

AGENDA
CITY OF DAYTON
REGULAR SESSION

DATE: MONDAY, FEBRUARY 3, 2025
TIME: 6:30 PM
PLACE: DAYTON CITY HALL ANNEX - 408 FERRY STREET, DAYTON, OREGON
VIRTUAL: ZOOM MEETING - ORS 192.670/HB 2560

You may join the Council Meeting online via YouTube:

<https://youtube.com/live/mte5lMutye0?feature=share>

Dayton - Rich in History . . . Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
D.	CONSENT AGENDA	
E.	ACTION ITEMS	
	1. DCDA Presentation - Judy Gerrard	1-5
	2. Introduction to the Transportation System Plan Carl Springer, Principal - DKS Associates	7-16
	3. First Reading of Ordinance 665 Tex Amendments to DLUDC Ch.7, to implement statute changes of HB 3395 and SB 1537, Curt Fisher, City Planner	18-61
	4. Approval of Resolution 24/25-11 Approving the Parks and Recreation Master Planning Contract	63-100
	5. Review Oregon Government Ethics Commission response to City Councilor questions	102 -104
	6. Accept Budget Committee resignation from Chris Wytoski	106-107
	7. Historic Preservation Committee Re-Appointments	109
	8. Certified Local Government Grant Projects Information	111
F.	CITY COUNCIL COMMENTS/ CONCERNS	
G.	INFORMATION REPORTS	
	1. Tourism and Economic Development	

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: City Hall Annex is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 864-2221 or rvargas@daytonoregon.gov .

2. Public Works

H. CITY MANAGER'S REPORT

113-133

I. ADJOURN

Posted: February 3, 2025

By: Rocio Vargas, City Recorder

NEXT MEETING

February 18, 2025, Work Session

March 3, 2025, Regular Session



Virtually via Zoom and in Person, City Hall Annex, 408 Ferry Street, Dayton, Oregon

The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods:

- a **Email - any time up to 5:00 p.m.** the day of the meeting to rvargas@daytonoregon.gov.
The Mayor will read the comments emailed to the City Recorder.
- b **Appear in person** - if you would like to speak during public comment, please sign up on the sign-in sheet located on the table when you enter the Council Chambers.
- c **Appear by Telephone only** - please sign up prior to the meeting by emailing the City Recorder at rvargas@daytonoregon.gov. (The chat function is not available when calling by phone into Zoom.)
- d **Appear virtually via Zoom** - send an email directly to the City Recorder, Rocio Vargas, prior to the meeting to request to speak during public comment. **The City Recorder will need your first and last name, address, and contact information** (email, phone number), **and topic name** you will receive the Zoom Meeting link or information. When it is your turn, the Mayor will announce your name and your microphone will be unmuted.



Dayton Friday Nights June 28, and July through August 2024 Report – December 31, 2024

The Dayton Community Development Association (DCDA) wrapped up the 10th annual “Dayton Friday Nights,” a summer concert series downtown. The Friday night events are jointly presented by the DCDA and the City of Dayton, in support of our downtown businesses. Many thanks to the DCDA board, the City Council, and city staff for their support, which helped make it all possible!

 <p>4,787+ People Attended 10 Events 479 on Average</p>	 <p>158+ Vintage Cars Displayed 16 on Average</p>
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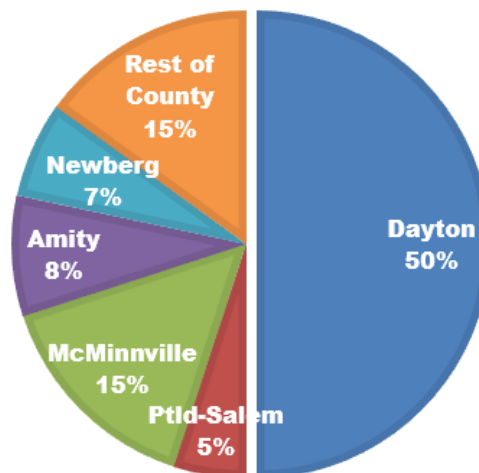
**Estimated \$71,500 Spent
Downtown by Attendees**
(This represents \$8.65 spent downtown for every dollar
DCDA and City invested in this event series)

 <p>19 Volunteers 415 Total Volunteer Hours \$10,031 Estimated Value of volunteer time</p>	 <p>Good Economic Impact, Reported by Vendors Vendors surveyed, rated an average of 3.6, where 1=No Impact and 5=Best Possible Impact. Most nightly sales \$1-50. Some \$50 to \$100+</p>
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Residences of Attendees Surveyed



RESIDENCES OF ALL VENDORS - 60



Attendee Evaluations

We surveyed attendees on two nights, asking them to evaluate the event and provide demographic and other information. On the last night, we give vendors their own survey.

Overall - 85% of attendees were “very happy” with the event, 13% were “Somewhat happy”, and 2% felt it “needs improving.”

Age range of respondents	Times attended Friday Nights	On what did you spend money?	Non-food Vendors different mix each week.
62% >60 yrs 17% 41-60 yrs.	33%: 1-3 times 33%: 4-6 34%: 7-10	Eating: 60% Shopping: 16% Other: 24%	Avg. of 16 out of 54 non-food vendors per night.

Audience comments

“How wonderful! Small town, great vibe!

“Friendly vendors, happy participants; enjoyed old cars; and talking with their owners!”

Vendor comments

“Great sense of community you don't find at other venues.”

“Love getting outside; promote my products; practice my vendor skills.”

“Thank you for all you do to keep Dayton Friday Nights!”



**RESOLUTION No. 15/16-12
CITY OF DAYTON, OREGON**

Title: A Resolution Adopting a Memorandum of Understanding with the Dayton Community Development Association for the Dayton Friday Nights Event Series.

THIS AGREEMENT, made this 18th day of April 2016 by the City of Dayton (hereinafter "City") and the Dayton Community Development Association (hereinafter "DCDA") as parties hereto.

WHEREAS, the City and DCDA desire to continue the Dayton Friday Nights event series; and

WHEREAS, the Dayton Friday Nights event series is beneficial to the Dayton community; and

WHEREAS, the City and DCDA desire to establish an ongoing relationship in order to continue the Dayton Friday Nights event series; and

WHEREAS, the Dayton Friday Nights event series supports the City's goals to create an aesthetically pleasing and inviting community, capitalize on Dayton's facilities and resources to provide recreational and cultural opportunities, support the creation of a vibrant, diverse economic environment, use Dayton's heritage and historic resources to forward our image as an authentic and charming town, engage in efficient and effective activities to promote community safety and wellness, and enhance communications to actively engage the community; and

WHEREAS, the City and DCDA desire to establish clear responsibilities and obligations of each party for the administration of the Dayton Friday Nights event series.

Therefore, it is mutually agreed between the parties as follows:

- 1) The above recitations are part of this agreement.
- 2) The City's responsibilities and obligations shall include:
 - a. The City will reserve Courthouse Square Park each Friday in June, July and August from 4:00 p.m. to 10:00 p.m. for the Dayton Friday Nights event series.
 - b. The City will provide a City employee each Friday of the event series for garbage, restroom and other park maintenance.
 - c. Said employee will be an employee of City and operate under the direction and control of the City Manager.
 - d. Members of the City Council's Community Events Committee will participate on the DCDA's Dayton Friday Nights committees in order to liaison and streamline decision making.
 - e. The Dayton City Council will assist in event hosting.
 - f. The City will take the lead in organizing music and events for the Old Timer's Friday Night, which will generally take place on the last full weekend in July.

- g. The City has ultimate control of Courthouse Square Park and any other City facilities used for the event.
- 3) The DCDA's responsibilities and obligations shall include:
- a. The DCDA will organize park vendors for each Friday Night of the event series.
 - b. The DCDA will organize live music for each Friday Night of the event series.
 - c. The DCDA will organize event hosting for each Friday Night of the event series.
 - d. The DCDA will organize event series advertising and promotion.
 - e. The DCDA will provide liability insurance for Courthouse Square Park listing the City as an additional insured.
 - f. The DCDA will report to the City Council before the end of each calendar year regarding the Dayton Friday Nights events series including, but not limited to:
 - i. Average attendance in the park for each Friday Night.
 - ii. How City-donated funds were spent.
 - iii. Survey data as applicable.
 - iv. General return on investment for the series overall.
- 4) It is agreed by the parties that a donation from the City to the DCDA for the Dayton Friday Nights event series will be determined as a part of the City's budget process each year.
- 5) It is agreed by the parties that this agreement will continue in perpetuity until and unless one party provides notice to the other by December 31 that it does not intend to participate in the following year's Dayton Friday Nights event series.
- 6) This resolution shall become effective immediately upon adoption.

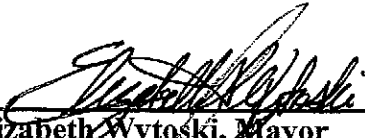
ADOPTED this 18th day of April, 2016.

In Favor: Bixler, Collins, Frank, Taylor, Wytoski

Opposed: None

Absent: Marquez, Price

Abstained: None

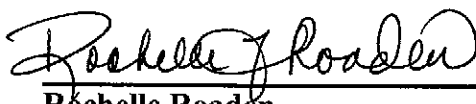

Elizabeth Wytoski, Mayor

5/10/16
Date of Signing


Jason Aust, DCDA President

5/11/16
Date of Signing

ATTESTED BY:


Rochelle Roaden
City Recorder

4/18/2016
Date of Enactment

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DAYTON CITY COUNCIL

DEVELOPING A TRANSPORTATION SYSTEM PLAN (TSP)

SHAPING A SMARTER
TRANSPORTATION EXPERIENCE™
DKSASSOCIATES.COM



AN EMPLOYEE-OWNED COMPANY

TRANSPORTATION & GROWTH MANAGEMENT (TGM) PROGRAM

- Partnership program between Department of Land Conservation and Development, and Oregon Department of Transportation
- Provides funding for transportation and land use planning for Oregon cities and counties
- City of Dayton won a competitive grant for this TSP

WHAT IS A TRANSPORTATION SYSTEM PLAN?

- A long-range plan (20 year) that addresses needs for all transportation users:
 - > Walking, Biking, Transit
 - > Motor vehicle (including freight)
- Identifies transportation goals;
- Evaluates needs and provides financial forecast;
- Identifies and prioritizes solutions consistent with State, regional, and local long-range plans and policy guidance
- Will also support transportation related planning needs around themes of livability, equity, and safety.

WHY A TSP UPDATE?

1) Legal requirement

- > Required by OAR 660-012 (Transportation Planning Rule)

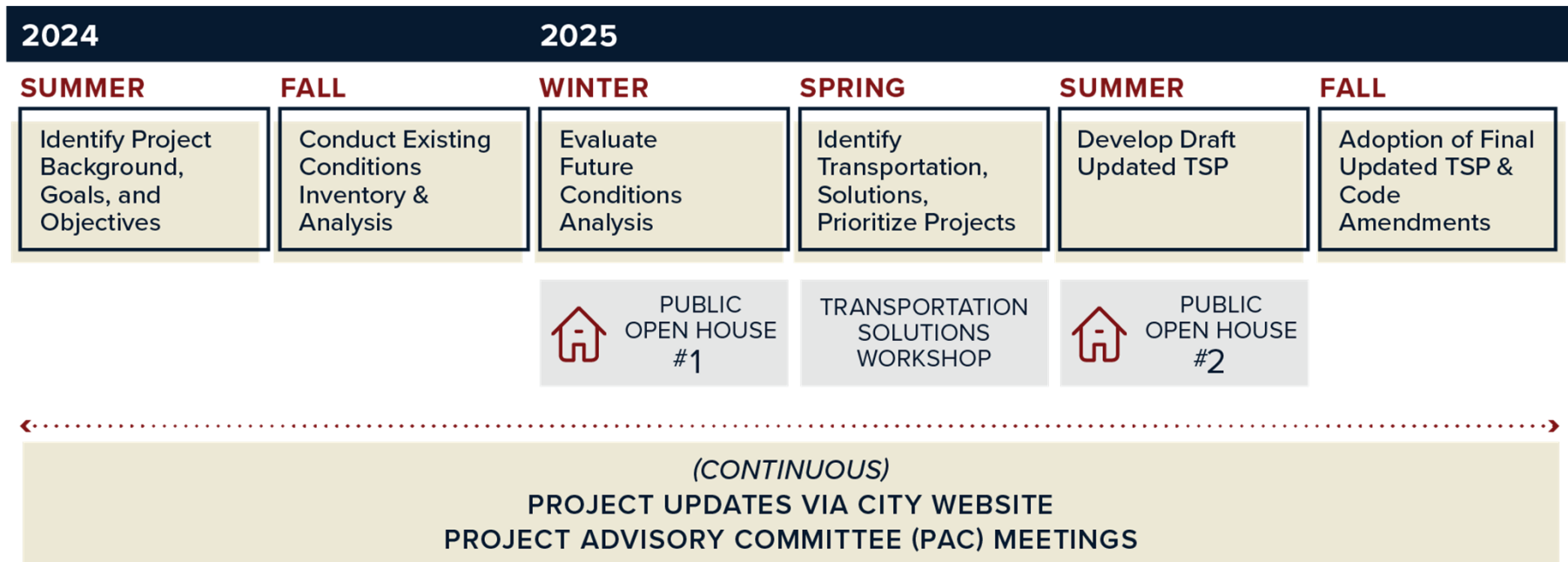
2) Practical:

- > Provides basis for Capital Improvement Plan (CIP)
- > Provides basis for System Development Charges (SDC)
- > Informs land development conditions of approval
- > Provides rationale for making investments and land use decisions
- > Ensure planned transportation system will meet long-term needs
- > Identifies right-of-way for needed improvements
- > Provides consistency between state, regional, and local planning
- > Provides link to Statewide Transportation Improvement Program (STIP)

HOW IS CITY COUNCIL INVOLVED?

- Become knowledgeable about transportation trends and issues.
- Encourage community members to engage in the TSP Update process by attending community meetings and reviewing materials.
- Review project materials and provide feedback through periodic City Council Work Sessions.
- Adopt and implement the TSP.
- Periodically update portions of the TSP to ensure consistency with community values, future growth, and regional goals and measures.

THE TSP PROCESS



Key Milestones

- Existing & Future Conditions (Fall 2024/Winter 2025)
- Proposed Transportation Solutions (Spring 2025)
- Project Solution Selection & Prioritization (Summer 2025)
- Final Adoption (Fall 2025)

WHAT ARE KEY TSP DECISIONS?

- Goals and objectives
- Financial forecast: \$\$\$ available for projects
- Street classifications and cross-sections
- Bicycling and walking routes
- Safety and operational improvements
- Where to invest



WHAT IS THE TSP UPDATE EXPECTED TO ACHIEVE?

A transportation system that...

- > ...serves local, regional and state needs
- > ...provides transportation choices
- > ...provides a safe and convenient system (including Safe Routes to Schools)
- > ...supports the City's comprehensive plan
- > ...ensures coordination and consistency with local, regional, and statewide plans (e.g., Yamhill County TSP)

UPCOMING OPEN HOUSE EVENT

- What:** Dayton TSP Update - Open House #1
- When:** Thursday, March 6th, 5pm – 7pm
- Where:** Palmer Creek Community Center
- Who:** All residents and interested parties
- Why:** The City of Dayton is looking for your suggestions to help improve the city's transportation system.

If you cannot attend in-person, you can provide feedback on the Project Website through March 20th.

www.daytonoregon.gov/page/Transportation_Plan_Update

QUESTIONS?

TSP Guidelines

<https://www.oregon.gov/odot/Planning/TSP-Guidelines/Pages/default.aspx>

TGM Program Website

<https://www.oregon.gov/lcd/tgm/pages/index.aspx>

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STAFF REPORT
LA 2024-02 PUBLIC HEARING BEFORE CITY COUNCIL
(CONTINUED)

Hearing Date: February 3, 2025

Subject: Text amendments to the Dayton Land Use Development Code to implement statute changes passed by the State Legislature during the 2023 and 2024 sessions (HB 3395 and SB 1537).

Approval Criteria: Dayton Land Use Development Code, Section 7.3.112.03, A – D.

Exhibits: **Exhibit A:** Proposed code amendments with changes tracked
Exhibit B: Published public notice

I. REQUESTED ACTION

Conduct a public hearing on proposed legislative amendments to the Dayton Land Use Development Code (DLUDC), case file LA 2024-02. Options for action on LA 2024-02 include the following:

- A. Adopt the findings in the staff report and adopt LA 2024-02:
 1. As presented / recommended by staff; or
 2. As amended by the City Council (indicating desired revisions).
- B. Recommend that the City Council take no action on LA 2024-02.
- C. Continue the public hearing, preferably to a date/time certain.

II. BACKGROUND

In 2023 the Oregon Legislature passed HB 3395 which included the following requirements applying to Dayton:

- Cities between 2,500 – 10,000 residents are required to adopt ordinances to allow duplexes on any lot zoned for residential use that allows single-family detached housing;
- Local governments are required to approve Single Room Occupancy (SRO) developments with up to 6 units on each lot zoned for single-family detached housing;
- If the lot allows the development of 5 or more units, the SRO development must be approved up to the number of units allowed by the underlying density standard; and
- Cities cannot apply development standards for duplexes and single room occupancies that are more restrictive than the standards that apply to single family homes.

To assist cities in updating their ordinances to comply with the new regulation, DLCDC awarded a grant to MWVCOG to complete these required updates to the Dayton Land Use and Development Code (DLUDC).

More recently, the legislature passed SB 1537 which included additional requirements that are addressed in these amendments, including:

- Requirements that local governments approve certain adjustments to local code for projects within a UGB that result in net new housing units;
- Requirements that local governments approve applications for replats, property line adjustments, and extensions, alterations, or expansions of nonconforming land use at the administrative level through a limited land use procedure;
- Removing local requirements for these application types and other limited land use decisions to undergo a quasi-judicial process with a public hearing. Other limited land use decisions subject to this requirement include subdivisions, partitions, and site design reviews.

Additional amendments are included to address general housekeeping needs and technical corrections, and address compliance with other ORS provisions, primarily ORS 197A.400 requirements that a local government may adopt and apply only clear and objective standards, conditions, and procedures regulating the development of housing and that the standards, conditions, and procedure may not have the effect, either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay.

III. PROCESS

Section 7.3.112.01 requires text amendments to the DLUDC to be approved through a Type IV review procedure as specified in Section 7.3.2.

On September 12, 2024, Planning Commission held a work session to review a first draft of code amendments described in Section IV.

On October 10, 2024, Planning Commission held a second work session to review a second draft of the code amendments and agreed to schedule the first of two required public hearings.

On October 9, 2024, staff issued the required 35-day notice to the Department of Land Conservation and Development. On October 24, 2024, written notice of the hearing before the Planning Commission and subsequent hearing before City Council was published in the McMinnville News Register.

The scope of the proposed text amendments associated with LA 2024-02 are included in Exhibit A and are shown in *italic bold* and ~~strikethrough~~ format.

IV. SUMMARY OF PROPOSED AMENDMENTS

The draft amendments in Exhibit A respond to the legislative priorities discussed above as follows:

Siting Duplexes – ORS 197.758

- All residential zones – All standards for siting duplexes made consistent with standards for single-family homes. Minimum lot size requirements, design, and development standards related to the siting of duplexes

Single Room Occupancies – ORS 197.286, ORS 197.314

- Added definition of single room occupancy from ORS 197
- Added single-room occupancies as defined in ORS 197 as a permitted use in all residential zones

Housing Land Use Adjustments – ORS 197A

- Section 7.3.103 Minor Variance – incorporates standards and qualifying conditions from Section 38 of SB 1537 (2024) for approving mandatory housing adjustments so that the minor variance procedure can be used for submitting, reviewing, and approving these requests.

Limited Land Use Decisions – ORS 197.195

- Section 7.3.101 Summary of Application Types and Review Procedures – Makes partitions, subdivisions, and site development review applications Type I limited land use actions.
- Section 7.3.202 Procedures for Type I Review – Added limited land use notice requirements to the Type I procedures.

Clear and Objective Standards for Housing Applications – ORS 197A.400

- All residential zoning sections, administrative procedures, and provisions of the DLUDC were reviewed to ensure applicable standards and procedures are clear and objective.

V. FINDINGS AND APPROVAL CRITERIA

7.3.112.01 Process

Amendments to the Comprehensive Plan and Development Code texts shall be reviewed in accordance with the Type IV review procedures specified in Section 7.3.201.

7.3.112.03 Criteria for Approval

Amendments to the Comprehensive Plan or Development Code text shall be approved if the evidence can substantiate the following:

- A. *Impact of the proposed amendment on land use and development patterns within the city, as measured by:*
 1. *Traffic generation and circulation patterns;*

Findings: The proposed amendments do not impact traffic generation and circulation patterns. Staff find the impact to traffic generation and circulation patterns is negligible.

2. *Demand for public facilities and services;*

Findings: The proposed amendments do not impact demand for public facilities and services. Staff find the impact on public facilities and services is negligible.

3. *Level of park and recreation facilities;*

Findings: The amendments do not involve changes to the uses allowed in the underlying zoning districts that would affect the level of service provided by existing park and recreation facilities. Staff find no impact to park and recreation facilities.

4. *Economic activities;*

Findings: The proposed amendments do not impact economic activities. Staff find the impact to economic activity is negligible.

5. *Protection and use of natural resources;*

Findings: The proposed amendments do not impact the protection and use of natural resources. Staff find the impact to natural resources is negligible.

6. *Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvements.*

Findings: The proposed amendments do not impact compliance with existing adopted special purpose plans or programs. Staff find this criterion is satisfied.

B. A demonstrated need exists for the product of the proposed amendment.

Findings: The need for the proposed amendments are to comply with HB 3395, SB 1537, ORS 197A.400, and related housekeeping items are in response to needs identified by staff and Planning Commission.

C. The proposed amendment complies with all applicable Statewide Planning Goals and administrative rule requirements.

Applicable Statewide Planning Goals.

Goal 1, Citizen Involvement.

Findings: A public hearing on the proposed amendments is scheduled before the Planning Commission on November 14, 2024, at City Hall at 6:30 p.m. and a second public hearing is scheduled before City Council on December 2, 2024. Public notice has been provided in accordance with noticing requirements in the Dayton Land Use and Development Code for legislative public hearings by the Planning Commission and the City Council. Goal 1 is satisfied.

Goal 2. Land Use Planning.

