

TOWN OF DAYTON
PLANNING COMMISSION REGULAR MEETING JOINED BY TOWN COUNCIL
COUNCIL CHAMBERS – DAYTON TOWN HALL
Thursday, March 21, 2024
6:00 PM

AGENDA

- 1) Planning Commission Call to Order, Welcome & Invocation
 - a) Roll Call of Planning Commission

- 2) Town Council Call to Order, Welcome & Invocation
 - a) Roll Call of Town Council

- 3) Planning Commission Approval of Minutes from Regular Planning Commission Meeting of February 15, 2024.

- 4) Capital Improvements Plan Review & Recommendation

- 5) Unfinished Business
 - a) Staff Update: Food Truck, Special Event, and Temporary Use Permit
 - b) Staff Update: Commercial Landscaping & Buffering requirements

- 6) New Business

- 7) Public Comment

- 8) Planning Commission Adjournment

- 9) Town Council Adjournment

**TOWN OF DAYTON
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
February 15, 2024**

COMMISSION MEMBERS PRESENT: Chair Lauren Reznik, Aaron Swindle, Bradford Dyjak, and Colton Shifflett.

COMMISSION MEMBERS ABSENT: Jeremey Holland

ALSO PRESENT: Meggie Roche, Community & Economic Development Coordinator; Brian Borne, Town Manager; Christa Hall, Treasurer; Justin Trout, Police Chief; Jennifer Reppe, Public Works Supervisor; Christine Wade, Administrative Assistant; Bob Wolz, Town Council

CALL TO ORDER: Chair Lauren Reznik called the meeting to order at 6:01 p.m.

As only one member of Town Council was present, a council meeting was not called to order.

APPROVAL OF MINUTES: Chair Lauren Reznik asked for a motion to approve the minutes from the Regular Planning Commission Meeting of January 18, 2024. A motion to approve the minutes with a correction to the spelling of Chair Lauren Reznik's name was made by Commission Member Shifflett and seconded by Commission Member Dyjak and passed unanimously by a vote of 4-0.

CAPITAL IMPROVEMENTS PLAN REVIEW

Mr. Borne provided a power point presentation on the FY25 Capital Improvements Plan. Mr. Borne went over a list of improvements and recommendations for funding with justifications. The total proposed CIP was listed at \$1,314,700. Mr. Borne noted he was taking a reserve approach to the CIP and the increase from last year is mainly due to the Water Storage project, which was noted in his presentation.

Mr. Swindle asked if the Town already owned the property for the water storage project. Mrs. Reppe answered yes.

Mr. Swindle asked how many mowers were purchased last year. Mrs. Reppe answered that two ventrac mowers were purchased last year, and they are requesting a zero-turn mower this year.

Mr. Reznik asked if the Town had experienced any delays with vehicle purchasing. Mr. Borne answered yes, and stated any balance will be carried over in the budget if there is a delay.

Mr. Wolz asked if there was a way to predict an increase in Cargill's water usage to plan for infrastructure improvements in the future. Mr. Borne indicated that the Town was in communication with Cargill.

Mr. Dyjak asked Mrs. Reppe to provide the Planning Commission with a brief overview of the water storage project thus far. Mrs. Reppe informed the Planning Commission that phase 1, land acquisition, had been completed and phase 2, design and engineering was pending approval of the CIP.

Mr. Dyjak asked if the CIP incorporated maintenance schedules. Mr. Borne answered yes.

Mr. Dyjak asked if grants were included in the CIP. Mr. Borne answered no, as grants are not guaranteed they are not included in the CIP.

Mr. Dyjak thanked Mr. Borne for the presentation and stated that planning commission will look to make a recommendation to Town Council at the March 21 meeting.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Ms. Roche informed the Planning Commission of topics to be discussed at the next regular planning commission meeting of March 21, 2024. The Planning Commission will need to make a recommendation Town Council on the CIP. Staff will also have updates on new policies.

PUBLIC COMMENT: None.

ADJOURNMENT: With there being no further business to come before the Planning Commission, Commission Member Swindle made a motion to adjourn which was seconded by Commission Member Dyjak and passed unanimously. The meeting was adjourned at 6:50 p.m.

