM THE APRIL 25, 2025 P&Z TO BE FORTHCOMING FOR APPROVAL**
4. **CITY PLANNER REPORT:** City planner updated that the reports have modified dates to better reflect the adjustment to City Council meetings dates. Additionally, he updated the commission of the two new contract staff positions of engineer and code enforcement.
5. **PUBLIC COMMENT:** Opened 6:07 PM - Closed 6:07 PM

Chairman Becker addressed the commission and public to clarify that commissioner CHaunschild will not be stepping down from his position as commissioner.

6. **DISCUSSION OF LIGHTING & DESIGN STANDARDS:** The commission discussed examples provided by the city planner and discussed combining illumination with signage. Chairman Becker suggested approaching any changes to be established be carefully considered and review the new material provided before decisions are made. The commission focused attention on color schemes, size, and font choices for signage, and offered the potential of limiting the variety of signage without creating unenforceable violations. Additionally, the commission proposed that addresses be larger for easy visibility. Further discussion at the June 27, 2024, meeting.
7. **SHORT-TERM RENTAL APPROVAL (BEFORE PUBLIC HEARING): ACTION**  
The commission discussed the suggested additions from the previous P&Z meetings and requested that city planner Ryan Hughes amend the draft to include occupancy limits, parking restrictions, age qualification, and annual registration and renewal requirements.

**CO'Brien made a motion to approve the Short-Term Rental Draft and hold a Public Hearing June 27, 2024, before submission to the City Council for consideration. CHaunschild seconded. CHaunschild: yes MCleveland: yes RSampert: yes CO'Brien: yes Motion carries.**

8. **DISCUSSION OF JOINT WORKSHOP WITH CITY COUNCIL:** The commission proposed a joint workshop on July 25, 2024, at 5:00 PM and gave directions to the clerk to confirm with city council to discuss Short-Term Rentals and Community Design Standards for signage.
9. **DISCUSSION OF AGENDA ITEMS FOR JUNE 27, 2024, MEETING:**
  - a. Open meeting laws
  - b. Short-Term Rental Public Hearing
  - c. Commercial Lighting

**10. ADJOURNMENT: ACTION**

**CO'Brien made a motion to adjourn the meeting. RSampert seconded.  
All in favor. Adjourned 7:46 PM**

A handwritten signature in black ink, appearing to read "Mike Becker", written over a horizontal line.

Mike Becker, Chairman

ATTEST:

Candi Baker, Interim City Clerk

*Respectfully Submitted by Andy McFarland, City Clerk*