Findings: Goal 2 requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations. These are in place. The scope of this legislative proposal does not involve any amendments to the Comprehensive Plan policies. Existing Comprehensive Plan land use map designations and base zoning designations are unchanged. The modifications to the uses allowed by existing zoning are made to be consistent with state law to lower regulatory barriers to encourage more diverse housing types. The proposal does not involve exceptions to the Statewide Goals. Staff finds Goal 2 is satisfied.

Goal 3 & 4. Agricultural Lands and Forest Lands

Findings: Goal 3 and 4 primarily pertain to rural areas, typically outside urban areas. Staff finds Goals 3 and 4 to be not applicable due to the limited scope of the proposed text amendments.

Goal 5. Natural Resources, Scenic and Historic Areas, and Open Spaces.

Findings: Staff observe how the proposed amendments do not impact natural resources or open spaces. Staff incorporate the scope of work description above in response to Goal 2. This amendment proposal does not add, subtract, or modify the list / description of historic resources identified in the Historical Property Overlay Zone. Staff find that Goal 5 is satisfied.

Goal 6. Air, Water and Land Resources Quality.

Findings: The proposal does not address Goal 6 resources. Based on the limited scope of proposed text amendments, staff find Goal 6 to be not applicable.

Goal 7. Areas Subject to Natural Hazards.

Findings: The proposal does not address Goal 7 resources. Based on the limited scope of the proposed text amendments, staff finds Goal 7 to be not applicable.

Goal 8. Recreation Needs.

Findings: The proposal does not address Goal 8 resources. Based on the limited scope of work included in this report staff finds Goal 8 to be not applicable.

Goal 9. Economic Development.

Findings: Proposed amendments do not change the permitted employment uses in employment zones or impact identified future employment areas identified through past Economic Opportunities Analysis. Accordingly, staff find that Goal 9 does not apply.

Goal 10. Housing.

Findings: The amendment proposal responds to statute and rule changes introduced via housing bills (HB 3395 and SB 1537). These bills were adopted during the 2023 and 2024 legislative sessions. HB 3395 introduces Single Room Occupancy (SROs) as a new residential type. SROs and duplexes are now to be permitted in residential zones (applicable to all local jurisdictions with population of 2,500 and greater) using standards and procedures that are no more restrictive than standards that apply to single family development. Staff therefore conclude the amendment proposal to conform with Goal 10.

Goal 11. Public Facilities and Services.

Findings: Public facilities under Goal 11 include water, sanitary sewer, police, and fire protection. Other services (e.g., health, communication services) are also listed in Goal 11. The proposed amendments do not have any direct impact on any of the master planning documents required under Goal 11. The proposed amendments are consistent with Goal 11.

Goal 12. Transportation.

Findings: The proposed amendments to the DLUDC do not involve changes or amendments to local transportation requirements or road classifications. Goal 12 is met.

Goal 13. Energy Conservation.

Findings: Based on the limited scope of work described in this report, staff finds Goal 13 to be not applicable.

Goal 14. Urbanization.

Findings: Based on the limited scope of the text amendments described in this report, staff finds Goal 14 to be not applicable. No change to the existing Urban Growth Boundary (UGB) is proposed.

Goal 15 for the Willamette River Greenway and Goals 16 – 19 for the Coastal Goals.

Findings: Staff observe Goals 15 through 19 to apply only to specific regions of the state (*Willamette River Greenway, Estuarine Resources, Coastal Shorelands, Beaches and Dunes, Ocean Resources*). Goals 15 – 19 do not apply because the city is not on the Willamette River or in a coastal area.

The proposed amendments are consistent with the applicable Statewide Planning Goals. This criterion is met.

D. The amendment is appropriate as measured by at least one of the following criteria:

- 1. It corrects identified error(s) in the provisions of the plan.*
- 2. It represents a logical implementation of the plan.*
- 3. It is mandated by changes in federal, state, or local law.*
- 4. It is otherwise deemed by the council to be desirable, appropriate, and proper.*

Findings: As discussed throughout this Staff Report, the amendment is mandated by changes to state law-HB 3395 and SB 1537, and to comply with existing policies in ORS 197A.400 requiring clear and objective standards for housing applications. Staff find this criterion is met.

VI. CITY COUNCIL ACTION – Sample Motion

A City Counciler may make a motion to either:

1. Adopt the staff report and recommend the City Council approve the amendments. A sample motion is:

I move the City Council adopt the staff report and recommend the City Council approve the amendments.

2. Adopt a revised staff report with changes by the City Council and recommend the City Council approve the revised amendments. A sample motion is:

I move the City Council adopt a revised staff report with the following revisions...state the revisions...and recommend the City Council approve the revised amendments.

3. Recommend the City Council deny the proposed amendments. A sample motion is:

I move the City Council recommend the City Council deny the proposed amendments for the following reasons...and state the reasons for the denial.

4. Continue the hearing to a date/time certain. A sample motion is:

I move the City Council to continue the hearing to a date (state the date) and time (state the time) to obtain additional information and state the information to be obtained.

EXHIBIT A

7.1.200.03 Definitions

The following words and phrases, when used in this Code, shall have the meanings ascribed to them in this Section:

~~**Density: The number of dwellings units per acre of land. “Land” includes all property within an “area” as defined in this section.**~~

Density:

~~**Gross Density or Units per Gross Acre: The number of dwelling units or lots per acre prior to calculation of net density.**~~

~~**Net Density or Units per Net Acre: The number of dwelling units or lots per acre based on net area, which is the area of a parcel or tract that excludes land dedicated for public rights-of-way or stormwater easements, common open space, land dedicated for public parks, flood plains, and unbuildable natural areas. Density shall be calculated using lots or units per net acre unless a specific standard specifies otherwise.**~~

~~**Middle Housing: Duplexes, triplexes, quadplexes, townhouses, and single room occupancies.**~~

~~**Dwelling, Multi-FamilyMultiple family:**~~ A building containing ~~**three or more more than four**~~ dwelling units designed for occupancy by families living independently of each other.

~~**Short-Term Rental, Owner Occupied:**~~ A single or two-family dwelling where the owner resides and rents no more than three guest rooms in a single dwelling to overnight guests for a period less than 30 consecutive days. The owner occupies the primary dwelling during the overnight rental period. The room (s) for rent may include rooms within an accessory dwelling unit or attached duplex.

~~**Single Room Occupancy: A residential development with no fewer than four attached units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant, but require that the occupant share sanitary or food preparation facilities with other units in the occupancy.**~~

~~**Site, Development, or Complex:**~~ A group of structures or other development that is functionally or conceptually integrated, regardless of the ownership pattern of the development or underlying land.

7.2.102 Single Family Residential – (R-1)

7.2.102.01 Purpose

The purpose of the R-1 zone is to allow **the** development of single-family homes, **duplexes, and single-room occupancies** on individual lots provided with urban services at urban densities. Other uses compatible with residential development are also appropriate. These areas are designated as Residential in the Comprehensive Plan.

7.2.102.02 Permitted Uses

The following uses, ~~when developed under the applicable development standards in this Code,~~ are permitted in the R-1 zone: ~~when developed under the applicable development standards in this Code:~~

- A. One detached single-family dwelling on a separate lot or parcel.
- B. ***One two-family (duplex) dwelling on a single lot or parcel.***
- ~~C. Residential **care** homes.~~
- ~~D. **Single room occupancies with up to six units on a lot:**~~
- ~~GE. Child **day care/daycare** service, including family **day care/daycare** provider, for 12 or fewer children.~~
- ~~F. **The following uses, subject to the applicable standards in Section 7.2.4:**~~
 - ~~1. **Accessory structures and uses allowed in Section 7.2.203 and subject to the provisions in Section 7.2.309.**~~
 - ~~2. **Accessory dwelling units - Section 7.2.402.**~~
 - ~~3. **Attached dwelling units - Section 7.2.403.**~~
 - ~~4. **Manufactured homes on individual lots - Section 7.2.404.**~~
 - ~~5. **Manufactured home parks with Site Development Review and subject to Section 7.2.405.**~~
 - ~~6. **Home occupations - Section 7.2.406.**~~
 - ~~7. **Owner-occupied short-term rentals - Section 7.2.417.**~~

7.2.102.03 ~~Special Permitted Uses Reserved~~

~~The following uses, when developed under the applicable standards in this Code and special development requirements, are permitted in the R-1 zone:~~

- ~~A. **Partitions, subject to the provisions in Section 7.2.307.**~~
- ~~B. **Subdivision, subject to the provisions in Section 7.2.307.**~~
- ~~C. **Accessory Dwelling Unit (one per detached single-family dwelling), subject to the provisions in Section 7.2.402.**~~
- ~~D. **Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.**~~

- ~~E. Two-family dwellings (duplexes) subject to the following:

 - ~~1. The duplex shall be located on a corner lot.~~
 - ~~2. Access shall be subject to the following:

 - ~~a. Where both adjacent streets are of the same street designation (e.g. local street) the duplex may obtain access from each adjacent street or share a single access.~~
 - ~~b. Where the adjacent streets are of a different street designation (e.g. local and collector) a shared access shall be required from the lower street designation.~~~~~~
- ~~F. The following uses, subject to the applicable standards in Section 7.2.4:

 - ~~1. Manufactured homes on individual lots (Section 7.2.404)~~
 - ~~2. Home occupations (Section 7.2.406).~~
 - ~~3. Owner occupied short-term rentals (Section 7.2.417)~~~~

7.2.102.04 Conditional Uses

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- A. Private or public elementary schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis, and similar recreation facilities; and other public or semi-public uses.
- C. Child day-care services for 13 or more children.
- D. House of Worship and the reasonable use of the real property for activities customarily associated with the practices of the religious activity, including but not limited to the uses set forth in Section 7.2.407.
- E. ~~Small wind energy systems, subject to the provisions in Section 7.2.413. Small wind energy systems including compliance with Section 7.2.413.~~
- F. ~~A manufactured home on a residentially zoned individual lot or parcel immediately adjacent to a significant historical resource as identified in the Dayton Comprehensive Plan subject to the provisions of Section 7.2.404.E.~~

7.2.102.05 Dimensional Standards

- A. Minimum Lot Dimension and Height Requirements

DIMENSION	Residential Uses	Non-Residential Uses
Lot Size	7,000 sq. ft. Single Family 9,000 sq. ft. Duplex	(1)
Average Width	50	(1)
Average Depth	80	(1)

Maximum Height	35 feet
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1. Adequate to comply all applicable development standards

B. Minimum Yard Setback Requirements

SETBACKS	Residential Uses	Non-Residential Uses
Front <i>and street side</i>	15 feet	20 feet
Side	5 feet	10 feet
Rear	15 feet -1-story 20 feet -2-story	20 feet
Street-side	15 feet	20 feet
Garage (1)	20 feet	20 feet

1. The garage setback shall be measured from the property line or the edge of a private access easement. The length of the driveway shall be determined by measuring along the centerline of the driveway.
2. See Sections 7.2.308.06.C and 7.2.308.07.E for standards that apply to decks and patios.

7.2.102.06 Development Standards

All development in the R-1 Zone shall comply with the ~~applicable provisions of this Code. The following references additional~~ development requirements:

- A. ~~Off street~~Off-street Parking: Parking shall be as specified in Section 7.2.303.
- B. Yards and Lots: Yards and lots shall conform to the standards of Section 7.2.308.
- C. Site Development Review: Manufactured home parks and non-residential uses shall require a Site Development Review, pursuant to Section 7.3.1.
- D. Lot Coverage: The maximum coverage allowed for buildings, accessory structures, and paved parking shall be ~~as follows:~~**65% of the site area.**

Maximum building coverage (primary building):	35%
Maximum parking area coverage (including garage):	30%

Combined maximum lot and parking area coverage:

60%

- E. Landscaping: **Undeveloped** areas of the property **not covered by buildings, accessory structures, and paved parking** shall be landscaped, including all required yards. Landscaping shall be provided pursuant to **the** requirements in Section 7.2.306.
- F. **Density: Subdivisions Land divisions** shall be **developed-permitted** at a minimum density of four **dwelling-units-lots** per **net** acre **and-with** a maximum density of six **dwelling-units-lots** per **net** acre.
- G. Redevelopment Plan: A redevelopment plan shall be required **when units are proposed at densities less than four units per net acre.** ~~to place a single-family home on a parcel containing more than 1 acre.~~ **This plan shall be approved by the City prior to the issuance of a building permit.** The following shall apply:
1. The redevelopment plan shall indicate how the remaining **undivided or undeveloped** portion of the property could be developed **at-with a density consistent with the requirements of the R-1 zone four units per net acre.**
 2. **A redevelopment plan shall be required to place a single-family home or duplex on a lot parcel containing more than 1 acre. This plan shall be approved by the City before the issuance of a building permit.**
 2. **The pPlans** may be revised or modified at the time of development provided the revised plan complies with the applicable development requirements of the R-1 zone.

7.2.103 Limited Density Residential – (R-2)

7.2.103.01 Purpose

The R-2 zone is intended to provide *single family homes, middle housing, and multiple family development for detached and attached dwellings on a lot or multiple dwellings* on ~~a~~ lots at an intermediate density. Other uses compatible with residential development are also appropriate. R-2 zones are located in areas designated Residential in the Comprehensive Plan.

7.2.103.02 Permitted Uses

The following uses, ~~when developed under the applicable development standards in the Code,~~ are permitted in the R-2 zone when developed under the applicable development standards in the Code:

- A. One detached single family dwelling on a separate lot or parcel. Single-family dwellings, attached and detached.
- B. Middle housing types, including single room occupancies. Buildings with two or more dwelling units.
- ~~C. Combination of permitted attached or detached dwellings on a lot.~~
- C. Multiple family development.
- D. Residential care homes and facilities.
- E. Child ~~day care~~ daycare service, including family ~~day care~~ daycare provider, for 12 or fewer children.
- F. The following uses, subject to the applicable standards in Section 7.2.4:
 - 1. Accessory structures and uses allowed in Section 7.2.203 and subject to the provisions in Section 7.2.309.
 - 2. Accessory dwelling units - Section 7.2.402.
 - 3. Attached dwelling units - Section 7.2.403.
 - 4. Manufactured homes on individual lots - Section 7.2.404.
 - 5. Manufactured home parks according to Section 7.2.405 with Site Development Review.
 - 6. Home occupations - Section 7.2.406.
 - 7. Short-term rentals - Section 7.2.417.

7.2.103.03 Special Permitted Uses

~~The following uses, when developed under the applicable standards in the Code and special development requirements, are permitted in the R-2 zone:~~

- ~~A. Partitions, subject to the provisions in Section 7.2.307.~~
- ~~B. Subdivision, subject to the provisions in Section 7.2.307.~~

~~C. Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.~~

~~D. The following uses, subject to the applicable standards in Section 7.2.4:~~

- ~~1. Accessory dwelling unit (Section 7.2.402).~~
- ~~2. Attached dwelling units (Section 7.2.403).~~
- ~~3. Manufactured homes on individual lots (Section 7.2.404).~~
- ~~4. Manufactured home parks (Section 7.2.405).~~
- ~~5. Home occupations (Section 7.2.406).~~
- ~~6. Owner occupied short-term rentals (Section 7.2.417).~~

7.2.103.04 Conditional Uses

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- A. Public or private elementary schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis and similar recreational facilities, and other public and semi-public uses.
- C. Child day-care services for 13 or more children.
- D. House of Worship and the reasonable use of the real property for activities customarily associated with the practices of the religious activity, including but not limited to the uses set forth in Section 7.2.407.
- E. Assisted living centers, nursing homes and similar institutions. These facilities are subject to the development provision for ~~multi-family~~**multiple family** residential development.
- F. ~~Small wind energy systems including compliance with Section 7.2.413.~~ **Small wind energy systems, subject to the provisions in Section 7.2.413.**

7.2.103.05 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements.

DIMENSION	Detached s Single fFamily <u>middle housing, multiple family and manufactured home parks</u> <u>Duplex</u>	<u>Attached Single Family (Townhomes)</u>	<u>Multi-Family</u> Non-Residential
Lot Size	6000 sq. ft. (1)	<u>3500 sq. ft.</u>	9000 sq. ft. (2)

	7000-sq. ft.		(3)
Lot Width	50 feet	25 feet	50 feet
Lot Depth	80 feet	80 feet	80 feet
Maximum Height	35 feet		

~~1. Attached single family dwellings shall have a minimum lot area of 3500 square feet.~~

~~12. Multi-family development and manufactured home parks must comply with the density standard in Section 7.2.103.06.~~

~~3. Parcel size shall be adequate to contain all structures within the required yard setbacks.~~

B. Minimum Yard Setback Requirements

SETBACKS	Single Family, and middle housing.	Multi-Family Multiple family	Non-Residential
Front	15 feet	15 feet	20 feet
Side	5 feet (1)	(3)10 feet	10 feet
Rear	15 feet(2)	15 feet(3)	20 feet
Street-side	15 feet	15 feet	20 feet
Garage (4)	20 feet	20 feet	20 feet N/A

1. Zero side yard dwelling units are subject to the setback provisions in Section 7.2.404.

~~2. The rear yard setback shall be as follows: 15 feet for a 1-story home; 20 feet for 2 or more stories.~~

~~3. The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. In no case shall the setback be less than 10 feet.~~

24. The garage setback shall be measured from the property line or the edge of a private access easement. The length of the driveway shall be determined by measuring along the centerline of the driveway.

35. See Sections 7.2.308.06.C and 7.2.308.07.E for standards that apply to decks and patios.

7.2.103.06 Development Standards

All development in the R-2 Zone shall comply with the ~~applicable provisions of this Code. The following references additional~~ development requirements:

- A. Offstreet Parking: Parking shall be as specified in Section 7.2.303.
- B. Yards and Lots: Yards and lots shall conform to the standards of Section 7.2.308.
- C. Site Development Review: Manufactured home parks, ~~multi-family~~ **multiple family** residential development and non-residential uses shall require a Site Development Review, pursuant to Section 7.3.1.
- D. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be ~~as follows:~~ **70% of the site.**

~~Maximum building coverage (primary building): 40%~~

~~Maximum parking area coverage (including garage): 35%~~

~~Combined maximum lot and parking area coverage: 70%~~

- E. Landscaping: Undeveloped areas of the property shall be landscaped, including all required yards. Landscaping shall be provided pursuant to requirements in Section 7.2.306. Multiple family developments shall comply with provisions in Section 7.2.306.06.
- F. Density: The following density provisions shall apply:
 - 1. ~~Land Sub~~ divisions: ~~The minimum density~~ shall be ~~required to provide a minimum of 5 units lots~~ per ~~net~~ acre ~~and a the~~ maximum density ~~shall be of 7 lots units~~ per ~~net~~ acre.
 - 2. Manufactured home parks ~~and multiple family development~~: The minimum density shall be 6 units per ~~net~~ acre ~~and~~; the maximum density shall be ~~120~~ units per ~~net~~ acre.
 - 3. ~~Multi-family development: The minimum density shall be 8 units per acre; the maximum density shall be 12 units per acre.~~
- G. Redevelopment Plan: A redevelopment plan shall be required to place a ~~single family~~ **single-family** home, ~~duplex or single room occupancy~~ on a parcel containing more than 1 acre. This plan shall be approved by the City prior to the issuance of a building permit. The following shall apply:
 - 1. The redevelopment plan shall indicate how the remaining undeveloped portion of the property can be developed at a density consistent with the requirements of the R-2 zone.
 - 2. The plan may be revised or modified at the time of development provided the revised plan complies with the density requirement of the R-2 zone.

7.2.104 Medium Density Residential – (R-3)

7.2.104.01 Purpose

The R-3 zone is intended for multiple-family development ~~on a parcel~~ at higher residential densities. Other uses compatible with residential development are also appropriate. ~~RM-R-3~~ zoned property is suited to locations near commercial areas and along ~~collector, and preferably,~~ arterial streets. The appropriate Comprehensive Plan designation is Residential.

7.2.104.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the R-3 zone:

- A. Multiple family development and R* residential buildings containing two or more dwelling units.
- B. Attached single family dwellings.*
- C. Single room occupancies.*
- D. Residential care homes and facilities*
- E. Child daycare service, including family daycare provider, for 12 or fewer children.*
- F. Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.*
- G. Manufactured home parks - Section 7.2.405.*
- H. Home occupations - Section 7.2.406.*
- I. Owner-occupied short-term rentals - Section 7.2.417.*

7.2.104.03 ~~Special Permitted Uses Reserved~~

7.2.104.04 Conditional Uses

The following uses require a Conditional Use Permit and are subject to a Site Development Review:

- A. Public or private schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis, and similar recreational facilities, and other public and semi-public uses.
- C. Child ~~day care~~ daycare service for 13 or more children.
- D. House of Worship and the reasonable use of the real property for activities customarily associated with the practices of the religious activity, including but not limited to the uses ~~set forth in~~ **outlined in** Section 7.2.407.
- E. Assisted living centers, nursing homes, and similar institutions. These facilities are subject to the development provisions for ~~multi-family~~ **multiple family** residential development.
- F. ~~Small wind energy systems, subject to the provisions in Section 7.2.413. Small wind energy systems including compliance with Section 7.2.413.~~

7.2.104.05 Dimensional Standards

- A. Minimum Lot Dimensions and Height Requirements

DIMENSION	Residential	Non-Residential
Lot Size	6,000 square feet (1) (2)	Adequate to comply with all applicable development standards
Maximum Height	35 feet	

1. ~~Multi-family~~**Multiple family** development must comply with the density standard in Section 7.2.104.06.

2. Manufactured home parks must comply with the density requirements in Section 7.2.104.06 and the minimum area requirements in Section 7.2.403.

B. Minimum Yard Setback Requirements

SETBACKS	Residential	Non-Residential (1)
Front and street side	(1) 15 feet where the front of the dwelling units face the street; otherwise 20 feet	20 feet
Side	(2) 10 feet	10 feet
Rear	(2) 15 feet	20 feet
Street Side	20 feet	20 feet
Garage (3)	20 feet	20 feet N/A

1. Non-residential setbacks may be increased with a Conditional Use Permit.

1. 15 feet where the front of the dwelling units face the street; otherwise 20 feet.

2. The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. In no case shall the setback be less than 10 feet.

3. The garage setback shall be measured from the **nearest street side** property line or the edge of a private access easement. The length of the driveway shall be determined by measuring along the centerline of the driveway.