Respectfully Submitted;

Chair Lauren Reznik

Secretary, Meggie Roche



Capital Improvement Program

TOWN OF DAYTON
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JOINT MEETING
FEBRUARY 15, 2024

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Capital Improvement Planning

- ▶ Capital improvement planning is one of several tools a locality uses to implement its Comprehensive Plan.
- ▶ The purpose of the Capital Improvement Program (CIP) is to allow a locality to examine its current resources and to determine what future resources it needs. This is helpful for determining not only how much funding is needed to satisfy public facility needs, but also when such funding is needed.
- ▶ Typically, the CIP covers a five-year period, with the first year adopted as the Capital Budget. Funding shown in subsequent years is not immediately committed, but reflects the estimated funding needed in the future for various facilities, equipment and so forth.



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Planning Commission Role

► **State Code**

"A local Planning Commission may, and at the direction of the governing body shall, prepare and revise annually a Capital Improvement Program (CIP) based on the Comprehensive Plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the Chief Administrative Officer (CAO) or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The CIP shall include the commission's recommendations and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its CIP and as provided for in the Comprehensive Plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the Capital Budget for the locality. In the preparation of its Capital Budget recommendations, the commission shall consult with the CAO or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary."

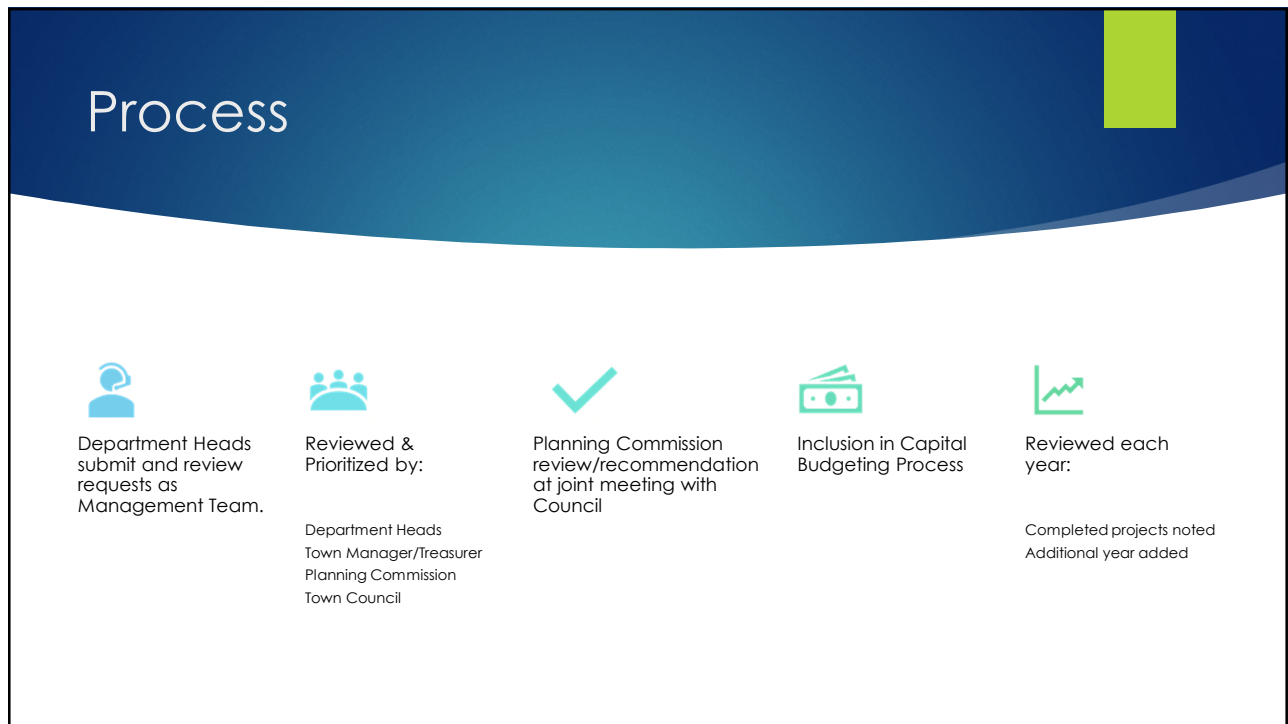
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Criteria for Inclusion

- Planning Commission review and recommendation.
- Staff Recommendation: significant, non-recurring expenditures of at least \$10,000 with a useful life of at least five years. This includes planning, feasibility studies, engineering, or design study related to such project. These projects are included in the CIP and do not necessarily include all capital assets of the Town.
- Tied to Comprehensive Plan.