4. See Sections 7.2.308.06.C and 7.2.308.07.E for standards that apply to decks and patios.

7.2.104.06 Development Standards

All development in the R-3 Zone shall comply with the applicable provisions of this Code. The following references additional development requirements:

A. Off street Parking: Parking shall be as specified in Section 7.2.303.

B. Yards and Lots: Yards and lots shall conform to the standards of Section 7.2.308.

C. Site Development Review: All uses shall require a Site Development Review, pursuant to Section 7.3.1.

D. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be **75% of the site area. as follows:**

Maximum building coverage (primary building):	45%
Maximum parking area coverage (including garage):	35%
Combined maximum lot and parking area coverage:	75%

E. Landscaping: Undeveloped areas of the property shall be landscaped, including all required yards. Landscaping shall be provided pursuant to requirements in Section 7.2.306. Multiple family developments shall comply with provisions in Section 7.2.306.06.

F. Density: The following density provisions shall apply:

1. Manufactured home park: The minimum density shall be 6 units per acre, the maximum density shall be 10 units per acre.
2. ~~Multi-family~~**Multiple family** development: The minimum density shall be 12 units per acre; the maximum density shall be 20 units per acre.

7.2.105 Commercial Residential (CR)

7.2.105.01 Purpose

To provide areas for the development of a mixture of single family, ~~multi-family~~*multiple family*, and manufactured homes, and limited retail and service commercial uses.

7.2.105.02 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the CR zone:

- A. The following residential uses are permitted in the CR zone:
1. ~~Detached S~~single family dwellings,~~detached~~
 2. ~~Middle housing types Duplexes.~~
 3. ~~Multi-familyMultiple family dwellings.development.~~
 4. ~~Residential units over ground floor commercial.~~
 5. ~~The following uses, subject to the applicable standards in Section 7.2.4:~~
 - a. ~~Accessory structures and uses allowed in Section 7.2.203 and subject to the provisions in Section 7.2.309.~~
 - b. ~~Accessory dwelling unit (Section 7.2.402).~~
 - c. ~~Attached dwelling units (Section 7.2.403).~~
 - d. ~~Manufactured homes on individual lots (Section 7.2.404).~~
 - e. ~~Home occupations (Section 7.2.406).~~
 - f. ~~Owner occupied short-term rentals (Section 7.2.417).~~
 - g. ~~Short-term rentals (Section 7.2.417).~~
 - h. ~~Small wind energy systems, subject to the provisions in Section 7.2.413.~~
 64. Residential care homes and facilities
 75. Child ~~day-care~~*daycare* service, including family ~~day-care~~*daycare* provider, for 12 or fewer children.
 86. Assisted living centers, nursing homes and similar institutions. These facilities are subject to the development provisions for ~~multi-family~~*multiple family* residential development.
- B. The following commercial uses are permitted:

1. Business offices including, but not limited to, insurance, real estate and title insurance; credit agencies, brokerages, loan companies, and investment companies; television and radio broadcast studios (excepting a broadcast antennae or dish), and, miscellaneous offices such as detective agencies, drafting services or contractors offices.
2. Professional offices and clinics including, but not limited to, medical, dental, engineering and legal services, but excluding veterinary clinics.
3. Banks and other financial institutions.
4. Retail sales outlet including, but not limited to, food stores, pharmacy, furniture store, artist supplies, hobby or photography store, florist, hardware store, appliance or stereo equipment store, pet shop, sporting goods, department store, clothing, jewelry, gift, and other types retail activities but excluding liquor stores.
5. Restaurants, bakeries, coffee and snack shops but excluding taverns, bars and similar establishments.
6. Retail and service-related stores such as TV and radio sales and service, bicycle shop, gunsmiths, upholstery shops or other similar activities where a service department is customarily a secondary activity to the retail use.
7. **Service-related** businesses such as barber shops, beauty shops, tailors, advertising agencies, travel agencies, art or craft studios, self-serve laundry, dry cleaning (except bulk dry cleaning plants), parcel service, printing or photocopying, video rental, or other activities where the primary activity is the providing of a service to retail customers.
8. Accessory structures and uses customarily provided for retail activities.

7.2.105.03 *Special Permitted Uses Reserved*

The following uses, when developed under the applicable standards in the Code and special development requirements, are permitted in the CR zone:

- A. ~~Partitions, subject to the provisions in Section 7.2.307.~~***
- B. ~~Subdivision, subject to the provisions in Section 7.2.307.~~***
- C. ~~Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.~~***
- D. ~~The following uses subject to the applicable standards in Section 7.2.4:~~***
 - 1. ~~Accessory dwelling units (Section 7.2.402).~~***
 - 2. ~~Attached dwelling units (Section 7.2.403).~~***
 - 3. ~~Manufactured homes on individual lots (Section 7.2.404).~~***

~~4. Home occupations (Section 7.2.406).~~

~~5. Owner occupied short-term rentals (Section 7.2.417).~~

~~6. Short-term rentals (Section 7.2.417).~~

~~E. Small wind energy systems, subject to the provisions in Section 7.2.413.~~

~~F. Drive-through windows and walk-up windows as part of a permitted use, subject to the provisions in Section 7.2.414 and 7.2.415 respectively.~~

7.2.105.04 Conditional Uses

The following uses require a Conditional Use Permit:

- A. Public or private schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis and similar recreational facilities, and other public and semi-public uses.
- C. Child ~~day care~~ *daycare* service for 13 or more children.
- D. House of Worship and the reasonable use of the real property for activities customarily associated with the practices of the religious activity, including but not limited to the uses set forth in Section 7.2.407.
- E. Park and Ride Lot: Parking spaces cannot count as required parking or be used for vehicle storage.
- F. Commercial activities which do not comply with the provisions in Section 7.2.105.02.B.
- G. Wineries with retail sales.

7.2.105.05 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the CR District.

A. Minimum Lot Area and Density Standards

1. Single-family dwelling, detached	75,000 square feet
Single-family dwellings, attached	3,500 square feet
2. Other middle housing types and multiple family development <i>Duplex</i>	7,000 square feet
3. Multi-family <i>Multiple family dwelling (Multi-family development must comply with the density standards in Section 7.2.105.06).</i>	9,000 <i>square feet</i>
4. Commercial Use	3,500 5,000 square feet

5. Mixed commercial and residential:	<i>7,000 square feet Shall comply with the minimum for multi-family development.</i>
6. Public utility structures:	Lot area shall be adequate to contain all proposed structures within the required yard setbacks.

B. Minimum Yard Setback Requirements

<i>1. Residential Uses</i>	
<i>a. Front Yard</i>	<i>15 feet</i>
<i>b. Garage setback</i>	<i>20 feet</i>
<i>c. Rear Yard</i>	<i>10 feet</i>
<i>d. Side Yard (interior)</i>	<i>5 feet</i>
<i>e. Side Yard (adjacent to street)</i>	<i>15 feet</i>
<i>2. Commercial Uses</i>	
<i>a. Front Yard</i>	<i>None</i>
<i>b. Rear Yard</i>	
<i>i. Abutting a non-residential district</i>	<i>None</i>
<i>ii. Abutting a residential district</i>	<i>10 feet</i>
<i>c. Side Yard</i>	
<i>i. Abutting a non-residential district</i>	<i>None</i>
<i>ii. Abutting a residential district</i>	<i>10 feet</i>
<i>3. Mixed commercial and residential</i>	
<i>a. Front Yard</i>	<i>5 feet</i>
<i>b. Rear Yard</i>	
<i>i. Abutting a non-residential district</i>	<i>5 feet</i>
<i>ii. Abutting a residential district</i>	<i>10 feet</i>
<i>c. Side Yard</i>	
<i>i. Abutting a non-residential district</i>	<i>5 feet</i>

<i>ii. Abutting a residential district</i>	<i>10 feet</i>
<i>4. Public</i>	
<i>a. Front Yard</i>	<i>15 feet</i>
<i>b. Garage setback</i>	<i>20 feet</i>
<i>c. Rear Yard</i>	<i>10 feet</i>
<i>d. Side Yard (interior)</i>	<i>5 feet</i>
<i>e. Side Yard (adjacent to street)</i>	<i>15 feet</i>

	<i>Residential</i>	<i>Commercial</i>	<i>Mixed Residential/Commercial</i>	<i>Public</i>
<i>Front Yard</i>	<i>15 feet</i>	<i>None</i>	<i>5 feet</i>	<i>15 feet</i>
<i>Rear Yard</i>	<i>10 feet</i>			<i>15 feet</i>
<i>Abutting non-residential</i>		<i>none</i>	<i>5 feet</i>	
<i>Abutting a residential district</i>		<i>10 feet</i>	<i>10 feet</i>	
<i>Side Yard (interior)</i>	<i>5 feet</i>			<i>5 feet</i>
<i>Abutting non-residential</i>		<i>none</i>	<i>5 feet</i>	
<i>Abutting a residential district</i>		<i>10 feet</i>	<i>10 feet</i>	
<i>Street Side</i>	<i>15 feet</i>			<i>15 feet</i>
<i>Garage</i>				

1. See Sections 7.2.308.06.C and 7.2.308.07.E for standards that apply to decks and patios.

C. Maximum Structure Height

1. Principal Structure	350 feet
2. Accessory Structure	20 feet

7.2.105.06 Development Standards

A. Use Restrictions. *The following use restrictions shall apply:*

- ~~1.~~ No permitted, *special permitted*, or conditionally permitted use shall in any way involve the slaughter, rendering, or processing of animals. The processing of grains, fruits, vegetables, or dairy products for breads, wines, jams, cheeses, and similar products may be allowed as part of a permitted or conditionally permitted commercial business.

B. Commercial Uses. Commercial uses in the CR zone shall comply with the following additional conditions:

1. All business, service, processing, or merchandise displays shall be conducted wholly within an enclosed building, except for the following:
 - a. Off-street parking and loading.
 - b. Temporary display and sales of merchandise; provided it does not interfere with pedestrian or automobile circulation, or areas of a permitted drive-through window or walk-up window.
 - c. Outdoor seating for a permitted eating and drinking establishment, subject to screening and buffering provisions in Section 7.2.306.04. The greater of 12 seats or 75 percent of the indoor seating capacity of the establishment is allowed for outdoor seating.
2. The maximum lot size for any commercial use shall be one acre.
3. Any new commercial structure shall maintain a residential appearance. Metal buildings, pole barns, and similar structures are prohibited within the CR zone.
4. Commercial uses shall not engage in the manufacturing, processing, assembly, or compounding of products other than those **clearly** incidental to the business conducted on the premises.
- ~~5. **The commercial use shall have a maximum floor area of 2,500 square feet per lot.**~~
6. Any outside storage space maintained in the CR Zone shall be enclosed by a **6-foot** sight-obscuring fence or a hedge row not less than 3 feet high and capable of attaining a height of 6 feet.

C. Mixed Commercial and Residential Uses. Development of mixed commercial and residential uses shall be subject to the provisions in item B., above.

D. Unless otherwise exempted, all development in the CR Zone shall comply with the applicable provisions of this Code. The following references additional development requirements:

1. Off-street parking. Parking shall be as specified in Section 7.2.303.
2. Yards and Lots. Yards and lots shall conform to the standards of Section 7.2.308.
3. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 7.2.307.
4. Site Development Review: **Multi-family**~~Multiple family~~ and/or commercial uses within the CR Zone shall be subject to the Site Development Review

requirements and procedures in Section 7.3.1. In addition, any conversion of an existing residence ~~which that~~ includes a commercial use shall require a site development review.

5. Lot Coverage: The maximum coverage allowed for buildings, accessory structures, and paved parking shall be as follows:

a. Residential	75%
b. Commercial <i>and Mixed Residential and Commercial</i>	85%
c. <i>Mixed Residential and Commercial</i>	80%

6. Landscaping: All ~~areas not covered by buildings, accessory structures, and paved parking required yards~~ shall be landscaped. Landscaped areas shall be landscaped as provided in Section 7.2.306.

Multiple family developments shall comply with provisions in Section 7.2.306.06.

7.2.310 ~~Single-Family~~ *and Middle Housing* Dwelling Design Standards

All new ~~single-family~~, *two-family, and single-room occupancy* dwellings, including manufactured homes located on individual lots, shall contain at least three (3) of the following design elements on the side of the house which fronts the street, to provide architectural relief:

- A. Dormer(s) or gable(s).
- B. Cupola(s).
- C. Bay or bow window(s).
- D. Exterior shutters.
- E. Recessed entry or entries.
- F. Front porch at least 100 square feet in area.
- G. Covered porch entry or entries.
- H. Pillars or posts in the front entry or entries.
- I. Eave(s) (minimum 6").
- J. Off-set(s) on building face or roof (minimum 16")

7.2.404 Manufactured Homes On Individual Lots

Individual manufactured homes shall be permitted in any zone where single-family dwellings are permitted. The manufactured home shall comply with the following standards:

Where permitted as a special use, manufactured homes located on individual lots outside of a mobile home park shall meet the following requirements:

- A.** *The manufactured home shall meet all provisions of the Dayton Land Use and Development Code as applicable to other dwellings in the same zone, including but not limited to development standards, architectural requirements, and minimum size requirements to which a conventional single-family residential dwelling on the same lot would be subject. ~~Construction Date. The manufactured home shall have been manufactured after June 15, 1976, and exhibit the Oregon Department of Commerce "Insignia of Compliance" that indicates conformance with Housing and Urban Development (HUD) standards.~~*
- B.** ~~*Minimum Area. The manufactured home shall be multi-sectional with a minimum area of 1,000 square feet.*~~
- GB.** *The manufactured home shall be installed according to the Oregon Manufactured Dwelling Installation Specialty Code. ~~Foundation. The manufactured home shall be placed on an excavated and back-filled foundation, enclosed at the perimeter with either concrete, concrete block, brick, stone, pressure treated wood, or combination thereof. No more than 24 inches of the enclosing material may be exposed above grade. Where the building site has a sloped grade, no more than 24 inches of the enclosing material shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, or within an identified flood hazard zone, the 24-inch limitation shall not apply.~~*
- D.** ~~*Roof. The manufactured home roof shall have a nominal pitch of 3 feet for each 12 feet in width.*~~
- E.** ~~*Exterior Material. The manufactured home shall have an exterior that is residential in appearance.*~~
- F.** ~~*Garage. The manufactured home shall have a garage with exterior material that is residential in appearance, or, a carport with a concrete parking surface. The garage or carport shall be placed on the property prior to occupancy of the manufactured home.*~~
- GC.** Energy Efficiency. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards which reduce heat loss to levels equivalent to the performance standards required of single-family dwellings constructed under the state building code.
- H.** ~~*Lot Development Standards. The manufactured home shall meet all applicable development standards, such as setbacks and height limitations, in the Development Code.*~~
- ID.** Transportation Equipment. The tongue, axles, wheels, and traveling lights shall be removed from the manufactured home.

JE. A Conditional Use permit shall be required to place a manufactured home on a residentially zoned individual lot or parcel immediately adjacent to a significant historical resource as identified in the Dayton Comprehensive Plan. The application shall be subject to the criteria contained in DMC 7.3.107 as well as the following factors:

1. Location. The dwelling shall be situated to maintain the greatest possible distance from the immediately adjacent historical site or structure while maintaining compliance with the setback requirements.
2. Orientation. If the primary entrance of the immediately adjacent historical building faces a public street, the primary entrance to the manufactured home shall also face the same public street. This provision does not apply if either lot or parcel is a "corner lot" as defined by this Code.
3. Screening. Screening and buffering shall be required. Screening may include fencing, berms, vegetation, or any combination thereof. The screening shall be designed to maintain the visual integrity of the immediately adjacent historic site or building. For example, a wooden fence may be required instead of a chain-link fence.
4. Intent. It is not the intent of this section to grant a conditional use permit in all circumstances, even if factors 1 to 3 above are successfully met. The Conditional Use shall be granted only under those circumstances **which that** are unique to the subject property and will not impair or adversely impact the integrity of the immediately adjacent historical site. The burden of proof shall be placed by the applicant to ensure these concerns are adequately addressed.
5. The following a-e clarify the term "immediately adjacent:"
 - a. Immediately adjacent does not include a property separated from the Designated Landmark property by a public right-of-way, including but not limited to an alley or a street.
 - b. Immediately adjacent does not include a property whose only immediate adjacency is a property corner touching a property corner of the Designated Landmark property.
 - c. Except as set forth in DMC 7.2.404.J, 5(e) below, immediately adjacent does not include a property whose side or rear property line, or portion thereof, touches a designated Landmark property, but whose frontage is on a different street from the Designated Landmark property.
 - d. Immediately adjacent does not include a property whose frontage is on the same street as a Designated Landmark property and whose side or rear property line, or a portion thereof, touches a Designated Landmark property, but is separated from the Designated Landmark property by another property.
 - e. Immediately adjacent includes a corner property whose side or rear property line, or a portion thereof, touches a Designated Landmark

property that is also a corner property, and a manufactured home is not allowed on the immediately adjacent corner property regardless of which frontage the manufactured home faces.

7.3.101 Summary Of Application Types And Review Procedures

[7.3.101.01 Type I Action](#)

[7.3.101.02 Type II Actions](#)

[7.3.101.03 Type III Actions](#)

[7.3.101.04 Type IV Actions](#)

All development permits and land use actions are processed under the City's administrative procedures. There are four types of actions, each with its own procedures. See Land Use Application process, Table 1.

LAND USE APPLICATION PROCESS

LAND USE ACTION	TYPE	STAFF	PLANNING COMMISSION	CITY COUNCIL
Minor Variance	I	Final Decision	Appeal of Staff Decision	Appeal of Commission Decision
Lot Line Adjustment	I	Final Decision	Appeal of Staff Decision	Appeal of Commission Decision
Partition (inc. Expedited Review)	I	Final Decision	Appeal of Staff Decision	Appeal of Commission Decision
Historic Exterior Alteration or New Construction (unless determined to required a Type II procedure by the City Manager) <i>Added ORD 600 11-4-10</i>	I	Final Decision	Appeal of Staff Decision	Appeal of Commission Decision
Site <i>Development Plan</i> Review	II	<i>Final Decision Recommendation to Commission</i>	<i>Appeal of Staff Decision Final Decision</i>	Appeal of Commission Decision
Conditional Use (inc. Flood Plain)	II	Recommendation to Commission	Final Decision	Appeal of Commission Decision
Major Variance (inc. Flood Plain)	II	Recommendation to Commission	Final Decision	Appeal of Commission Decision

Subdivision (inc. Expedited Review)	It	<i>Final Decision Recommendation to Commission</i>	<i>Appeal of Staff Decision Final Decision</i>	Appeal of Commission Decision
Historic Demolition and Moving <i>Added ORD 600 11-4-10</i>	II	Recommendation to Commission	Final Decision	Appeal of Commission Decision
Historic Exterior Alteration or New Construction (if referred by the City Manager) <i>Added ORD 600 11-4-10</i>	II	Recommendation to Commission	Final Decision	Appeal of Commission Decision
Comprehensive Plan Map Amendment	III	Recommendation to Commission	Recommendation to Council	Final Decision
Zone Change	III	Recommendation to Commission	Recommendation to Council	Final Decision
Annexation	III	Recommendation to Commission	Recommendation to Council	Final Decision
Historic Landmark and District Designation <i>Added ORD 600 11-4-10</i>	III	Recommendation to Commission	Recommendation to Council	Final Decision
Text Amendments Legislative Zone and Plan Map Changes	IV	Recommendation to Commission	Recommendation to Council	Final Decision

7.3.101.01 Type I Action

Type I actions are administrative reviews processed by the City staff. The review standards are generally clear and objective and allow little or no discretion. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Appeal is to the Planning Commission. The following actions are processed under the Type I procedure:

1. Minor Variance
2. Property Line Adjustment
- 3. Partitions**
- 4. Subdivisions**

3-5. Site Development Review

4-6. Historic Exterior Alteration or New Construction (unless determined to require a Type II procedure by the City Manager).

7.3.101.02 Type II Actions

A Type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Staff has an advisory role. Public notice and a public hearing is provided. Section 3.202 lists the notice requirements. Appeal of a Type II decision is to the City Council. The following actions are processed under a Type II procedure:

1.—Site Plan Review

2-1. Conditional Use, including Flood Plain

3-2. Major Variance, including Flood Plain

4-3. ***Subdivision,*** Planned Unit Development ***and a Partition including a Private Street***

5-4. Historic Demolition and Moving

6-5. Historic Exterior Alteration or New Construction (if referred to the Planning Commission by the City Manager))

7.3.101.03 Type III Actions

A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. Staff and the Planning Commission have advisory roles. Public notice is provided and public hearings are held before the Commission and City Council. Section 3.202 lists the notice requirements. Appeal of the decision is to the Land Use Board of Appeals (LUBA). The following actions are processed under a Type III procedure:

1. Comprehensive Plan Map Amendments (involving 5 or fewer adjacent land ownerships or less than 10 acres)
2. Zone Changes (involving 5 or fewer adjacent land ownerships or less than 10 acres)
3. Annexation

7.3.101.04 Type IV Actions

A Type IV action is a legislative review in which the City considers and enacts or amends laws and policies. Private parties cannot apply for a Type IV action; it must be initiated by City staff, the Planning Commission, or City Council. Public notice and hearings are provided in a Type IV process. The following actions are processed under a Type IV procedure:

1. Text Amendments to the Comprehensive Plan and Development Code
2. Enactment of new Comprehensive Plan or Development Code text

3. Comprehensive Plan Map Amendments (involving more than 5 separate land ownerships or more than 10 acres)
4. Zone Changes (involving more than 5 separate land ownerships or more than 10 acres)

7.3.103 Minor Variances

7.3.103.05 Criteria And Procedure

Staff may grant a minor variance in accordance with the Type I review procedures. Approval of a minor variance shall require compliance with the following:

1. The intent and purpose behind the specific provision being varied is either clearly inapplicable under the circumstances or the particular proposed development otherwise clearly satisfies the intent and purpose of the provision being varied.
2. The proposed development will not unreasonably impact adjacent existing or planned uses and development.
3. The minor variance does not expand or reduce a quantifiable standard by more than 10 percent and is the minimum necessary to achieve the purpose of the minor variance.
4. There has not been a previous land use action prohibiting an application for a minor variance; *or*
5. ***The application meets all qualifications, criteria, and standards for a mandatory adjustment to housing development standards made a part of ORS 197A by Section 38 of SB 1537 (2024).***

7.3.106 Site Development Review

7.3.106.01 Purpose

The Site Development Review Process is intended to ~~guide~~ **ensure** future growth and development in accordance with the Development Codes; provide an efficient process and framework to review development proposals; ensure safe, functional, energy-efficient developments which are compatible with the natural and man-made environment; and resolve potential conflicts that may arise between proposed developments and adjacent uses.

The site development review provisions are not intended to preclude uses that are permitted in the underlying zones.