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CIP Recommendations for FY 25 Funding

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Water & Sewer
Recommended
for Funding

Project	Funding	Ranking
• Well #5/Mini Plant	\$250,000	Essential
• Water Storage Tank	\$350,000	Essential
• Well & High Service Pump Replacement	• \$135,000	IMPERATIVE
• Water/Sewer Lines Repair/Replacement	• <i>Previous Year Balance Carry Forward</i>	
• Water/Sewer Line Extension	• <i>Previous Year Balance Carry Forward</i>	

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Justification

- ▶ WATER is **BIG** busin\$\$ for Dayton
- ▶ Protecting future supply, capacity and quality as development demands
- ▶ Well #5 and Water Storage Tank projects run parallel to locate, test, design/engineer
- ▶ Ongoing maintenance and upgrade to assure safe, high quality drinking water for customers
- ▶ Lacking water storage in case of shutdown or to sell (2.5MG tank)
- ▶ Keep up with Cargill daily demand, consistent increase in production could impact available capacity
- ▶ \$5 million projected estimate for construction of 2.5 MG Water Storage Tank in FY26

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Streets
Recommended
for Funding

Project

Funding

Ranking

- Town Streets & Alleys Resurfacing
 - *Previous Year Balance Carry Forward*

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Justification

- ▶ Ongoing maintenance and upkeep of streets needed to maintain transportation network
- ▶ Assess needs and condition and maintain as appropriate
- ▶ New projects may include, but not limited to, Mason Street Bike/Buggy Lane, Cargill Safety Improvements (legacy projects noted in previous CIP)
- ▶ Funds from FY24 carry over to FY25

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Bicycle
and
Pedestrian
Facilities
Recommended
for Funding

Project	Funding	Ranking
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- | | | |
|---|-----------|------------------|
| • Bike/Ped Master Plan | \$130,000 | Important |
| • Consolidation of previous year carry over. | | |
| • Allows for legacy project(s) incorporation into a more comprehensive approach to develop a multi-modal transportation system. | | |

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Justification

- ▶ Creates a comprehensive transportation network creating a safe, efficient transportation system within Dayton
- ▶ Provide safe access to historic and cultural sites, parks, downtown, and businesses; connectors from downtown to outer commercial areas
- ▶ Provides safe interaction between the various modes of transportation: pedestrian, bicycle, horse & buggy, and motor vehicles
- ▶ Enhance the quality of life for residents by providing outdoor recreation activity and safe alternative transportation modes
- ▶ Considers the transportation network in total rather than disparate, individual elements relying on random connections; different modes of transportation working together rather than conflicting
- ▶ Sidewalks, trails, greenways, streets, all work in unison to safely move people through Dayton
- ▶ Allows for future planning, incorporating trails, sidewalks and greenways into future developments providing connectivity throughout Dayton

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Parks
and
Public Facilities
Recommended
for Funding

Project	Funding	Ranking
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- Park Land Amenity, Acquisition & Development
 - **\$25,000** **Important**
 - **Plus, consolidation of previous year carry over**
 - **Downtown Master Plan may provide guidance, direction, define implementation strategies, possible funding sources, and priority ranking**

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Justification

- ▶ Improve existing facilities; Dove Park and Town Hall Landscape Improvements and develop future park facilities and places
- ▶ Existing amenities maintained and monitored for safety and replacement needs
- ▶ New amenities may include, but not limited to, dog park, splash pad, family entertainment center at Dove Park, and land for future park (legacy projects noted in previous CIP)
- ▶ Work in conjunction with sidewalk, trail, greenway, and street projects, providing connectivity network to recreational amenities
- ▶ Enhance quality of life for residents by providing safe recreational environment

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Public Works Recommended for Funding

Project	Funding	Ranking
• Bio-Truck replacement	\$130,000	IMPERATIVE
• Mower replacement	\$18,000	IMPERATIVE
• Skid Steer replacement	\$60,000	IMPERATIVE
• Dump Truck Replacement	\$60,000	Important
• Vehicle (truck) purchase/replacement	\$35,000	Important

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Justification

- ▶ **IMPERATIVE** ranked are essential to providing services and maintenance to Town
- ▶ Highly used equipment
- ▶ Failure will disrupt service to residents, maintenance schedules and delay project schedules
- ▶ Recapture some funds through trade-in and surplus