7.3.106.02 Applicability Of Provisions

- A. Applicability. Site Development Review shall be applicable to all new developments and major remodeling, except:
1. Single-family detached dwellings and Accessory Dwelling Units (ADUs);
 2. ~~Middle housing types on lots zoned for single family homes~~ **A duplex; or**
 3. Any commercial, industrial or public facility expansion or remodel that does not exceed 25 percent of the total square footage of the structure existing at the time of the adoption of this Code and/or does not expand the activity/business area on the subject property beyond 25 percent (i.e. outdoor uses);~~:-~~
 4. Wireless Communication Facilities for properties within a Public (P) zone district.
- B. When the discontinuation or abandonment of a previously approved use requires new site development review. If use of a property subject to a previous site development review approval is discontinued for any reason other than fire or other catastrophe beyond the owner's control for a period of more than two years, it shall be deemed abandoned and shall no longer be an approved use. For purposes of calculating the two-year period, a use is considered discontinued when:
1. The use of land is physically vacated;
 2. The use ceases to be actively involved in the sale of merchandise or the provision of services; for example, as evidenced by the removal of signs, goods, stock, or office equipment, or the disconnection of telephone or utility service;
 3. Any lease or contract under which the development has occupied the land is terminated;
 4. A request for final reading of water and power meters is made to the applicable utility districts;
 5. The owner's utility bill or property tax bill account became delinquent; or
 6. An event occurs similar to those listed in subsections 1-5, above, as determined by the City Manager.

- C. Underlying Zone. All of the provisions and regulations of the underlying zone shall apply unless modified by other Sections of this Code.

7.3.106.03 Review And Approval Process

Site Development Review applications shall be reviewed ~~under in accordance with~~ the Type II review procedures specified in Section 7.3.20~~21~~.

7.3.106.04 Application And Fee

An application for Site Development Review shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Section. Notice shall be subject to the provisions in Section 7.3.204.

7.3.106.05 Submittal Requirements

The following information shall be submitted as part of a complete application for Site Development Review:

- A. Proposed grading and topographical changes;
- B. All existing and proposed structures, roadway access, adjacent roads, bikeways, pedestrian facilities, public or private, easements or right-of-way to, or within 200 feet of the subject property and utilities including ~~finished-architectural and~~ floor elevations and setbacks;
- C. Motor vehicle, bicycle and pedestrian circulation patterns, parking, loading and service areas;
- D. Proposed access to public roads, bikeways, pedestrian facilities, railroads or other transportation systems
- E. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;
- F. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- G. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks; and,
- H. ~~A written narrative report documenting compliance with the applicable approval criteria contained in Section 7.3.106.06. The expected development schedule.~~
- I. The location of any flood boundary.
- J. ~~Other information determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), as necessary to determine a proposal's conformance with this Code.~~

7.3.106.06 ~~Evaluation Of~~ Site Development Plan Approval Criteria

An application for Site Development Review shall be approved if the proposal meets all of the following criteria. The City Planning Official, in approving the application, may impose reasonable conditions of approval, consistent with the applicable criteria. ~~The review of a Site Development Plan shall be based upon consideration of the following:~~

- A. The application is complete, in accordance with Section 7.3.106.05, above;*
- B. The application complies with all of the applicable provisions of the underlying zone, including, but not limited to, building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;*
- C. The application complies ~~Conformance~~ with the applicable General Development Provisions of Section 7.2.2 and the General Development Standards in Section 7.2.3.*
- ~~DB.~~ Adequacy of public and private facilities: The application complies with any applicable supplemental standards for special uses in Section 7.2.4*
- ~~C.~~ E. For non-residential uses, all adverse impacts to adjacent properties, such as light, glare, noise, odor, vibration, smoke, dust, or visual impact, are avoided; or where impacts cannot be avoided, they are minimized; and ~~Traffic safety, internal circulation and parking;~~*
- ~~D.~~ F. The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable. ~~Provision for adequate noise and/or visual buffering from non-compatible uses.~~*
- ~~E.~~ Conformance with development requirements of the underlying zone.*

7.3.202.01 Procedures For Type I Review

- A. Upon receipt of an application for a Type I land use action, the City staff shall review the application for completeness.
1. Incomplete applications shall not be reviewed until all required information has been submitted by the applicant.
 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary.
- B. The application shall be deemed complete for the purposes of issuing a staff report and related timing provisions either:
1. Upon receipt of the additional information to complete the application; or
 2. If the applicant refuses to submit the information the application shall be deemed complete for review purposes on the 31st day after the original submittal.
- C. Referrals may be sent to affected agencies such as City departments, police and fire departments, school district, utility companies, and applicable state agencies at the Manager's option. When a land use development has either direct access or creates an additional 20% average daily traffic on a county road or state highway, then a referral shall be sent to the Yamhill County Public Works Department or ODOT, as appropriate. (*Amended ORD 608 effective 10/06/11*)
- D. ***Written notice of the application shall be posted to the City website and mailed to the applicant and owners of property, within 200 feet of the boundaries of the subject property. The content of the written notice shall include the following: Within thirty (30) days of receipt of a complete application, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Code.***
1. ***Provide a 14-day period for submission of written comments prior to the decision;***
 2. ***State that issues which may provide the basis for an appeal to the Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient specificity to enable the decision maker to respond to the issue;***
 3. ***List, by commonly used citation, the applicable criteria for the decision;***
 4. ***Set forth the street address or other easily understood geographical reference to the subject property;***
 5. ***State the place, date and time that comments are due;***
 6. ***State that copies of all evidence relied upon by the applicant are available for review, and that copies can be obtained at cost;***

- 7. Include the name and phone number of a local government contact person.**
- E. Approvals of a Type I action may be granted subject to conditions and performance agreement requirements.
- F. **Notice of the decision shall comply with the provisions in Section 7.3.204. Notice of the decision shall be posted to the City website for 15 days following the date of the final decision and provided to the applicant and any person who submits comments under subsection (B)(1) of this paragraph. The notice of decision must include an explanation of appeal rights and briefly summarize the local decision making process for the limited land use decision being made.**
- G. **The City may provide for a hearing on appeal of a limited land use decision under this section.**
1. **A Type I land use decision may be appealed to the Planning Commission, by either the applicant, ~~or~~ persons receiving notice of the decision or by a member of City Council or Planning Commission.**
 2. **The appeal shall be filed within 15 days from the date of the final decision pursuant to the provisions of Section 7.3.207.**
 3. **The hearing may be limited to the record developed pursuant to the initial decision under this section or may allow for the introduction of additional testimony or evidence.**
 4. **A hearing on appeal that allows the introduction of additional testimony or evidence shall comply with the requirements of ORS 197.797 (Local quasi-judicial land use hearings).**
 5. **Written notice of the decision rendered on appeal shall be given to all parties who appeared, either orally or in writing, before the hearing. The notice of decision shall include an explanation of the rights of each party to appeal the decision.**

7.3.204.01 Type I Action

Consistent with State statutes, written notice of a Type I decision shall be mailed to the applicant and all property owners, including county and state agencies responsible for road and highways, within ~~100-200~~ feet of the subject property. Written notice for a Type I Action shall include the following: *(Amended by Ordinance 589 – Effective 4/2/09)*

1. Summary of the request.
2. Relevant decision criteria.
3. Findings of fact indicating how the request does or does not comply with the decision criteria.
4. Conclusionary statement indicating approval or denial of the request including (where appropriate) conditions of approval.

5. Information regarding the appeal process including who may appeal, where appeal must be submitted, fees and the appeal deadline.

EXHIBIT B



Legislative Amendment Proposal, City Case File LA 2024-02

NOTICE of PUBLIC HEARINGS before the PLANNING COMMISSION and the CITY COUNCIL

to consider proposed changes to the Dayton Land Use and Development Code

The City of Dayton will hold public hearings on **Thursday November 14, 2024**, at 6:30 p.m. (before the Planning Commission) and on **Monday, December 2, 2024**, at 6:30 p.m. (before City Council) regarding the adoption of proposed updates to the Dayton Municipal Code under city case file LA 2024-02 that apply citywide.

The recommendation by the Planning Commission and decision by the City Council shall be based on consideration of the approval criteria under Dayton Municipal Code 7.3.112.03.

Proposed code changes are available for inspection at Dayton City Hall located at 416 Ferry Street, Dayton, OR 97114 at no cost, and available for purchase at a reasonable cost. More information about LA 2024-01 is available by contacting Rocio Vargas, City Recorder, at 503-864-2221 / rvargas@daytonoregon.gov

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission conducts the first public hearing to consider making a recommendation to the City Council to adopt the proposed amendments.

PLANNING COMMISSION PUBLIC HEARING:	Thursday, November 14, 2024
TIME:	6:30 p.m.
PLACE:	Dayton City Hall Annex 408 Ferry Street Dayton, OR 97114

CITY COUNCIL PUBLIC HEARING

If the Planning Commission makes a recommendation on the date above, the City Council conducts a second public hearing to consider adopting the proposed amendments, based upon the Planning Commission recommendations and in receipt of public testimony.

CITY COUNCIL PUBLIC HEARING:	Monday, December 2, 2024
TIME:	6:30 p.m.
PLACE:	Dayton City Hall Annex 408 Ferry Street Dayton, OR 97114

**ORDINANCE NO. 665
CITY OF DAYTON**

**AN ORDINANCE AMENDING SECTIONS 7.1.2, 7.2.1, 7.2.3, 7.2.4, 7.3.1, 7.3.2, OF TITLE 7
(DAYTON LAND USE AND DEVELOPMENT CODE) OF THE DAYTON MUNICIPAL CODE**

WHEREAS, on September 12, 2024, the Dayton Planning Commission held a work session to review the 2023 Land Use Legislation Report and the 2024 Land Use Legislation Report produced by the Oregon Department of Land Conservation and Development (DLCD), and at the same meeting reviewed draft amendments the Dayton Land Use and Development Code (DLUDC) in response to applicable statute and rule provisions; and

WHEREAS, on October 10, 2024, the Dayton Planning Commission held a work session to consider revisions to the draft amendments to the City of Dayton Development Code dated October 10, 2024; and

WHEREAS, on October 9, 2024, the city provided required notice of draft amendments to the Department of Land Conservation and Development, identifying city case file LA 2024-02; and

WHEREAS, on October 24, 2024, public notice for LA 2024-02 was provided in accordance with DLUDC Section 7.3.204.05 for date, time and place of two hearings, the first before the Planning Commission on November 14, 2024, and the second before the City Council on December 2, 2024; and

WHEREAS, on October 24, 2024, public notice for LA 2024-02 was posted in the McMinnville News-Register, a newspaper of general circulation for the Planning Commission and Council hearing dates 20 days prior to the first public hearing; and

WHEREAS, on November 14, 2024, the Dayton Planning Commission conducted the first of two required public hearings for LA 2024-02 at which time interested parties were provided full opportunity to be present and heard; and

WHEREAS, on November 14, 2024, the Dayton Planning Commission voted unanimously in support of a recommendation to the City Council for adoption of LA 2024-02 as detailed in the staff report attached and incorporated herein as Exhibit A; and

WHEREAS, on December 2, 2024, the Dayton City Council initiated the second required public hearing for LA 2024-02 at which time interested parties were provided full opportunity to be heard, and

WHEREAS, on February 3, 2025, the Dayton City Council adopted LA 2024-02 identified in Exhibit A and set forth below.

NOW, THEREFORE, THE CITY OF DAYTON ORDAINS AS FOLLOWS:

Section 1. Development Code Amendments. The City of Dayton hereby adopts LA 2024-02 to the Dayton Land Use and Development Code shown as Exhibit A in the staff report dated December 2, 2024:

Section 2. Findings. The findings set forth in the staff report dated December 2, 2024, The City of Dayton hereby adopts LA 2024-02 as shown in Exhibit A of staff report dated December 2, 2024, and the findings therein.

Section 3. Unamended Provisions. All unamended provisions of the Dayton Land Use and Development Code shall remain in full force and effect.

Section 4. Effective Date. This ordinance shall become effective thirty days after final passage and its signature by the Mayor.

PASSED AND ADOPTED by the Dayton City Council this ___ day of ___ 2025, and effective on ___ day of ___ 2025.

Mode of Enactment:

Date of first reading: _____ In full _____ or by title only _____

Date of second reading: _____ In full _____ or by title only _____

_____ No Council member present at the meeting requested that the ordinance be read in full

_____ A copy of the ordinance was provided to each Council member; three copies of the ordinance were provided for public inspection in the office of the City Recorder no later than one week before the first reading of the ordinance.

Final Vote:

In Favor:

Opposed:

Absent:

Abstained:

Annette Frank, Mayor

Date Signed

ATTEST:

Rocio Vargas , City Manager/Recorder

Date of Enactment

Attachment: Exhibit A

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To: Honorable Mayor and City Councilors
Through: Jeremy Caudle, City Manager
From: Dave Rucklos - TED Director
Issue: City of Dayton Parks and Recreation Master Plan
Date: January 21, 2025

Background and Information

Goal - By Resolution No. 23/24-09, council directed staff to pursue an LGGP grant with the Oregon Parks and Recreation Department to update its Parks and Recreation Master Plan. Grant was awarded in September 2024, and officially funded in November 2024.

Objective: Following a request for proposal, staff selected Conservation Technix to provide such services. Staff recommends that the City of Dayton formally enter into contract with Conservation Technix to deliver services as outlined in their bid proposal.

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: "I move that the City of Dayton enter into contract with Conservation Technix to update and create a new Parks and Recreation Master Plan."

City Council Options:

- 1 - Approve the contract with the intent to accept.
- 2 - Approve the contract with the intent to accept with amendments.
- 3 -Take no action and ask staff to do more research and bring further options back to the City Council.

**Resolution No. 24/25-11
City of Dayton**

***A Resolution Authorizing City Staff to Sign a Personal Service Agreement with
Conservation Technix Inc., for the Dayton Parks and Recreation Master Plan.***

Whereas, the City advertised an RFP for the Dayton Parks and Recreation Master Plan update January 2024, and

Whereas, City Council issued an intent to award the project to Conservation Technix Inc. contingent on securing funding, on April 1, 2024, and

Whereas, City Council directed staff to pursue an LGGP grant with the Oregon Parks and Recreation Department to update its Parks and Recreation Master Plan, and was awarded the grant September 2024, and

Whereas, the City wishes to formalize the agreement with Conservation Technix Inc.

Therefore, the City of Dayton resolves as follows:

- 1) **THAT,** the City Council hereby authorize City Staff to sign a Personal Services Agreement, attached hereto as Exhibit A and made a part hereof, on behalf of the City, which will be bound by its terms.
- 2) **THAT,** this resolution shall become effective immediately upon adoption.

Adopted this 3rd day of February 2025.

In favor:

Opposed:

Absent:

Abstained:

Annette Frank, Mayor

Date of Signing

Rocio Vargas, City Recorder

Date of Enactment

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made as of _____, by and between City of Dayton, Oregon (“Owner”), and Conservation Technix Inc., a California corporation ("Consultant") for the City of Dayton Parks and Recreation Master Plan ("Project").

Scope of Services:

Consultant agrees to perform the services, identified on **Exhibit "A"** attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.

Payment for Basic Services:

Payment for the work provided by Consultant shall be made as provided on **Exhibit "B"** attached hereto, provided that the total amount of payment to Consultant shall not exceed \$56,990 inclusive of labor, materials, equipment supplies and expenses.

Payment for Additional Services:

Method of Payment for Additional Services will be established by Addendum to this Agreement. No payment will be made for Additional Services not authorized by the Owner.

Completion Date:

The estimated completion date for the Consultant’s performance of the services specified in Exhibit "A" is July 31, 2025. Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

The Terms and Conditions attached to this form are a part of this Agreement.

FOR THE OWNER:
City of Dayton

FOR THE CONSULTANT:
Conservation Technix Inc.
A California corporation

Jeremy Caudle
City Manager, City of Dayton

Stephen Duh
Principal

TERMS AND CONDITIONS

The services to be performed shall begin upon receipt by the Consultant of a written "Notice to Proceed" from the Owner and shall be completed in accordance with the schedule set forth within the Scope of Services section of this Agreement (Exhibit "A").

For satisfactory performance of services, the Owner shall pay to the Consultant the compensation provided for within the Payment for Basic Services section of this Agreement (Exhibit "B") within 30 days of the invoice date. This compensation shall be paid after receipt and approval by the Owner of the Consultant's invoice prepared in such form and supported by such documents as the Owner may reasonably require.

This Agreement may not be assigned or subcontracted, in whole or part, without the prior written consent of the Owner. Consultant may not change the project personnel designated in its proposal for this project without Owner's prior approval. Approval by the Owner of any personnel or subcontractor shall not relieve the Consultant of its liability or responsibility for the proper performance of the work under this Agreement.

All work performed by the Consultant shall be subject to the quality inspection and approval by the Owner, but such approval shall not relieve the Consultant of responsibility for the proper and timely performance of the work. The Consultant shall provide sufficient, safe and proper facilities for such inspection of the work and shall furnish all information concerning the work and grant the Owner's duly authorized representatives free access at all reasonable times to the Consultant's facilities where the work under the Agreement is to be performed.

The Owner shall have the right, at any time prior to completion of the work, to direct changes in this Agreement, including but not limited to changes in the Scope of Work. If the change causes an increase or decrease in the cost of, or the time required for the Consultant's performance under this Agreement, the Consultant shall submit to the Owner a request for adjustment. If an adjustment to Consultant's time or cost is justified, the Owner will issue an addendum to this Agreement.

The Owner shall have the right at any time to terminate this Agreement for its convenience, in whole or in part, by written notice to the Consultant. Upon receipt of this notice the Consultant shall immediately discontinue performance, will not place any further orders, and will promptly cancel all orders to subcontractors.

In the event of termination for convenience, the Owner shall pay the Consultant for all work performed and accepted by the Owner prior to termination. However, in no event shall the Owner be obligated to pay more than the Agreement value less any previously paid funds.

The Owner shall have the right at any time to terminate this Agreement in whole, or in part, if the Consultant fails to perform any of its obligations or if the Consultant fails to give the Owner assurance of adequate performance within ten (10) working days after written request by the Owner for such assurances.

In the event of a breach of the Agreement, the Owner may, but is not thereby obligated to do so, undertake any one or more of the following actions:

- declare the Consultant to be in default;

- cancel this Agreement in whole or in part;
- withhold payment of any further funds which may be due the Consultant until the default is corrected; and/or
- pursue any and all other remedies afforded by law.

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless the Owner and its officers, agents, and employees from and against all claims, demands, suits, loss, damage, injury, and liability including any and all costs and expenses, including attorney fees; incurred in connection therewith, resulting from or arising out of the negligent acts, errors or omissions of Consultant, its subcontractors, or anyone else for whom Consultant is legally responsible, in the performance of Consultant's services under this Agreement. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph.

Consultant shall defend, indemnify and hold the Owner, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits including reasonable attorneys' fees and litigation costs, to the extent caused by the Consultant's negligent performance of professional services and that of its consultants or anyone for whom the Consultant is legally liable under this Agreement, as determined by judicial or arbitration proceedings. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Owner, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

Neither the Consultant nor its subconsultants shall be obligated to defend or indemnify the other party in any manner whatsoever for the other party's own concurrent or sole negligence or alleged concurrent or sole negligence. Nothing herein is intended to create a duty to immediately defend the other party until and unless negligence is established by judicial proceedings or arbitration on the part of the party charged with a defense tender hereunder.

Consultant shall, prior to commencing any work under this Agreement and during the performance of the work, maintain the following unimpaired limits of insurance in the following types and amounts, and with insurers satisfactory to the Owner:

- Worker's Compensation: Statutory requirements at the locations of work and in accordance with the Consultant's established program for employees.
- General Liability: Commercial General Liability insurance in the amount of no less than \$1,000,000.00 for each occurrence and \$2,000,000.00 general aggregate for bodily injury & property damage, including contractual liability, endorsed to apply per this Project
- Automobile Liability: Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- Professional Liability: Professional Liability insurance appropriate to the consultant's profession in the amount of no less than \$1,000,000.00 per claim

and \$1,000,000.00 policy aggregate limit, endorsed to apply per this Project

Consultant shall require its subcontractors to indemnify Owner on the terms required by this Agreement and to name Owner an additional insured on any insurance coverages for which Consultant is required under this Agreement to name Owner an additional insured. Owner shall be named as an additional insured on coverages furnished under:

- General Liability

Prior to commencing performance of the work, the Consultant shall furnish the Owner with Certificates of Insurance as evidence of the required insurance.

The indemnification obligations assumed by Consultant under this Agreement shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Owner or Consultant under workers' compensation acts, disability benefit acts or other employee benefit acts, or by the limits of insurance coverage required by this Agreement. Consultant's liability policies shall provide, or be endorsed to provide, standard ISO separation of insureds protection.

The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

The Consultant is an independent contractor, is responsible for the means and methods used in performing the Consultant's services, and shall not be regarded as an employee, agent or partner of the Owner.

No publicity releases (including news releases and advertising) relating to this Agreement or the work hereunder shall be issued by the Consultant without the prior written approval of the Owner.

All drawings, specifications, reports, information, or data prepared by or furnished to the Consultant in connection with any or all work to be performed under this Agreement shall be the property of the Owner.

Claims, disputes or other matters in question between the Owner and Consultant arising out of or relating to this Agreement or breach thereof, in which the amount in dispute is equal to or less than Fifty thousand dollars (\$50,000), shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrator or arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

The prevailing party in any arbitration or legal action between the parties to this action shall be entitled

to recover a reasonable sum in compensation of its attorneys' fees and all costs incurred in such action. The determination of the prevailing party and the amount of compensation to be awarded to that party shall be made by the judge or arbitrator who decides the claim, dispute or other matter. Interest shall also accrue and be payable on all liquidated, non-contingent sums at the highest rate permitted by law from the date such sums became due and payable.

This Agreement constitutes the whole Agreement between parties with respect to the subject matter it contains and there are no terms other than those, which it contains. No modification or amendment of the Agreement shall be valid unless in writing and signed by the Owner and the Consultant named in this Agreement.

This Agreement, and any claim or dispute between the parties to this Agreement, shall be governed by the laws of the State of Oregon.