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Economic and
Community
Recommended
for Funding

Project	Funding	Ranking
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- Downtown Revitalization Grant
 - **\$50,000** In Progress
- **The completion of the Downtown Master Plan in FY 25 will dictate future CIP projects for consideration. \$250,000 is in the CIP for FY26 in anticipation of funding downtown projects.**
- **Recapture funds from Department of Housing & Community Development (DHCD) Grant**

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Justification

- ▶ Maintain Dayton's Historic character, small-town feel and atmosphere
- ▶ Revitalization projects outlined in Master Plan aimed to enhance existing and future downtown retail and restaurant development
- ▶ Improve and enhance appearance and downtown experience, creating a 'third' place
- ▶ Work in conjunction with sidewalk, trail, greenway, and street projects, providing connectivity network from downtown to other recreational amenities, commercial and residential areas
- ▶ Enhance quality of life for residents by providing a vibrant downtown commercial district, increasing property values and sales revenue

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Police
Recommended
for Funding

Project

Funding

Ranking

- Vehicle replacement (1 annually)

•

\$71,700

IMPERATIVE

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Justification

- ▶ **IMPERATIVE** ranked are essential to providing services to Town
- ▶ Highly used equipment
- ▶ Failure will disrupt service to residents
- ▶ Recapture of some funds through USDA Grant
- ▶ Annual replacement maintains CIP replacement schedule reflecting 5% inflation for each future year's total cost of upfitted PD vehicle

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CIP
FY 25 Funding
Proposed:
\$1,314,700.00

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In Summary



RESERVE APPROACH CONTINUES TO ENSURE FUNDS ARE AVAILABLE WHEN NEEDED AND AVOIDS SPIKE IN FUNDING NEEDS. NECESSARY TO MAINTAIN AND TO INCREASE RESERVES TO INSURE FUTURE PROSPERITY

NOTE:
FUTURE WATER STORAGE TANK FY 26 CIP CONSTRUCTION ESTIMATED AT \$5M



CAPITAL REQUESTS REPRESENT A NET INCREASE OF \$446,700 OVER PRIOR YEAR BUT REFLECTS MORE ACCURATE VALUES BASED ON QUOTES AND INFLATION RATES

NOTE:
WELL #57/MINI PLANT \$250,000
WATER STORAGE TANK \$350,000, DESIGN/ENGINEERING
TOTAL OF \$600,000



UTILIZES EXCESS PRIOR YEAR CARRY OVER FUNDS FOR PROJECTS



FOLLOWS COMPREHENSIVE PLAN 2022 UPDATE

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2022 Comprehensive Plan Update

- ▶ Water & Sewer
 - ▶ WTP Upgrade
 - ▶ Repair/Replacement of Water/Sewer lines
 - ▶ Hydrants
 - ▶ Water/Sewer line Extension
 - ▶ Mini Plant (water storage tank) & new water source
 - ▶ Land Acquisition
 - ▶ Water Storage Facility
 - ▶ Generators
 - ▶ Equipment Replacement
 - ▶ Mower
- ▶ Parks & Public Facilities
 - ▶ Land acquisition & amenities
- ▶ Public Works
 - ▶ Vehicle Replacement
 - ▶ Equipment Replacement
 - ▶ Mower
- ▶ Streets
 - ▶ Mason Street Bike/Buggy Lane
 - ▶ Town Street/Alleys Resurfacing
 - ▶ Cargill Safety Improvements
- ▶ Bike/Pedestrian Facilities
 - ▶ Greenway
 - ▶ Dayton Market to Downtown
 - ▶ Sidewalk Replacement & Installation
- ▶ Economic & Community Development
 - ▶ Wayfinding Signage
 - ▶ Downtown Revitalization
 - ▶ Downtown Master Plan underway
- ▶ Police & Public Safety
 - ▶ Vehicle Replacement, follows annual schedule
 - ▶ PD in car camera

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Next Steps

Finalize CIP

March 21; Planning Commission recommend CIP to Town Council for approval

April 8; CIP and Proposed Budget to Town Council for Public Hearing

May 13; Final Budget to Town Council for approval

July 1 2024; Fiscal Year 2025 begins

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Thank You!

COMMENTS | DISCUSSION | QUESTIONS

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