Exhibit "A"

Project Understanding

This project entails the development of an updated Parks and Recreation Master Plan, built on community outreach, along with review and approval by the Planning Commission and City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Dayton's park and recreation amenities over a 20-year time horizon and to align with citywide planning. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks and amenities to guide the development of a systemwide needs assessment;
- Compose germane goals, strategies and guidelines to enhance service delivery and respond to community needs relating to park and recreation facilities, programs and operations; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Parks and Recreation Master Plan is about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will result in a strong Plan built from an engaged public and in alignment with the project budget. Our team is open to discussing amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Task 1.1. Kick-off Meeting & On-going Project Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Develop a public outreach plan approach to include team and staff roles

Hold periodic project coordination meetings, via video or phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the Comprehensive Plan, 2004 Parks and Recreation Master Plan, past surveys, budget and others. Review and validate the park and recreation goals of the Comprehensive Plan and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and PSU Population Research Center projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely-focused toward the City's offerings. Compile community profile addressing demographics and natural features.

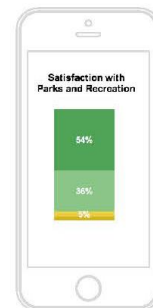
Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities.

Task 3: Community Engagement

We will work with the City to reach out to a broad spectrum of residents and groups, while also looking for ways to expand partnerships and share information. We will work with the City to more fully refine the scope of work and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City's budget requirements. Our overall goal is to ensure a successful project for the City. We will utilize a range of techniques, outlined below, that will be tailored to reach targeted audiences and stakeholders.

- Attend up to two sessions of the **Planning Commission** for discussions on visioning, challenges, opportunities and potential partnerships, as well as on-going guidance as the Plan progresses.
- Plan, help promote, conduct, and report the results of an **in-person open house**. The in-person public open house meeting will share information via displays about the Plan, community needs and priorities, options for the future, and offer opportunities for the public to provide feedback on local needs, interests, and project ideas. We will also use the meeting to seek feedback in specific areas, such as project priorities. A written summary will be posted on the project webpage.
- Design and implement a **100% mail survey with an online survey** to identify general community sentiment and preferences, needs, demand, and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. We propose a printed mail survey to approximately 800 households with reminder postcards to follow. As an optional service, prepare a Spanish language version of the print and online surveys. Analyze the data and prepare summary findings as a technical memorandum to highlight subgroup responses.
- Facilitate up to two **focus group discussions** (8-10 people per group), plus up to four individual interviews by phone or in-person, to more deeply address areas of partnerships, service delivery or community needs. Potential stakeholders may include the Dayton School District #8, sport groups, trail user groups, and service clubs such as Rotary.
- As an optional service, prepare display materials for one round of up to two, City staff-led **pop-up tabling events** likely to occur in fall 2024 or spring 2025. We will prepare up to six displays (30"x 40" PDFs, printing by the City) to solicit community feedback using engaging visuals and "plain language" principles. It is anticipated that the City prepare summary notes and photos from each event.
- Coordinate with staff to outline and prepare **project webpage content** for the City's website to promote the survey and meetings, allow access to project materials and give transparency to the process. Prepare content for distribution via the City's and other community partner's **social media** platforms.



Task 4: Community Needs Assessment

Task 4.1. Inventory & Conditions Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the functionality, accessibility and condition of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a conditions assessment summary to rate assets and inform cost estimating and capital planning.

Task 4.2. Park Level of Service Assessment & Benchmarking

We will utilize inventory data, SCORP and national data to assess the City's current and future levels of service. Coordinate with staff on the approaches to service standard assessments, which may include NRPA's Parks Metrics data, comparable jurisdictions and local history. Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications.

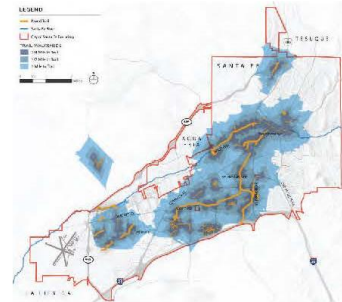


We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 4.3. Recreational Assessment & Gap Analysis

Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics and specifically address potential park, trail, and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate and re-align service standards to meet the community's vision and existing and planned park system assets.



With extensive work in park system planning, our planning and analytical models exceed the customary "as the crow flies" assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks & Recreation Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, objectives, and goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals, and policies for park, trail, open space and service delivery
- Priority actions based on community guidance, funding opportunities, and fiscal realities

- Strategies for parks, trails and natural areas for planning, acquisitions, and maintenance
- Estimates of the capital and operational costs for acquisition, improvements, and development of facilities
- Strategies and recommendations regarding system management and performance measures
- Identification of potential funding sources, financing options, grants, and strategic partnerships

Task 5.2. Capital Improvements Plan

Develop a 20-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition, and potential new development. Identify priorities for phased implementation and segment the list into near-, mid- and long-term projects.

Task 5.3. Administrative Draft Plan

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Planning Commission and general public.

Task 6: Review & Approvals

Task 6.1. Planning Commission Review

Participate in one study session with the Planning Commission for their review of the draft Plan. Highlight key considerations about policies, strategies, and capital project priorities. Edits will be incorporated into revised documents for circulation to City Council.

Task 6.2. City Council Review

Attend a study session with City Council to present the draft Plan and review the key findings, financing measures, policy recommendations and implementation strategies.

Task 6.3. Revisions & Final Documentation

Incorporate final comments to finalize the Parks and Recreation Master Plan. Produce the Plan in booklet format, delivered in print (4 bound) and electronic format (PDF). Provide one data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) in digital formats at project completion.

Exhibit "B"

To complete the scope of work identified in the Scope of Work section of this submittal, we propose a total not-to-exceed cost of \$56,990, including all costs and excluding optional alternatives. A staff rates and a fee summary by major task is noted below.

We will work with the City to prepare a revised scope and budget, consistent with the available resources, if needed. All charges for services will be a not-to-exceed fee, as submitted with, and made part of, this quote.

Staff Rates

Firm	Staff	Billing Rate
Conservation Technix	Principal	\$ 190
	Senior Associate I	\$ 165
	Senior Associate II	\$ 130
	Associate	\$ 115

Fee Summary by Major Task

TASK	Fee Subtotal	Staff Hours
Task 1: Project Initiation and Management	\$ 4,550	25
Task 2: Existing Conditions & Baseline Analyses	\$ 6,390	42
Task 3: Community Engagement	\$16,490	104
3.1. Planning Commission Meetings (2)	\$2,510	14
3.2. Open House Meeting (1)	\$4,730	30
3.3. Mail & Online Survey	\$5,300	36
3.4. Stakeholder Discussions (2 group, 4 indiv.)	\$2,790	16
3.5. Public Information & Social Media Content	\$1,160	8
Task 4: Community Needs Assessment	\$ 12,120	74
Task 5: Preliminary PMP Plan Development	\$ 10,450	66
Task 6: Plan Review & Approval	\$ 3,270	19
Direct Costs	\$ 3,720	
TOTAL	\$ 56,990	330

OPTIONAL ALTERNATIVES		
Community Survey (Spanish translation, addl printing)	\$ 3,680	48
Pop-up Event Support	\$ 1,750	12



Qualifications

City of Dayton Parks & Recreation Master Plan



CONSERVATION
TECHNIX

PO Box 12736 - Portland, OR 97212
conservationtechnix.com
503.989.9345



Assisting local agencies and non-profits finance and conserve greenspaces today.

PLANNING TODAY...
GREENING TOMORROW



28 February 2024

City of Dayton
Parks and Recreation Master Plan
Attn: Rocio Vargas, City Recorder
416 Ferry Street
Dayton, OR 97114

RE: Letter of Interest for the Parks and Recreation Master Plan

Dear Ms. Vargas and members of the Selection Committee:

Conservation Technix is pleased to submit our team’s qualifications in response to your solicitation. With **special focus and significant expertise** in park and recreation planning, Conservation Technix is a well-qualified choice to assist Dayton in updating its Parks and Recreation Master Plan. With 18 years of experience in community-based parks planning, facilitation and project management, the firm provides a creative, solutions-oriented approach to projects and excels at integrating long-range planning, implementation strategies and fiscal analysis into its work.

Corporate Information:

Conservation Technix Inc.
Federal EIN: 20-4481835
OR BIN: 1276177-2

Authorized Representative & Lead Contact:

Stephen Duh, Principal
PO Box 12736, Portland, OR 97212
503-989-9345
steve@conservationtechnix.com

Our team is distinguished in many ways:

- We bring focused **experience and capacity to broaden community engagement**, and we have successfully completed several park system plans using **online public engagement**, while also expanding participation.
- Our team has **extensive experience with community-based, park and open space planning** and includes service-sector leaders in all aspects of the project. We have successfully completed parks, recreation and open space plans, needs assessments and strategic plans with municipalities across the western US. Our team includes Certified Park and Recreation Planners, certified Planners and registered Landscape Architects experienced in municipal park planning and design.
- As a team, we will be **very accessible to the City**. Our team has completed park system plans for Monmouth, Woodburn, Creswell, Hood River, North Plains, and Happy Valley, among others.
- We **understand the needs and challenges of park and recreation service delivery** with significant hands-on insight as former, public sector park agency staff. As such, the Conservation Technix team offers a **client-side perspective** on issues of policy, funding and operations.
- Our small size and talented staff offer **efficiency, economy and personalized attention**. We will be nimble, flexible and responsive and produce a plan uniquely suited to the City’s needs.

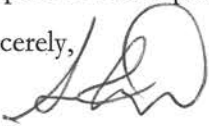
As per the Request for Proposals, our team acknowledges and accepts the following content:

“Proposer has received and examined the Proposal. Proposer accepts all terms and conditions contained in the Request for Proposal and the Professional Services Agreement, except as otherwise specifically noted as an Exception in the Proposal. The submitted Proposal is valid for a period of ninety (90) days from the time and date Proposals are due. All materials and documents acquired or produced by the firm/consultant in conjunction with the resulting

contract shall be delivered to and become property of the City of Dayton, without restriction or limitation of future use.”

We encourage you to contact our references and look forward to working with your community in support of a vital park and recreation system.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Duh', written over a circular stamp or mark.

Steve Duh, Principal



- ▶ 18 years specializing in park system planning and outreach
- ▶ National experience and focus working with growing jurisdictions
- ▶ Tools and tactics to engage the community, including online and virtual options
- ▶ Over 100 comprehensive park system master plans completed since 2006

1. Overview, Qualifications & Team Description

Introduction

Conservation Technix is excited about the opportunity to submit our qualifications for the Dayton Parks and Recreation Master Plan and has organized an experienced, professional team with the **knowledge, expertise and capacity** to meet the timeline and challenges of this critical, community project. Our team brings the unique perspective as former municipal park planners, and as such, we understand the nuances related to policy development and public involvement and the need for **succinct, implementable and realistic** planning documents. The project team brings significant, direct public-sector experience to this project, including park and trail system planning, recreation and facility planning, and implementation strategy.

Our team is guided by the principle that the active use and conservation of open spaces promotes the environmental, social and economic vitality of communities. We see parks and recreation as an **essential and core building block** to community livability and as a means to **promote healthy lifestyles and economic vitality**. We are committed to and experienced with providing a **lively and rich community-based planning process** that encourages broad resident input, enhances diversity and equity discussions, and meets people where they are and in their language.

Our team will be **nimble, flexible and responsive**, while providing creative solutions built on recent public sector park experiences, and our team will be guided by significant principal and senior staff involvement throughout the duration of the project.

The chart highlights the organization and primary roles of the team.



Park & Recreation Planning, Outreach, Capital Planning, Policy & Project Coordination

Steve Duh, Principal-in-Charge

Jean Akers, AICP, PLA

Michelle Kunec-North, Associate Project Support Staff



Core Competencies & Specialized Experience

This proposal will demonstrate that our team has the capacity and experience to engage the City on every aspect of park and recreation planning; **we are a full-service team**. Conservation Technix has led and managing over 40 community-based, parks planning projects in the past 5 years, and we have significant local experience.

- Park, trail and recreation system planning is our **sole focus and specialty**.
- Our team has the **technical know-how** to facilitate a smooth and dynamic planning process.
- As **former public-sector planners**, we are a strong partner in facilitating public and advocacy group input.
- We offer **significant, specialized experience** and the capacity to work as an extension of staff and collaborate across multiple departments.
- We craft **actionable plans with clear strategy** and policy direction.

In addition to traditional parks and recreation master plans, Conservation Technix has developed plans that incorporate other aspects of **community livability** into our plans. These include in-depth trails plans with design standards, healthy community and active lifestyle approaches, arts and culture policies, funding strategies and clear implementation tools. We recognize the challenges related to financing improvements requested by the community, and we devote considerable energy to building a capital improvements plan that is both thoughtful and affordable, but also includes smaller projects to build momentum and that can utilize volunteers to grow future supporters.

Our team offers a tremendous depth of experience with **community engagement and public opinion surveys**, ranging from large public meeting presentations, to workshop-style open houses, to intimate stakeholder conversations. We also have capabilities for online engagement as an option for clients during the current health crisis and as a way to accommodate and hear from those who might not attend an in-person event. Our approach will help build a plan that focuses on more than just the programs and facilities that make up the parks system – it will frame parks and recreation in light of local economic, social and personal benefits.

Our team also offers a unique method of assessing service areas and system deficiencies. We utilize a network-based **walkshed gap analysis** that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities. Our approach to service standards is based on the local context, available landbase and the potential for opportunities to expand. We aim to offer **locally-appropriate and well-reasoned standards** built from staff and community guidance.

Lastly, our team includes **leaders in parks and recreation planning**, and we bring the unique experience as former public park agency staff. This is important because we understand from your perspective the challenges of growing a system, making projects pencil out and having the resources to maintain them. We have prepared park district feasibility studies that look at revenue potential and operational loads. We also have prepared detailed proformas for expansive park development programs that are built on realistic capital cost estimates, known and projected revenues and known and anticipated operating expenditures for growing park and recreation systems.

With every project, we strive to be **innovative, visionary and strategic**, while crafting an actionable plan that is also practical and functional. Our plans help clients take action and build partnerships.

There are no requirements of the RFP that our team cannot meet.

Firm Profiles & Key Staff



Conservation Technix
PO Box 12736
Portland, OR 97212
Phone: 503-989-9345
conservationtechnix.com

Conservation Technix :: Primary Consultant

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation and Open Space Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Urban Forestry Management Planning
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Oregon and has recently worked on similar projects for Hood River, Happy Valley, Woodburn, Monmouth and Vale. All of our professional staff have experience as public sector park planners, with over 85 years of combined experience.

Steve Duh, CPRP, Principal, Conservation Technix



- Certified Parks & Recreation Professional
- NRPA Rocky Mountain Revenue Management School
- Master of Urban and Regional Planning, Portland State University
- B.S., Environmental Science, SUNY College of Environmental Science & Forestry

Steve is a Certified Park and Recreation Professional and has over 20 years experience in public sector and non-profit program management. Steve brings six years of hands-on public agency experience as program manager for Vancouver-Clark Parks and Recreation Department where he helped establish a voter-approved parks district to enable a \$40 million program of park development, established an off-leash dog area program, managed the park impact fee program and led several interagency plans. Steve will lead the system planning, including policy frameworks, strategies and partnership opportunities. As project manager, he will be responsible for the timeliness and completeness of team work and providing overall quality control on the project.

Key Experience

- 2018 Park Master Plan, Redmond, OR
- Parks & Recreation Plan, St. George, UT
- Multi-Jurisdictional PROS Plan, Hood River, OR
- Parks & Recreation Plan, Moab, UT
- Parks & Recreation Plan, Happy Valley, OR
- Parks Bond Implementation, Tigard, OR

Jean Akers, PLA, AICP, Senior Associate, Conservation Technix



- Registered Landscape Architect
- Certified Planner
- Master of Science, Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

Jean is a certified Planner and registered Landscape Architect with over 28 years of significant local and state park planning and design experience. With professional experiences that range from site-specific landscape design to community and regional approaches for land conservation, development and use, Jean can work across multiple scales with a diverse cross-section of stakeholders. She is effective at leading participation processes through her years as college instructor, project manager, planner and public speaker. She will lead site assessments.

Key Experience

- Parks Master Plan, Vale, OR
- Parks & Recreation Plan, Gig Harbor, WA
- Parks Master Plan, Milton-Freewater, OR
- Parks Master Plan, Salinas, CA

Michelle Kunec-North, Associate, Conservation Technix



- Master of Community & Regional Planning; University of Oregon
- B.S., Environmental Science; University of Virginia
- Bachelor of Urban & Environmental Planning; University of Virginia

Michelle is a planner with 14 years of experience in multi-sector public facility planning, including parks, green infrastructure and transportation systems. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including available land assessments, short- and long-term acquisition strategies and revenue analyses. Michelle is committed to creating healthy, active communities and has led collaborative, multi-agency partnerships to integrate health and equity in public planning and policy. She will support system planning and lead system analytics.

Key Experience

- Parks Master Plan, Monmouth, OR
- Parks & Recreation Plan, Woodburn, OR
- Citywide Recreation Master Plan, Delano, CA
- Parks Master Plan, Coquille, OR

Staff Qualifications & Roles

We have the capacity and experience to engage the City on every aspect of park and recreation planning. Our team understands your needs from your perspective, and we can work closely with the City as an extension of staff to **enable a smooth, efficient plan development and review process**. Steve Duh, the firm’s principal, will be the project manager and point of contact with Dayton. He will keep the team cohesive and well-directed, while facilitating for creative, strong ideas. Jean Akers, Senior Associate, will act as the alternate representative on the project. All key personnel will be available throughout the duration of this project, and the chart summarizes team personnel and their roles.

		Roles							Availability
		Park System Planning	Inventory & Assessment	Level of Service Analyses	Public Involvement	Needs Assessment	Goals & Strategies	Capital Planning	
Key Project Staff									
Conservation Technix	Steve Duh, CPRP, PIC	L	s	L	L	s	L	s	65%
	Jean Akers, PLA, AICP	L	L	s	L	L	L	L	60%
	Michelle Kunec-North	s		s	s	L	s		25%
	Support staff				s				5%

Project Management & Team Coordination

Conservation Technix has developed a solid foundation of interdisciplinary expertise to provide the most reliable and responsive services possible to our clients. One key advantage is our size and efficiency. As a small, independent firm, we can quickly and directly respond to your requests and provide consistency in communications. We do not over-commit on multiple projects, and by focusing on our core expertise, we effectively manage our workload and maintain availability for new assignments.

Conservation Technix is committed to clear, consistent and timely communication with City staff and the project team. We will hold periodic project coordination meetings with staff to review and discuss work products, prepare for community outreach, refine objectives and develop plan implementation strategies. We also understand that our public sector clients value continuity, so we make a conscientious effort to maintaining the same assigned team members throughout the duration of a project. By providing the City with a consistent workforce, we enhance our relationship with you and will be able to quickly and efficiently address any issues or concerns that may arise. Our approach to team development for this project is built around the following:

- Each project is unique & each project team is unique.
- The strongest firms are deliberately selected to meet the needs of the specific project scope.
- Our professional team is focused on Dayton's needs and has local insights and regional experience.
- Our strong project management skills will keep the team cohesive and focused and create a strong synergy for new ideas, design solutions and policy options for the City to consider.

Outcome-Oriented Plans

Since 2006, Conservation Technix has enabled public clients to secure over \$40 million in grants or appropriations through the implementation of adopted system plans. Conservation Technix's staff have directly prepared and presented grant applications for public clients that resulted in over \$6 million in program funding. Steve Duh also has participated in the NRPA's Mountain Revenue Management School. Conservation Technix stays abreast of NRPA's leading work in parks and recreation, and the firm often utilizes and incorporates agency performance data into our clients' plans.

Consultant Capacity & Current Workload

All of Conservation Technix's projects are public sector. We have five current projects under contract, with timelines to completion ranging from two to eight months, and these will not pose a conflict with this project. Our staff and our team retain ample capacity to successfully complete the work outlined in the RFP for the Dayton community.



2. Project Approach & Process

Project Understanding

This project entails the development of an updated Parks and Recreation Master Plan, built on community outreach, along with review and approval by the Planning Commission and City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Dayton's park and recreation amenities over a 20-year time horizon and to align with citywide planning. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks and amenities to guide the development of a systemwide needs assessment;
- Compose germane goals, strategies and guidelines to enhance service delivery and respond to community needs relating to park and recreation facilities, programs and operations; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Parks and Recreation Master Plan is about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will result in a strong Plan built from an engaged public and in alignment with the project budget. Our team is open to discussing amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Task 1.1. Kick-off Meeting & On-going Project Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Develop a public outreach plan approach to include team and staff roles

Hold periodic project coordination meetings, via video or phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the Comprehensive Plan, 2004 Parks and Recreation Master Plan, past surveys, budget and others. Review and validate the park and recreation goals of the Comprehensive Plan and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and PSU Population Research Center projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely-focused toward the City's offerings. Compile community profile addressing demographics and natural features.

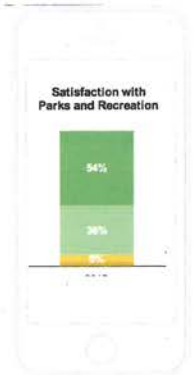
Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities.

Task 3: Community Engagement

We will work with the City to reach out to a broad spectrum of residents and groups, while also looking for ways to expand partnerships and share information. We will work with the City to more fully refine the scope of work and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City's budget requirements. Our overall goal is to ensure a successful project for the City. We will utilize a range of techniques, outlined below, that will be tailored to reach targeted audiences and stakeholders.

- Attend up to two sessions of the **Planning Commission** for discussions on visioning, challenges, opportunities and potential partnerships, as well as on-going guidance as the Plan progresses.
- Plan, help promote, conduct, and report the results of an **in-person open house**. The in-person public open house meeting will share information via displays about the Plan, community needs and priorities, options for the future, and offer opportunities for the public to provide feedback on local needs, interests, and project ideas. We will also use the meeting to seek feedback in specific areas, such as project priorities. A written summary will be posted on the project webpage.
- Design and implement a **100% mail survey with an online survey** to identify general community sentiment and preferences, needs, demand, and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. We propose a printed mail survey to approximately 800 households with reminder postcards to follow. As an optional service, prepare a Spanish language version of the print and online surveys. Analyze the data and prepare summary findings as a technical memorandum to highlight subgroup responses.
- Facilitate up to two **focus group discussions** (8-10 people per group), plus up to four individual interviews by phone or in-person, to more deeply address areas of partnerships, service delivery or community needs. Potential stakeholders may include the Dayton School District #8, sport groups, trail user groups, and service clubs such as Rotary.
- As an optional service, prepare display materials for one round of up to two, City staff-led **pop-up tabling events** likely to occur in fall 2024 or spring 2025. We will prepare up to six displays (30"x 40" PDFs, printing by the City) to solicit community feedback using engaging visuals and "plain language" principles. It is anticipated that the City prepare summary notes and photos from each event.
- Coordinate with staff to outline and prepare **project webpage content** for the City's website to promote the survey and meetings, allow access to project materials and give transparency to the process. Prepare content for distribution via the City's and other community partner's **social media** platforms.



Task 4: Community Needs Assessment

Task 4.1. Inventory & Conditions Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the functionality, accessibility and condition of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a conditions assessment summary to rate assets and inform cost estimating and capital planning.

Task 4.2. Park Level of Service Assessment & Benchmarking

We will utilize inventory data, SCORP and national data to assess the City's current and future levels of service. Coordinate with staff on the approaches to service standard assessments, which may include NRPA's Parks Metrics data, comparable jurisdictions and local history. Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications.

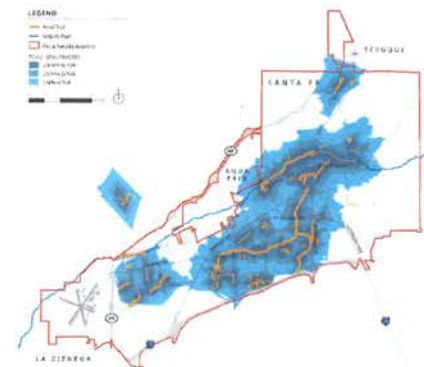


We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 4.3. Recreational Assessment & Gap Analysis

Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics and specifically address potential park, trail, and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate and re-align service standards to meet the community's vision and existing and planned park system assets.



With extensive work in park system planning, our planning and analytical models exceed the customary "as the crow flies" assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks & Recreation Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, objectives, and goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals, and policies for park, trail, open space and service delivery
- Priority actions based on community guidance, funding opportunities, and fiscal realities

- Strategies for parks, trails and natural areas for planning, acquisitions, and maintenance
- Estimates of the capital and operational costs for acquisition, improvements, and development of facilities
- Strategies and recommendations regarding system management and performance measures
- Identification of potential funding sources, financing options, grants, and strategic partnerships

Task 5.2. Capital Improvements Plan

Develop a 20-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition, and potential new development. Identify priorities for phased implementation and segment the list into near-, mid- and long-term projects.

Task 5.3. Administrative Draft Plan

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Planning Commission and general public.

Task 6: Review & Approvals

Task 6.1. Planning Commission Review

Participate in one study session with the Planning Commission for their review of the draft Plan. Highlight key considerations about policies, strategies, and capital project priorities. Edits will be incorporated into revised documents for circulation to City Council.

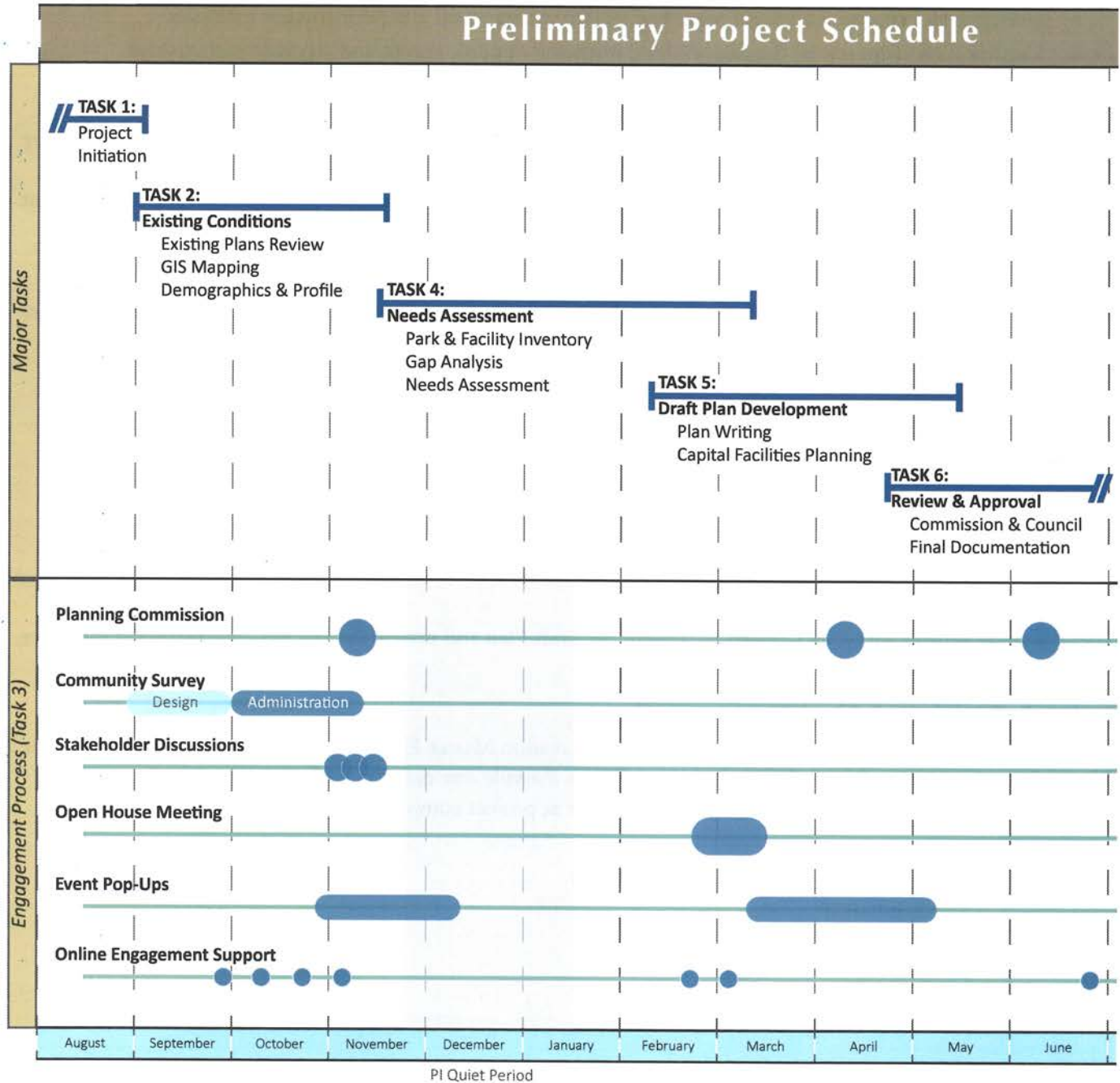
Task 6.2. City Council Review

Attend a study session with City Council to present the draft Plan and review the key findings, financing measures, policy recommendations and implementation strategies.

Task 6.3. Revisions & Final Documentation

Incorporate final comments to finalize the Parks and Recreation Master Plan. Produce the Plan in booklet format, delivered in print (4 bound) and electronic format (PDF). Provide one data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) in digital formats at project completion.

3. Preliminary Project Schedule



4. Fee Estimate

To complete the scope of work identified in the Scope of Work section of this submittal, we propose a total not-to-exceed cost of \$56,990, including all costs and excluding optional alternatives. A staff rates and a fee summary by major task is noted below.

We will work with the City to prepare a revised scope and budget, consistent with the available resources, if needed. All charges for services will be a not-to-exceed fee, as submitted with, and made part of, this quote.

Staff Rates

Firm	Staff	Billing Rate
Conservation Technix	Principal	\$ 190
	Senior Associate I	\$ 165
	Senior Associate II	\$ 130
	Associate	\$ 115

Fee Summary by Major Task

TASK	Fee Subtotal	Staff Hours
Task 1: Project Initiation and Management	\$ 4,550	25
Task 2: Existing Conditions & Baseline Analyses	\$ 6,390	42
Task 3: Community Engagement	\$16,490	104
3.1. Planning Commission Meetings (2)	\$2,510	14
3.2. Open House Meeting (1)	\$4,730	30
3.3. Mail & Online Survey	\$5,300	36
3.4. Stakeholder Discussions (2 group, 4 indiv.)	\$2,790	16
3.5. Public Information & Social Media Content	\$1,160	8
Task 4: Community Needs Assessment	\$ 12,120	74
Task 5: Preliminary PMP Plan Development	\$ 10,450	66
Task 6: Plan Review & Approval	\$ 3,270	19
Direct Costs	\$ 3,720	
TOTAL	\$ 56,990	330

OPTIONAL ALTERNATIVES

Community Survey (Spanish translation, addl printing)	\$ 3,680	48
Pop-up Event Support	\$ 1,750	12

5. Experience & References

Parks, Recreation & Open Space Planning

Our team is committed to utilizing our full range of experience for the Dayton Parks and Recreation Master Plan. Having worked with numerous small, mid-sized and growing jurisdictions, we recognize the unique needs and constraints regarding municipal park service delivery, and we offer pragmatic, forward-looking and creative solutions to support growing park and recreation departments and legacy facilities. We have a deep working knowledge of national park planning trends, along with a thorough understanding of financing options. The following descriptive summaries highlight the variety and complexity of public agency projects undertaken by team members. Additional references for certain projects are provided following the project summaries.

Happy Valley Parks & Recreation Master Plan – Happy Valley, OR



Conservation Technix prepared a new citywide Parks Master Plan for Happy Valley, one of the fastest growing communities in the Portland region. This fast-paced project included an intensive engagement effort to connect with residents. The core issues for the master plan involved ways to address service delivery in the newly developed areas, strategizing for system-wide infrastructure upgrades and expanding the parkland footprint to fill crucial gaps. The Plan analyzed the existing levels of service for various facility types and updated the City’s service standards. The PROS Plan established a 10-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system. As part of a follow-up effort, Conservation Technix led park system planning for the eastern urban growth expansion area of Pleasant Valley and North Carver to guide future park and trail investments, in addition to a re-evaluation of park gap areas to help the City respond to rapid residential growth.

Project Highlights

- Online engagement, plus pop-up tabling at local grocery stores and events
- 10-year capital plan with specific funding alternatives and included an operations and maintenance proforma
- Updated service standards by park type and sport field configuration

“Conservation Technix worked with the City of Happy Valley to draft a Park Recreation and Open Spaces Plan for our community. The timeline established for this effort was extremely condensed as a result of a pending district withdrawal. Given this scenario, Steve Duh took control and provided a clear path for completing the project on the timeline identified. Steve expertly managed a series of meeting/open houses that provided a discernible master plan for both committee’s and community members. Steve is now working with our community on additional park planning efforts and will continue to be an integral part of our parks team into the future.”

- Chris Randall, Public Works Director

Reference

City of Happy Valley
 Chris Randall, Public Works Director
 503-783-3842; chris@happyvalleyor.gov
 16000 SE Misty Drive, Happy Valley, OR 97086

Completed: February 2020
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle Kunec

Subconsultants:
 JLA Public Involvement (engagement)

Hood River Valley Multi-Jurisdictional Parks, Recreation & Open Space Plan – Hood River, OR



Conservation Technix led the project team to craft a unique multi-jurisdictional plan serving the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Plan is a ten-year guide and strategic plan for managing and enhancing park and recreation services for these three core providers, plus services offered by the Port of Hood River and the Hood River School District. The Multi-Jurisdictional Plan creates a vision for an innovative, inclusive and interconnected system of parks, trails and open spaces that promotes outdoor recreation, health and environmental conservation as integral elements of a livable community. The Plan also proposes updates to service standards for parks and trails and addressed goals, objectives and other management considerations for each partnering agency. The Plan is also intended to serve as the Goal 8 plan elements for the City of Hood River and the County.

The project entailed an in-depth public outreach program consisting of a wide-ranging series of stakeholder group discussions, individual stakeholder interviews, a public open house meeting, tabling at community events, online engagement, along with a mail-based and online survey conducted in English and Spanish. The project team supported and facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations.

The project also included an in-depth assessment of many of the sites operated by the city, county and district that looked at quality and accessibility of recreational features to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. A conditions assessment matrix was prepared, and this information guided the preparation of the capital improvement plans for each agency.

Project Highlights

- Facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations
- Wide-ranging public involvement including a series of stakeholder group discussions, individual stakeholder interviews, public open house meeting, tabling at community events and online engagement
- Prepared park and trail walkshed maps to illustrate physical access to the park, trail and open space system
- Prepared a assessment matrix to guide the preparation of the capital improvement plans for each agency

"Conservation Technix Inc. has been a pleasure to work with. Steve's been flexible, patient and took the time to make sure the final plan met the needs of our community."

- Mark Hickok, Executive Director

Reference

Hood River Valley Parks & Rec. District
Mark Hickok, Executive Director
541-386-1303
mark@hoodriverparksandrec.org
1601 May St, Hood River, OR 97031

Completed: June 2020
Role: Prime Consultant

Conservation Technix Staff:
Steve Duh, Jean Akers, Michelle Kunec

Subconsultants:
BergerAbam (site assessments)
JLA Public Involvement (engagement)

Camas Parks, Recreation & Open Space Plan – Camas, WA



Conservation Technix prepared a new citywide Parks, Recreation and Open Space (PROS) Plan for the City of Camas during the COVID-19 pandemic. The COVID-sensitive public engagement program included online open houses and interactive mapping, dual language, statistically-valid mail survey and online survey, multiple group and individual stakeholder discussions via Zoom, event tabling, social media content and Commission meetings. Over 1,700 participants provided insights on current community preferences and priorities.

The core issues for the PROS Plan involved ways to address service delivery in rapidly developing residential areas, strategizing for system-wide infrastructure upgrades, and expanding the parkland and trail system footprint to fill crucial gaps. The project entailed an in-depth inventory of the City’s parks, natural areas, trails and facilities, along with the development of an integrated trail network plan. The Plan analyzed the existing levels of service, updated the City’s service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps and prioritized to balance with available funding.

The Plan analyzed the existing levels of service for various facility types and updated the City’s service standards. The PROS Plan established a six-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system. Presentations to the Parks and Recreation Commission, Planning Commission and City Council were conducted to review the findings of public outreach and discuss the policy and project recommendations of the Plan.

Project Highlights

- Robust community engagement, including online options and pop-up tabling at community events
- Conditions assessment matrix to identify existing site maintenance issues and opportunities for future capital improvements
- Updated service standards by park type, including site acquisition and design guidelines
- Re-structured goals and action plan to guide and focus efforts for the coming six to ten years

Link to adopted plan: <https://www.cityofcamas.us/parksrec/page/parks-recreation-projects>

“Conservation Technix managed a well-written community survey, in two languages (English and Spanish), that resulted in 1385 completed surveys...a great turnout for a community of just over 26,000 people! The survey results provided a wealth of information that Steve Duh and his team used to inform the goals, objectives and priorities in the 2022 Camas PROS Plan.”

- Trang K. Lam, P&R Director

Reference

City of Camas
 Trang Lam, Parks & Recreation
 Director
 360-818-3830; tlam@cityofcamas.us
 227 NE Lake Rd, Camas, WA 98607

Completed: March 2022
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle
 Kunec

Subconsultants:
 MacKay Sposito (site assessments)
 JLA Public Involvement (engagement)

Fife Parks, Recreation, Aquatics & Open Space Plan and Site Master Plans – Fife, WA



Fife is a small city of about 10,000 residents near Tacoma in the shadow of Mount Rainier, along the Puyallup River and extending to the Puget Sound. Conservation Technix recently completed and partnered with MacKay Sposito to lead the update of Fife’s Parks, Recreation, Aquatics and Open Space Plan.

The project included a complete inventory of the City’s parks, open space, trails and programs, and site analyses led to the development of condition assessment matrices that summarized the findings with color-coding and scale ratings to help prioritize system improvements. Conservation Technix analyzed park, open space and trail distribution through a GIS-based watershed gap analysis to explore areas under-served with recreational resources. The Plan updated the City’s goals and objectives and established a six-year capital improvement plan with funding considerations, which will feed into an update to the City’s park impact fee program by Conservation Technix.

The project also included the preparation of site master plans for two parks that will guide future investments and development phasing. MacKay Sposito completed a stand-alone site master plan for the 16-acre Levee Pond Park, which is bordered on the south by the Puyallup River, agricultural lands to the east, residential to the north, and industrial/commercial uses to the west. Similar to Dayton’s Dry Creek Canyon, the previous master plan required updates to accommodate projected development and growth surrounding the site and to provide much needed amenities to meet the community’s future needs. In order to provide efficiencies to both the PROS Plan and Site Plan processes, public engagement was coordinated to inform both efforts. The preferred master plan included the addition of restrooms, paved parking, an off-leash dog park, an enhanced community garden, a nature-inspired playground, a group shelter, expanded trails and overlooks, and habitat restoration and enhancement.

Project Highlights

- Needs assessment from demographics, recreational trends and community feedback
- Recreation program assessment to explore core services and partner opportunities
- Unique park system gap analysis using GIS to establish street-based watersheds
- Park system plan as the basis for an updated Parks and Recreation Element of the City’s Comprehensive Plan (ongoing)

Link to adopted plan: <https://www.cityoffife.org/537/2021-Parks-Recreation-Open-Space-PROS-PI>

“This was the third PROS plan that Conservation Technix has put together for the City of Fife. Steve and his team were great to work with and made what seemed like an extensive process run so smoothly. I was extremely impressed with the amount of community engagement and support Conservation Technix offered. I’m thrilled with our final product and know it will set us up well for the next 6-years.”

- Megan Jendrick, P&R Director

Reference

City of Fife
Megan Jendrick, Parks, Recreation & Aquatics Director
253-896-8671
mjendrick@cityoffife.org
5411 23rd St East, Fife, WA 98424

Completed: February 2022
Role: Prime Consultant

Conservation Technix Staff:
Steve Duh, Jean Akers, Michelle Kunec

Subconsultants:
MacKay Sposito (site master plans)
PRR (engagement)

Creswell Citywide Parks Master Plan – Creswell, OR

Creswell is a small community of just over 5,000 residents and growing suburb south of Eugene. Conservation Technix led a public process to prepare the city’s first comprehensive, citywide Parks Master Plan. The project entailed the physical evaluation of park and recreation facilities and the development of an in-depth community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. A rich community engagement process grounded the formulation of the plan. The public involvement process included an online survey, open house meetings and a series of stakeholder discussions. The Plan analyzed the existing levels of service, updated the City’s service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps in the system and prioritized to balance with available funding. The final plan document was designed to be similar to a magazine spread - heavily graphic and readable.

“Conservation Technix was a good choice for the City of Creswell. Steve was very patient and helpful and guided city staff, committee members, the public and our elected officials to a very useful final document. The Creswell Parks and Open Space Master Plan is easy to read, attractive and informative. Steve kept the project on track and it was completed in a timely manner.”

- Michelle Amberg, City of Creswell

Reference

City of Creswell
 Michelle Amberg, City Manager
 541-895-2531; mdamberg@creswell-or.us
 13 South 1st Street, Creswell, OR 97426

Completed: November 2018
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle Kunec

Ridgefield Parks and Recreation Comprehensive Plan & Park Impact Fee Update – Ridgefield, WA



Conservation Technix led the six-year update to the City of Ridgefield’s Parks and Recreation Comprehensive Plan and park impact fee rates. The project included grassroots public outreach campaign for this small city of 8,900, which involved community event ‘pop-ups’ and a public meeting in the downtown park. Interviews were conducted with key stakeholders, including representatives from school district, local port authority, US Fish & Wildlife staff and youth sport league organizations. The planning effort focused on ways to expand opportunities with community partners and engendered strong ownership from the Parks Board, along with approval by City Council. Conservation Technix also updated the Park Impact Fee rates building off the approved capital project list.

Reference

City of Ridgefield
 Bryan Kast, Director, Public Works (former)
 360-887-8251; bkast@ci.lacenter.wa.us
 230 Pioneer St. Ridgefield, WA 98642

Completed: March 2020
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle Kunec

Subconsultants:
 JLA Public Involvement (engagement)

6. Supporting Information

Resumes of relevant team staff appear on the following pages.

Professional Service Agreement Exceptions

We currently meet the City's coverage limits for auto insurance. However, the company does not own any vehicles, and we predominantly utilize rental cars for business meetings with clients. Since the business does not own vehicles, we do not and cannot carry commercial auto insurance, but personal auto insurance has been adjusted to meet the required limits of standard city contracts. Also, the insurer can add the City as an interested party to the auto policy, and provide documentation of that, to ensure that the City is provided notice if the policy will be cancelled or is terminated. Other municipal clients have been willing to accept our coverage for similar projects. If there is a need to modify the existing language, we would like to ask the City to provide an accommodation for this project (e.g., waive or modify as per contract language) (see below).

Existing Language: Insurance: 7.1.(d) Comprehensive automobile liability insurance for at least \$1 million per occurrence.

Suggested language if a revision is warranted: Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Steve Duh, CPRP

PRINCIPAL



Steve is a Certified Parks & Recreation Professional and former arborist and has over 20 years experience in public sector and non-profit program management. His background includes urban and land use planning, park and natural resource planning, urban forestry, public involvement and facilitation, policy and budget development and financial and trend analyses. He has led diverse project teams to update park system plans for communities of all sizes across the western United States. Steve's recent projects include managing the public involvement, park planning and project management for the fastest growing cities in Washington, Oregon and Utah. He also managed the City of Tigard's \$17 million park bond program, along with conducting feasibility studies for the establishment of park and recreation districts and preparing park impact fee methodology and rate updates.

Prior to founding Conservation Technix, Steve was the senior parks planner and design section manager for the Vancouver-Clark Parks & Recreation Department. He authored and managed a study to enable the creation of a voter-approved metropolitan parks district and a \$40 million capital park construction program, oversaw capital financing programs, conducted impact fee rate and methodology revisions, developed policies and established several local partnerships.

REPRESENTATIVE PROJECTS

City of Redmond 2018 Citywide Parks Master Plan

Steve managed the Parks Master Plan for the City of Redmond, which entailed the physical evaluation of park and recreation facilities and the development of a comprehensive community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. The project entailed an in-depth public outreach program consisting of an online engagement, community meetings, stakeholder discussions and meetings with a Project Task Force and City Council.

- Parks, Recreation, Arts & Trails Master Plan; St. George, UT
- Parks, Recreation & Open Space Plan Update; City of Edmonds, WA
- Medford Leisure Services Plan; Medford, OR
- Parks & Recreation Master Plan; Moab, UT
- Multi-Jurisdictional Parks & Recreation Master Plan; Hood River Park & Recreation District, OR
- Parks, Recreation Centers & Library Facilities Master Plan; Salinas, CA
- Parks, Recreation & Open Space Plan; Mercer Island, WA
- Citywide Parks Master Plan & Open Space Element for the General Plan; Monrovia, CA
- Urban Forestry Management Plan Public Engagement; Tacoma, WA
- Corvallis Park and Recreation District Feasibility Study; Corvallis, OR
- Las Cruces Parks and Recreation Master Plan; Las Cruces, NM

EDUCATION

- Master's degree, Urban and Regional Planning; Portland State University
- Bachelor of Science, Environmental Science; SUNY College of Environmental Science & Forestry
- NRPA Rocky Mountain Revenue Management School

PROFESSIONAL HIGHLIGHTS

- Contributing Author: *Outdoor Recreation Planning*; Bass, John and Burns, Robert, editors. 2016
- Presenter: *Green Infrastructure: From Single Site to Region*; National Association of Recreation Resource Planners Conference; Portland. 2010
- Presenter: *Metropolitan Park Districts in Washington*; Joint Washington and Oregon State Parks & Recreation Association Conference; Vancouver, WA. 2006
- Design Manager/Park Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2000-2006

Jean Akers is a registered, professional landscape architect and a certified planner with the American Institute of Certified Planners. With professional experiences that range from small-scale, site-specific landscape design to community and regional approaches for land conservation, development and use, Jean is able to work across multiple landscape scales with a diverse cross-section of stakeholders. She is very effective at leading the public participation process through her years as a college instructor, project manager, planner and public speaker.

While working for the Vancouver-Clark Parks and Recreation Department, she designed neighborhood and community parks, prepared master plans and feasibility studies for regional parks, and developed policies and best management practices while integrating GIS into park and trail planning and asset management. Jean managed a \$19 million park acquisition program and led a community-wide planning effort to explore the future of parks and recreation in Clark County as government revenues continued to fall short of expenses and funding support for the public park and recreation system steadily diminished.

Jean has considerable experience in municipal planning activities as both a private consultant and public planner, and she taught municipal planning as an instructor for the Pennsylvania Municipal Planner's Educational Institute, where her combined planning expertise and teaching experience assisted community leaders in growth management and community planning.

REPRESENTATIVE PROJECTS

- Parks & Recreation Master Plan; Monmouth, OR
- Parks & Recreation Master Plan; Milton-Freewater, OR
- Parks, Recreation & Open Space Plan; Mercer Island, WA
- Camp Hope Master Plan; Clark County, WA
- Parks, Recreation & Open Space Plan; Happy Valley, OR
- Trail System Map Brochure & Signage; Ridgefield, WA
- Clark County Parks & Open Space Plan; Clark County, WA
- Lynnwood Parks, Arts, Recreation & Conservation Plan; Lynnwood, WA

EDUCATION

- Master of Science - Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

PROFESSIONAL HIGHLIGHTS

- Contributing Author: Outdoor Recreation Planning; Bass, John and Burns, Robert, editors. 2016
- National Association of Recreation Resource Planners, 2010, presentation.
- American Planning Association Annual Meeting, 2004, presentation.
- Annual Symposium: New Directions in the American Landscape, 2002.
- Pennsylvania Parks & Recreation Society Annual Conference, 2002, presentation.
- American Society of Landscape Architects National Conference, 1998, 2001, published.
- Chief Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2007-2011
- Professor; Conway School of Landscape Design; Conway, MA. 2002-2006

AFFILIATIONS

- American Society of Landscape Architects; *Professional Landscape Architect*
- American Planning Association; *AICP*
- Perkiomen Watershed Conservancy, Vice Chair

Michelle Kunec-North

ASSOCIATE



Michelle has 14 years of experience as a professional planner working to increase opportunities for people to lead healthy, active lives. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including capital improvement programs, available land assessments, short- and long-term acquisition strategies and revenue analysis. She enjoys facilitating conversations between agency staff, stakeholders and the public to identify priorities and develop strategies that balance multiple community objectives. Michelle has also participated in local and national collaborations to integrate health in public planning and has experience in Health Impact Assessments. Michelle also speaks Spanish and has used her language skills in a variety of meeting settings.

REPRESENTATIVE PROJECTS

Vancouver-Clark Comprehensive Parks, Recreation & Open Space Plan

Michelle managed the development and adoption of the Vancouver-Clark Parks, Recreation & Open Space Plan - a 20-year plan for acquisition and management of a 7,000-acre park and trail system. The planning process included extensive stakeholder and public involvement, including focus groups, workshops and surveys, as well as inventory and trend analysis. Michelle oversaw capital facility plan development – including service standards, prioritization criteria, and funding strategies – for multiple jurisdictions with over \$20 million in combined annual expenditures.

- Parks, Recreation & Open Space Plan; Bothell, WA
- Parks Master Plan; Monrovia, CA
- Park District Comprehensive Plan; Si View Metropolitan Park District, WA
- Parks, Recreation, Arts & Open Space Plan; Maple Valley, WA
- Citywide Parks Master Plan; Redmond, OR
- Parks, Recreation & Open Space Plan; Kirkland, WA
- Portland Plan's Healthy Connected City Strategy; Portland OR
- Parks, Recreation & Open Space Plan; Covington, WA
- Recreation Master Plan; Delano, CA
- Parks & Recreation Master Plan; Creswell, OR
- Arts & Culture Plan; Corvallis, OR

EDUCATION

- Master of Community and Regional Planning, University of Oregon
- Bachelor of Urban and Environmental Planning, University of Virginia
- Bachelor of Science, Environmental Science, University of Virginia

PROFESSIONAL HIGHLIGHTS

- Led Healthy Eating Active Living partnerships for the City of Portland with Multnomah County Health Department and health advocacy organizations
- Advisory committee member for projects including the Portland Bicycle Plan for 2030; Health Impact Assessment of Metro's Climate Smart Communities; Portland Climate Adaptation Plan; and Multnomah County Community Health Assessment
- Policy Analyst/Planner; Bureau of Planning and Sustainability, Portland, OR, 2008-2013
- Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2005-2008

AFFILIATIONS

- Northwest Trail Alliance, volunteer grant writer
- International Mountain Biking Association

"Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget."

- Angie Feser, Parks & Recreation Director, City of Edmonds, WA

"Conservation Technix helped us through the entire master planning process. Steve was always available and receptive to all ideas. I have done several master plans over the years, and this one was by far the best - as far as process, public input, management of the project. I would engage Conservation Technix again for any kind of similar work."

- Shane McAfee, Parks & Recreation Director, City of St. George, UT

"For a small firm, Conservation Technix packs a big punch. Steve Duh and his staff showcase a depth of experience that offers insights, thoroughness and cutting-edge thinking. They examine, discuss and analyze data to offer sound recommendations - even if they part from the status quo or expected. The team's presentation to our boards, commissions, community and council meetings were articulate, compelling and relatable. The City of Lynnwood is thrilled with the finished Parks, Arts, Recreation & Conservation Plan - one that is already been put to great use and won't just sit on the shelf."

- Sarah Olson, Deputy Parks & Recreation Director, City of Lynnwood, WA

"I find that Steve and his staff develop a comprehensive plan that is easy to read and follow. We have also appreciated the open dialog with Conservation Technix in order to create a plan that represents our community's needs and level of services based from citizen's input. The plan is not developed based off of national standards, but what is real and achievable."

- Brian Sjothun, City Manager, City of Medford, OR



CONSERVATION
TECHNIX

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Phone: 503.989.9345

conservationtechnix.com

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To: Honorable Mayor and City Councilors
From: Rocio Vargas, City Recorder
Through: Jeremy Caudle, City Manager
Issue: OGEC Advice
Date: February 3, 2025

Background and Information:

Council members reached out with questions regarding Public Meetings Laws. I emailed Oregon Government Ethics Commission to get their advice to the questions. Attached is the email with the response from an OGEC representative.

City Manager Recommendation: n/a

Potential Motion: n/a

Council Options:

- 1 - Approve as recommended.
- 2 - Approve with amendments.
- 3 - Take no action and direct staff to do further research or provide additional options.

From: [MCINTYRE Andrew J * OGEC](#)
To: [Rocio Vargas](#)
Subject: Response to Request for Advice
Date: Monday, January 27, 2025 11:36:20 AM

Rocio Vargas:

Thank you for the inquiry. First off, I'd like to apologize for the delay in responding to your request for advice. The advice and analysis that follows is offered under the authority provided in ORS 244.284 as guidance on how the current provisions of Oregon Public Meetings Law may apply to the circumstances described.

You asked three questions.

1. Is a roll call vote required?
2. When Councilors attend a meeting via zoom must they have their video turned on? And can the council president chair a meeting via zoom?
3. If the internet goes out during a meeting should the Council pause the meeting?

Answer 1: Oregon Administrative Rules explain that all official actions of a governing body shall be taken by a public vote and the results of those votes need to be recorded by name. [OAR 199-050-0055(1) & (2)]. Best practice is to do a roll call vote. If you do a group vote (all in favor aye/nay), that is permitted but the vote of each individual member of the governing body still needs to be recorded in the minutes. If no minutes are kept, then the vote of each individual member must be announced on the recording.

Answer 2: There is nothing in Oregon Public Meetings Law or Rule that addresses whether a Councilor attending a meeting via zoom must have their video turned on. Given that the purpose of the Public Meetings Law is to allow the public to observe the governing body as it conducts deliberations or makes decisions, having members' video turned off could be seen as limiting the ability of the public to observe. Nonetheless, the Public Meetings Law permits governing bodies to hold meetings by video or even telephone, so being present only by audio is not prohibited. Finally, there is nothing in the Public Meetings Law that prevents a Council President from chairing a meeting via zoom. This would be a matter of board governance or board policy.

Answer 3: You asked what should happen if the internet goes out during the meeting. ORS 192.670 states:

(1) Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.705.

(2) When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where, or at least one electronic means by which, the public can observe or

listen to the communication at the time it occurs. A place provided may be a place where no member of the governing body of the public body is present. [ORS 192.670(2)]

(3) All meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

(a) Access and attend the meeting by telephone, video or other electronic or virtual means;

(b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and

(c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner. [ORS 192.670(3)]

As you know, Oregon Public Meetings Law requires that decisions of a governing body must be arrived at openly. (ORS 192.620). Further, OAR 199-050-0050(1) requires that all meetings of the governing body, other than executive sessions, must be open to the public. In a situation where some or all of the members of the public are attending the meeting by electronic means, and the governing body's internet access goes out, that would mean the meeting is no longer accessible to those attending by electronic means. In that situation, the meeting would no longer be open to the public, and therefore could not be held. Should that situation occur, the governing body would need to stop the meeting and reschedule it. It would also be a good idea to provide notice to the public of the reason the meeting ended early, in addition to notice of whenever the meeting is rescheduled.

If you have any further questions, please contact me directly.

Thank You,

Andrew McIntyre
Investigator
Oregon Government Ethics Commission
3218 Pringle Rd SE, Suite 220
Salem, OR 97302
OGEC Office: 503-378-5105
Direct: 503-378-2124
Cell: 971-446-1439
[Please take our customer service survey!](#)

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To: Honorable Mayor and City Councilors
From: Jeremy Caudle, City Manager
Issue: Action Item - Accept Budget Committee Member Resignation
Date: February 3, 2025

Background and Information: The Budget Committee is a 14-member committee made up of the seven members of the Dayton City Council and an equal number of citizens at large. Citizen members must be at least 18 years of age and reside within the City Limits. Staff are placing this on the agenda for Council acceptance to reflect in the official record.

On January 4, 2025 Budget Committee Member Chis Wytoski submitted his resignation from the Committee via email to Mayor Frank. Mr. Wytoski has recently moved outside off Dayton city limits, and as such, is no longer eligible to serve as a member of the Committee.

City Manager Recommendation: Approve the resignation of Chris Wytoski from the Budget Committee.

Potential Motion: "I move to approve the resignation of Chris Wytoski from the Dayton Budget Committee effective immediately."

Council Options:

- 1 - Approve as recommended.
- 2 - Approve with amendments.
- 3 - Take no action and direct staff to do further research or provide additional options.

Re: Resignation from budget committee

From Annette Frank <AnnetteFrank@daytonoregon.gov>

Date Mon 1/6/2025 12:34 PM

To Chris Wytoski <cwytoski@gmail.com>

Cc Rocio Vargas <rvargas@daytonoregon.gov>

Hi Chris,

I am very sad to see you leave the budget committee but am extremely grateful for your service and guidance over the last several years. Be well and thank you!

Regards,

Annette Frank
City of Dayton
Mayor

From: Chris Wytoski <cwytoski@gmail.com>

Sent: Saturday, January 4, 2025 8:27:06 PM

To: Annette Frank <AnnetteFrank@daytonoregon.gov>

Cc: Rocio Vargas <rvargas@daytonoregon.gov>

Subject: Resignation from budget committee

Honorable Mayor,

It's with great sadness that I must resign from the City of Dayton budget committee. As you know, I moved out of town in August and no longer qualify to serve. Thank you very much for the opportunity to serve.

Chris Wytoski
cwytoski@gmail.com

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To: Honorable Mayor and City Councilors
From: Cyndi Park, Library Director
Through: Jeremy Caudle, City Manager
Issue: Re-Appointment of Historic Preservation Committee Members
Date: February 3, 2025

Background and Information: The Historic Preservation Committee is comprised of five members who serve four-year terms. Currently, the Committee members are Judy Gerrard, Kelly Haverkate, Kim Courtin, Dave Hargett, and Wayne Herring.

Kelly Haverkate, Dave Hargett and Wayne Herring terms were set to expire at the end of 2024. All three members would like to be considered for another four-year term.

City Manager Recommendation: Approve reappointment of Historic Preservation Committee Members Kelly Haverkate, Dave Hargett and Wayne Herring.

Potential Motion: "I move to approve the reappointment of Kelly Haverkate, Dave Hargett and Wayne Herring to the Dayton Historic Preservation Committee each with a four-year term that expires December 31, 2028."

Council Options:

- 1 - Approve as recommended.
- 2 - Approve with amendments.
- 3 - Take no action and direct staff to do further research or provide additional options.

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To: Honorable Mayor and City Councilors
From: Cyndi Park, Library Director
Through: Jeremy Caudle, City Manager
Issue: Informational Report: Certified Local Government Grant Projects
Date: February 3, 2025

Background and Information: As a participant in the Certified Local Government (CLG) program, the City of Dayton is eligible to apply for a grant every two years that supports historic preservation projects. Our most recent grant-funded project was the production of the mapping of Brookside Cemetery - a searchable map of the markers that have been identified, and a story map highlighting the significance of the cemetery and the contributions to our community made by some of the people buried there.

Project Ideas: After consulting with the State Historic Preservation Office (SHPO) and other professionals, we hope to be able to complete the following projects during the upcoming grant cycle:

- The creation of an augmented reality mobile app experience of historic resources located around Dayton's downtown core and the river along Dayton Landing. The intent is to have high quality QR codes or other small markers produced to place at locations that, when scanned by visitors, will offer a glimpse into Dayton's past while standing in front of the sites of some of our future development. Astoria did something similar with historic buildings in their city. Their online version is located at:
<https://astoriaarchitecture.stqry.app/2/tour/22119>
- The development of a Hazard Mitigation Plan for historic resources that would help to guide and inform residents and owners the steps they can take to help make their properties more resilient to hazards, and what to do if something happens.
- Preservation Month publicity activities in conjunction with the opening of the 3rd & Ferry St hotel and businesses. The intent is to draw attention to the reimagination and revitalization of the historic properties that were part of the project. In addition, we hope to impart to our community and visitors alike that our history is very much a part of Dayton's present and our future as we grow.
- Offer the members of the Historic Preservation Committee (HPC) the opportunity to attend the Oregon Heritage Conference in Woodburn in 2026.
- Renew the City's memberships in the National Alliance of Preservation Commissions, the National Trust for Historic Preservation, Preservation Action, and the Association for Gravestone Studies.

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To: Mayor Frank and City Council
From: City Manager Jeremy Caudle
Re: City Manager's report – February 3, 2025 meeting
Date: Saturday, February 1, 2025

MEMO

This memo summarizes key activities since the January 6, 2025 regular meeting.

Priorities over the next month

For February, my priority is preparing the forms and process for the FY 25/26 budget. I will also start developing estimates for revenues and major categories of expenditures. This includes preparing year-end projections and possible budget amendments prior to June 30. This will require a substantial time commitment and will limit my ability to work on other projects. My aim is to have a solid grasp of the City's financial condition so that I can prepare a quality budget in time for the May Budget Committee meetings. The budget calendar is in your packet following this memo.

At the same time, I will pursue efforts to address our long-term drinking water needs. I will continue discussions with the City of Lafayette on the interim measure to use their transmission line, as well as to renegotiate our IGA with them on the shared well field. Also, I will evaluate options for federal and state funding.

Lastly, I will coordinate the team's efforts to prepare for closing out our capital improvements projects, such as the bridge and Highway 221 pump station projects.

Discussion on water issues

As Public Works Supervisor Don Cutler will describe in more detail at this meeting, the City has recently addressed issues related to meeting water demand. When the McDougal 1 well stopped producing earlier in January, that constrained our water supply. In consultation with the Mayor and City Engineer, I issued a Stage 2 "Moderate" water curtailment on 1/16/25. The following day, the City team and I distributed door hangers to all water customers informing them of the curtailment.

During the curtailment, staff and I initiated one contact for unauthorized water use. I also responded to a question from a commercial establishment on the anticipated length of the curtailment and how that might impact their business.

This week, the Public Works team repaired a significant leak, and the water treatment plant's reservoir levels have been increasing. If the reservoir levels remain stable over the weekend, it's likely that we can lift the water curtailment. We will report on this at the Monday meeting.

Nonetheless, the need to increase and diversify our water supply to meet demand persists. On 1/22/25, staff and I met with representatives from McMinnville Water and Light to discuss the feasibility of tying into their system. McMinnville Water and Light indicated that a tie-in to their system is possible and that they could finance construction of a new transmission line to connect to our system.

A short-term option—to address possible shortfalls during drier months—would be temporarily assuming jurisdiction over one of Lafayette’s transmission lines from their pump station on Highway 18 and running along Ash Road. This transmission line connects to the water treatment plant, carrying water from the joint wellfield to Lafayette. Under this scenario, the flow of water would be reversed. When Lafayette’s pump station is running, water would flow both to Lafayette and to Dayton’s reservoir at the water treatment plant. Staff and I met with the Lafayette team on 1/30/25 to discuss the feasibility of this arrangement. The Lafayette team requested that Dayton representatives present this option to their City Council at their 3/13/25 meeting, which we intend to do.

In addition, I have submitted a legislative funding request to our state representative for the Fisher Farms wells improvements project. I have also meet with grant writing staff with the Mid-Willamette Valley Council of Governments. We discussed possible grant opportunities, as well as ways to work together to secure funding. Addressing our water infrastructure needs must be our top priority.

Annual goal-setting meeting

- Our annual goal-setting meeting is confirmed for Friday, March 28 at 9:30. Jensen Strategies will facilitate the session.
- During the weeks of February 24 through March 3, the consultant will conduct one-on-one interviews with the Mayor, City Councilors, and department heads.

Dayton Villages closing

- At the 1/21/25 meeting, City Council approved an affordable housing covenant for the sale of Dayton Villages. The City Council also authorized me to extend the sale, if necessary.
- At the buyer’s request, I approved an extension of the sale through March 1. The buyer wants to meet with their clients to review the affordable housing covenants with them.
- Also at this meeting, the City Council asked about how to enforce the affordable housing covenants. In response to this question, the City Attorney added a paragraph the specified that the City may take court action to enforce the terms of the covenant. The City Attorney also added a sentence clarifying how renters are to certify their income to the city on an annual basis.

USDA meeting

- On 1/13/25, staff and I met with our USDA representative to discuss the City’s \$500,000 award from the Congressionally Directed Spending program. These funds are to pay for the Dayton Civic Center.
- At this meeting, the representative clarified that some of these funds can pay for design. However, the design must directly lead to construction. In other words, we need to have a plan in place to

continue with construction following design. That means once we start drawing down the grant request, we need to have the funding secured to complete the project, as it's likely that \$500,000 will only cover a portion of the project.

- I recommend that the City Council balance this project with our other priorities at the March planning session before we proceed. If we do proceed, I recommend hiring a design professional, such as an architect, and engaging the community on that design. A robust design and public engagement process will be helpful to us when we seek additional funding.

Recology meeting

- On 1/16/25, I met with the Government and Community Relations Manager and other team members with Recology. They provide garbage pickup and recycling services within the city under a franchise agreement.
- At that meeting we discussed, among other things, implementation of the new Recycling Modernization Act (RMA). Under that act, Dayton is eligible to received \$3 per capita for "Contamination Reduction Programming" outreach. We can either do that ourselves or delegate that task to Recology.
- Unless otherwise directed by the Council, I will authorize Recology to conduct that outreach on our behalf. They have a dedicated staff member whose focus is public education in our area.

Dayton Landing

- As reported on 1/9/25 in the News-Register, the Yamhill County Board of Commissioners authorized the sale of Dayton Landing to the City.
- I have contacted the Yamhill County Counsel to discuss the terms of the sale. We will schedule a telephone conversation soon to discuss further. I will keep the City Council informed.

City Day at the Capitol

- On 1/28/25, Mayor Frank, Councilors Teichroew and Hildebrandt, Tourism and Economic Development Director Rucklos, and I attended the League of Oregon Cities' "City Day at the Capitol" in Salem.
- The event featured speeches from state political leaders and sessions on legislative priorities. The City team and I also met with State Representative Anna Scharf at the State Capitol. While there, we discussed key City projects, and we submitted a capital funding request to her from the Fisher Farms wells improvement project.

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CITY OF DAYTON 2025-2026 BUDGET CALENDAR

April 2, 2025	Send the first Legal "Notice of Budget Committee meeting of May 5 th " to be published in the News Register on April 4, 2025 for the purpose of receiving 2025-2026 proposed budget and State Revenue Sharing.
April 14, 2025	Publish second Legal Notice of Budget Committee meeting by no later than April 15, 2025 for the May 5, 2025 budget meeting on the City of Dayton website .
May 5, 2025 6:30 pm Monday	General meeting of the total Budget Committee (City Council and Citizen Committee members) <ol style="list-style-type: none"> 1. Budget Committee Chair is elected (Not a Council member) and Secretary is elected (City Recorder). 2. City Manager presents proposed budget and budget message. 3. <i>Hear public comment</i> on the proposed budget and public hearing on State Revenue Sharing.
May 19, 2025 6:30 pm Monday	First deliberation meeting of the total Budget Committee. <ol style="list-style-type: none"> 1. Reports and recommendations are given and Budget Committee makes changes where necessary. 2. The Budget Committee passes a motion recommending to the City Council a budget for Fiscal Year 2025/2026 and approving an amount or rate of total property taxes to be certified for collection. Dinner will be served at 6:00 pm if the meeting is held in Council Chambers.
May 27, 2025 6:30 pm Tuesday	Continued deliberation meeting of the Budget Committee (if necessary).
May 21, 2025	Send the "Financial Summary and Notice of Budget Hearing" advertisement of Budget including summary budget statements (LB-1) for the June 2 nd meeting to the News Register for publication on May 23, 2025
June 2, 2025	Public Hearing - in the City Council Chambers on the recommended 2025/2026 Budget and proposed use of State Revenue Sharing Funds.
June 16, 2025	City Council adopts a Resolution adopting budget, making appropriations and levying property taxes for general fund and special operating funds (public safety) and a resolution regarding receiving State Revenue Sharing Funds.
June 27, 2025	Send copy of the adopted budget to the County Clerk via email clerk@co.yamhill.or.us .
June 27, 2025	Certify Property Tax Levy to County Tax Assessor on or before July 15 using form LB-50 and send with Resolution approving the Local Option Tax.
July 15, 2025	DAS - Certify City to receive State revenues under ORS 221.770 and ORS 221.760. Annual Certification is done electronically. Attach Resolution. Link is sent via email from Department of Administrative Services.

To: Honorable Maryo and Councilors
From: Jason Shirley
Through: Jeremy Caudle
Date: January 29, 2025

Code Enforcement Topic Counts
For Date Period From 12/25/2024 Through 01/29/2025

Topic	Count
Animals	2
Property Management	2
Water Curtailment	2
Sidewalks	1
Junk	1
Total	8

DAYTON CFS
December 2023

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNP-23-034490		807	4	FOLLOW UP	LAW	2ND ST	DAYTON	12/7/2023 13:29
MNP-23-035844		331	3	TRAFFIC STOP	LAW	4TH ST / FERRY ST	DAYTON	12/21/2023 9:23
MNS-23-031563	315, 332		3	FIELD INVESTIGATION	LAW	Ferry ST / 4th St	DAYTON	12/1/2023 0:09
MNS-23-031577		326	2	HARASSMENT	LAW	Rodeo Dr	DAYTON	12/1/2023 8:50
MNS-23-031632	DPWKS, YCOM		6	INFORMATION MISC	LAW	6th St	DAYTON	12/1/2023 17:05
MNS-23-031645		605	3	TRAFFIC STOP	LAW	Ferry ST / Village St	DAYTON	12/1/2023 21:33
MNS-23-031684	23003495 303, 319, 322		1	RESTRAINING ORDER VIOL	LAW	Mill St	DAYTON	12/2/2023 16:55
MNS-23-031685		303	4	ORDINANCE	LAW	9th ST / Ferry St	DAYTON	12/2/2023 17:31
MNS-23-031722		329	3	TRAFFIC STOP	LAW	Ferry ST / 3rd St	DAYTON	12/3/2023 8:32
MNS-23-031776		314	1	ALARM AUDIBLE	LAW	Ferry St	DAYTON	12/4/2023 2:05
MNS-23-031813		331	2	THEFT	LAW	Mill St	DAYTON	12/4/2023 13:16
MNS-23-031818		331	2	ANIMAL ABUSE	LAW	Alder St	DAYTON	12/4/2023 14:12
MNS-23-031829	23003524	331	1	MISSING PERSON	LAW	Ash St	DAYTON	12/4/2023 16:33
MNS-23-031865	326, BCAST4		1	RECKLESS DRIVER	LAW	Ferry St	DAYTON	12/5/2023 8:27
MNS-23-031875		326	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/5/2023 9:46
MNS-23-031876		304	4	FOLLOW UP	LAW	Ash St	DAYTON	12/5/2023 9:52
MNS-23-031886		326	3	TRAFFIC STOP	LAW	Ferry ST / 8th St	DAYTON	12/5/2023 11:52
MNS-23-031901		331	1	WELFARE CHECK	LAW	Ferry St	DAYTON	12/5/2023 15:09
MNS-23-031924			1	ALARM AUDIBLE	LAW	Ferry St	DAYTON	12/5/2023 21:08
MNS-23-031946		304	4	EXTRA PATROL	LAW	Ferry St	DAYTON	12/6/2023 8:00
MNS-23-032015	318, 319, 334		1	WEAPONS COMPLAINT	LAW	Ferry St	DAYTON	12/6/2023 20:53
MNS-23-032016		319	4	FOLLOW UP	LAW	Ash St	DAYTON	12/6/2023 21:01
MNS-23-032048		304	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/7/2023 9:53
MNS-23-032056		326	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/7/2023 10:54
MNS-23-032077		331	1	ALARM AUDIBLE	LAW	Ferry St	DAYTON	12/7/2023 14:08
MNS-23-032147	303, 319		1	WELFARE CHECK	LAW	Alder St	DAYTON	12/8/2023 12:14
MNS-23-032152		303	4	FOLLOW UP	LAW	Ash St	DAYTON	12/8/2023 14:00
MNS-23-032170		306	4	FOLLOW UP	LAW	Ash St	DAYTON	12/8/2023 17:03
MNS-23-032178		318	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/8/2023 17:40
MNS-23-032233		303	3	TRAFFIC STOP	LAW	Mill ST / 3rd St	DAYTON	12/9/2023 11:25
MNS-23-032259	303, 322, 328, 329		4	DETAIL	LAW	Ferry St	DAYTON	12/9/2023 16:52
MNS-23-032309	328, NDPD		2	ASSIST OUTSIDE AGENCY	LAW	Reeder Pl	DAYTON	12/10/2023 10:05
MNS-23-032320	BCAST		1	RECKLESS DRIVER	LAW	Mill St	DAYTON	12/10/2023 12:38

DAYTON CFS
December 2023

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-23-032327	DPWKS		6	INFORMATION MISC	LAW	Kreder Rd	DAYTON	12/10/2023 13:54
MNS-23-032334		329	3	TRAFFIC STOP	LAW	Ferry ST / 3rd St	DAYTON	12/10/2023 15:51
MNS-23-032440		331	3	TRAFFIC STOP	LAW	Ferry ST / 8th St	DAYTON	12/11/2023 16:42
MNS-23-032443		331	3	TRAFFIC STOP	LAW	7th ST / Ash St	DAYTON	12/11/2023 17:18
MNS-23-032450		331	2	AREA CHECK	LAW	Ferry St	DAYTON	12/11/2023 19:16
MNS-23-032452	331, 332		2	AREA CHECK	LAW	3rd St	DAYTON	12/11/2023 20:11
MNS-23-032454	23003609 331, 332		2	AREA CHECK	LAW	3rd St	DAYTON	12/11/2023 20:38
MNS-23-032510		326	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/12/2023 15:35
MNS-23-032579		331	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/13/2023 11:39
MNS-23-032585	23003624 304, 326, 331		1	DOMESTIC NOW	LAW	Tribbett Ct	DAYTON	12/13/2023 12:21
MNS-23-032667		331	3	TRAFFIC STOP	LAW	ALDER ST / 3RD ST	DAYTON	12/14/2023 9:20
MNS-23-032670		331	2	ANIMAL NUISANCE	LAW	Alder ST / 3rd St	DAYTON	12/14/2023 9:47
MNS-23-032671		303	4	DETAIL	LAW	Ferry St	DAYTON	12/14/2023 10:06
MNS-23-032682	23003634	337	4	DHS	LAW	2nd St	DAYTON	12/14/2023 12:11
MNS-23-032686	23003635	331	2	ANIMAL NUISANCE	LAW	Ferry St	DAYTON	12/14/2023 12:40
MNS-23-032698		331	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/14/2023 15:17
MNS-23-032702		331	2	ANIMAL NUISANCE	LAW	Ferry ST / 2nd St	DAYTON	12/14/2023 15:33
MNS-23-032705		331	3	TRAFFIC STOP	LAW	MILL ST / 3RD ST	DAYTON	12/14/2023 15:43
MNS-23-032710		331	3	TRAFFIC STOP	LAW	3rd ST / Alder St	DAYTON	12/14/2023 16:06
MNS-23-032775	324, 335		4	DETAIL	LAW	7th St	DAYTON	12/15/2023 9:42
MNS-23-032862		322	2	ANIMAL NUISANCE	LAW	Church ST / Flower St	DAYTON	12/16/2023 11:17
MNS-23-032879	303, 318, 329		2	SUSPICIOUS	LAW	Palmer Ln	DAYTON	12/16/2023 15:39
MNS-23-032884		318	4	FOLLOW UP	LAW	Palmer Ln	DAYTON	12/16/2023 16:17
MNS-23-032900		336	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/16/2023 19:56
MNS-23-032902		336	1	ALARM AUDIBLE	LAW	Kreder Rd	DAYTON	12/16/2023 20:11
MNS-23-032912	DPWKS		6	INFORMATION MISC	LAW	Ferry St	DAYTON	12/16/2023 22:47
MNS-23-032928	326, 331		2	SUSPICIOUS	LAW	Ashley Ct	DAYTON	12/17/2023 9:02
MNS-23-032934	304, 323, 326, 338, 340		2	SUSPICIOUS	LAW	4th St	DAYTON	12/17/2023 13:15
MNS-23-032987	23003672	331	2	CRIMINAL MISCHIEF	LAW	3rd St	DAYTON	12/18/2023 10:01
MNS-23-033011	23003675 331, 337		2	SEX CRIME MISC	LAW	Water St	DAYTON	12/18/2023 14:50
MNS-23-033017		331	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/18/2023 15:54
MNS-23-033019		331	3	TRAFFIC STOP	LAW	3rd ST / Alder St	DAYTON	12/18/2023 16:04
MNS-23-033021	23003677	331	2	SUSPICIOUS	LAW	Ferry St	DAYTON	12/18/2023 16:18

DAYTON CFS
December 2023

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-23-033063		326	3	TRAFFIC STOP	LAW	Ferry ST / Flower St	DAYTON	12/19/2023 8:35
MNS-23-033064		326	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/19/2023 8:58
MNS-23-033071	23003686	316	4	DHS	LAW	Alder St	DAYTON	12/19/2023 10:42
MNS-23-033081		331	2	PROPERTY LOST FOUND	LAW	Ferry St	DAYTON	12/19/2023 12:10
MNS-23-033082		331	2	CIVIL COMPLAINT	LAW	Palmer Ln	DAYTON	12/19/2023 12:49
MNS-23-033093		331	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/19/2023 14:25
MNS-23-033122		332	2	RESTRAINING ORDER VIOL	LAW	Mill St	DAYTON	12/19/2023 20:40
MNS-23-033145		331	2	HARASSMENT	LAW	Palmer Ln	DAYTON	12/20/2023 9:30
MNS-23-033150		344	2	CIVIL PAPER	LAW	4th St	DAYTON	12/20/2023 10:00
MNS-23-033154		331	4	FOLLOW UP	LAW	3rd St	DAYTON	12/20/2023 10:12
MNS-23-033185	23003697	331	1	WELFARE CHECK	LAW	7th St	DAYTON	12/20/2023 13:07
MNS-23-033193	322, 331		2	ANIMAL ABUSE	LAW	4th St	DAYTON	12/20/2023 14:21
MNS-23-033202	23003702	337	4	DHS	LAW	Ferry St	DAYTON	12/20/2023 15:01
MNS-23-033268		331	3	TRAFFIC STOP	LAW	3rd ST / Alder St	DAYTON	12/21/2023 10:02
MNS-23-033300		331	3	TRAFFIC STOP	LAW	7TH ST	DAYTON	12/21/2023 14:42
MNS-23-033344	23003723			310, 314, 318, 330, 334, 336, 8021				
MNS-23-033401		318	1	DRIVING UNDER INFLUENCE	LAW	Ferry ST / Sweeney St	DAYTON	12/21/2023 23:17
MNS-23-033402	23003731	310, 314, 336, 339	1	DISTURBANCE	LAW	Ferry St	DAYTON	12/22/2023 17:11
MNS-23-033408		336	1	DOMESTIC NOW	LAW	Ferry St	DAYTON	12/22/2023 17:32
MNS-23-033409		336	4	FOLLOW UP	LAW	Sweeney St	DAYTON	12/22/2023 18:35
MNS-23-033409		336	4	FOLLOW UP	LAW	Marion Ct	DAYTON	12/22/2023 18:39
MNS-23-033410		336	4	FOLLOW UP	LAW	Marion Ct	DAYTON	12/22/2023 18:57
MNS-23-033434			1	WEAPONS COMPLAINT	LAW	Ash St	DAYTON	12/23/2023 1:46
MNS-23-033530		806	1	INTOXICATED PERSON	LAW	4TH ST / MAIN ST	DAYTON	12/24/2023 2:27
MNS-23-033575	304, 312, 323, 326, 338, 842		1	WEAPONS COMPLAINT	LAW	9th St	DAYTON	12/25/2023 13:45
MNS-23-033630	23003759	337	4	DHS	LAW	Ash St	DAYTON	12/26/2023 11:14
MNS-23-033658	314, 337		2	THEFT	LAW	Ash St	DAYTON	12/26/2023 16:45
MNS-23-033659		344	2	CIVIL PAPER	LAW	Ash St	DAYTON	12/26/2023 16:47
MNS-23-033694			2	SUSPICIOUS	LAW	Alder St	DAYTON	12/26/2023 16:47
MNS-23-033709	23003770	331, 335	3	FIELD INVESTIGATION	LAW	Ash St	DAYTON	12/27/2023 1:09
MNS-23-033757		331	3	TRAFFIC STOP	LAW	3RD ST	DAYTON	12/27/2023 8:50
MNS-23-033761	331, 346		3	TRAFFIC STOP	LAW	Ferry ST / 5th St	DAYTON	12/27/2023 17:03
MNS-23-033761			2	ANIMAL ABUSE	LAW	Mill St	DAYTON	12/27/2023 17:30

DAYTON CFS
December 2023

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-23-033801		331	3	TRAFFIC STOP	LAW	Ferry ST / 3rd St	DAYTON	12/28/2023 9:21
MNS-23-033803		331	3	TRAFFIC STOP	LAW	3rd ST / Ferry St	DAYTON	12/28/2023 9:33
MNS-23-033807		331	3	TRAFFIC STOP	LAW	3rd ST / Ferry St	DAYTON	12/28/2023 9:53
MNS-23-033828		331	3	TRAFFIC STOP	LAW	3rd ST / Main St	DAYTON	12/28/2023 13:46
MNS-23-033837		331	4	EXTRA PATROL	LAW	Ash ST / Flower St	DAYTON	12/28/2023 15:07
MNS-23-033847		331	3	TRAFFIC STOP	LAW	3rd ST / Ferry St	DAYTON	12/28/2023 16:06
MNS-23-033848		318	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/28/2023 16:23
MNS-23-033853		331	3	TRAFFIC STOP	LAW	7th St	DAYTON	12/28/2023 16:52
MNS-23-033960	317, 332		1	DISTURBANCE	LAW	Ash St	DAYTON	12/29/2023 17:25
MNS-23-033969		339	3	TRAFFIC STOP	LAW	3RD ST / MILL ST	DAYTON	12/29/2023 19:31
MNS-23-033989		330	2	NOISE	LAW	Mill St	DAYTON	12/30/2023 0:06
MNS-23-033991		332	4	EXTRA PATROL	LAW	3rd St	DAYTON	12/30/2023 0:47
MNS-23-034032	BCAST		1	RECKLESS DRIVER	LAW	Ferry St	DAYTON	12/30/2023 20:00
MNS-23-034039		332	2	NOISE	LAW	Mill St	DAYTON	12/30/2023 21:57
MNS-23-034098		334	3	TRAFFIC STOP	LAW	Main ST / 5th St	DAYTON	12/31/2023 19:39
MNS-23-034103	302, 315		2	AREA CHECK	LAW	Ferry St	DAYTON	12/31/2023 20:25

DAYTON CFS
December 2023

Calls	Cases
113	16

		Contract Deputy(s)	City/Rural	Rural	Other
Civil Paper	6				
Audible Alarm	4	337	3	2	3
Animal	7	331	37	8	
Area Check	4	0	0		
Agency Assist	1		40	10	73
Civil Complaint	1				
DHS	4				
Disturbance	2				
Domenstic Now	2				
Extra Patrol	3				
Field Investigation	2				
Follow Up	14				
Harassment	2				
Information Misc	3				
Noise	2				
Ordinance	1				
Suspicious	5				
Traffic Stop	28				
Warrant Service	0				
Welfare Check	3				

60

DAYTON CFS
December 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-24-031341	24YC3456	306, 343	1	DISTURBANCE	LAW	KALLAPUYA ST	DAYTON	12/1/2024 9:54
MNS-24-031358	24YC3459	317, 343	1	DOMESTIC NOW	LAW	Marion Ct	DAYTON	12/1/2024 15:49
MNS-24-031359		343	2	SUSPICIOUS	LAW	Mill St	DAYTON	12/1/2024 15:51
MNS-24-031375		305	2	AREA CHECK	LAW	Ferry St	DAYTON	12/1/2024 22:17
MNS-24-031379		305	1	COVER	LAW	3rd St / Oak St	DAYTON	12/1/2024 23:47
MNS-24-031387		337	3	TRAFFIC STOP	LAW	3rd St / Ferry St	DAYTON	12/2/2024 8:02
MNS-24-031388		337	4	FOLLOW UP	LAW	Kallapuya St	DAYTON	12/2/2024 8:09
MNS-24-031411	24YC3463	337	4	FOLLOW UP	LAW	Mill St	DAYTON	12/2/2024 12:27
MNS-24-031417		337	2	CUSTODIAL INTERFERENCE	LAW	Ferry St	DAYTON	12/2/2024 13:23
MNS-24-031419		337	2	JUVENILE ABUSE NEGLECT	LAW	Ferry St	DAYTON	12/2/2024 13:31
MNS-24-031425		310	2	CUSTODIAL INTERFERENCE	LAW	7th St	DAYTON	12/2/2024 14:38
MNS-24-031479		337	4	FOLLOW UP	LAW	Water St	DAYTON	12/3/2024 9:46
MNS-24-031503		337	2	SUSPICIOUS	LAW	3rd St	DAYTON	12/3/2024 14:11
MNS-24-031510		335, 337	1	INTOXICATED PERSON	LAW	3rd St	DAYTON	12/3/2024 15:15
MNS-24-031537		303, 315, 346	1	WARRANT SERVICE	LAW	Church St	DAYTON	12/4/2024 0:52
MNS-24-031550		337	2	SUSPICIOUS	LAW	Mill St	DAYTON	12/4/2024 8:22
MNS-24-031563		337	2	TRESPASS	LAW	Ferry St	DAYTON	12/4/2024 10:24
MNS-24-031571	24YC3479	302	4	DHS	LAW	Kallapuya St	DAYTON	12/4/2024 10:43
MNS-24-031581	24YC3489	302	4	DHS	LAW	2nd St	DAYTON	12/4/2024 10:47
MNS-24-031582	24YC3490	302	4	DHS	LAW	Ferry St	DAYTON	12/4/2024 10:48
MNS-24-031597		342	3	TRAFFIC STOP	LAW	Mill St / 3rd St	DAYTON	12/4/2024 11:11
MNS-24-031606		337	4	DETAIL	LAW	Ferry St	DAYTON	12/4/2024 12:56
MNS-24-031613		344	2	CIVIL COMPLAINT	LAW	Mill St	DAYTON	12/4/2024 13:39
MNS-24-031623		337	2	SUSPICIOUS	LAW	3rd St / Ferry St	DAYTON	12/4/2024 14:48
MNS-24-031671	24YC3516	303, 315, 329	2	SUSPICIOUS	LAW	Se Kreder Rd	DAYTON	12/5/2024 1:24
MNS-24-031704		337	3	TRAFFIC STOP	LAW	6th St / Ferry St	DAYTON	12/5/2024 12:15

DAYTON CFS
December 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-24-031715		335, 337	2	CIVIL PAPER	LAW	Ferry St	DAYTON	12/5/2024 13:09
MNS-24-031750		319	2	ANIMAL NUISANCE	LAW	Church St / 11th St	DAYTON	12/5/2024 20:18
MNS-24-031754		YCOM	4	REPOSSESSED VEHICLE	LAW	Joel Palmer Wy	DAYTON	12/5/2024 21:22
MNS-24-031778	24YC3528	343	2	FRAUD	LAW	Church St	DAYTON	12/6/2024 8:41
MNS-24-031781		343	2	SUSPICIOUS	LAW	ASH ST	DAYTON	12/6/2024 10:04
MNS-24-031812		305	4	DETAIL	LAW	Ferry St	DAYTON	12/6/2024 19:02
MNS-24-031818		326	3	TRAFFIC STOP	LAW	3rd St / Ferry St	DAYTON	12/6/2024 21:24
MNS-24-031866		326	2	NOISE	LAW	Church St	DAYTON	12/7/2024 17:46
MNS-24-031899		305	2	SUSPICIOUS	LAW	3rd St	DAYTON	12/7/2024 22:27
MNS-24-031908		305	2	PARKING	LAW	3rd St	DAYTON	12/7/2024 23:28
MNS-24-031924		330	2	NOISE	LAW	Church St	DAYTON	12/8/2024 9:13
MNS-24-031931	24YC3546	310, 330, 342	1	DOMESTIC NOW	LAW	Ferry St	DAYTON	12/8/2024 12:21
MNS-24-031965		315	2	NOISE	LAW	Ash St	DAYTON	12/9/2024 1:23
MNS-24-031970		303	1	ALARM AUDIBLE	LAW	Ferry St	DAYTON	12/9/2024 4:28
MNS-24-031986	24YC3553	302	4	DHS	LAW	Cindy Ln	DAYTON	12/9/2024 8:28
MNS-24-031989	24YC3556	302	4	DHS	LAW	Laurie Ln	DAYTON	12/9/2024 8:29
MNS-24-032021		337	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/9/2024 12:54
MNS-24-032029		337	4	FOLLOW UP	LAW	7th St	DAYTON	12/9/2024 13:53
MNS-24-032034			4	FOLLOW UP	LAW	Ash St	DAYTON	12/9/2024 15:06
MNS-24-032039		337	2	NOISE	LAW	Church St	DAYTON	12/9/2024 15:55
MNS-24-032047		315	1	CUSTODIAL INTERFERENCE NOW	LAW	7th St	DAYTON	12/9/2024 18:34
MNS-24-032075	24YC3571	337	5	TEST CALL	LAW	Ferry St	DAYTON	12/10/2024 6:57
MNS-24-032086		337	2	ASSIST OUTSIDE AGENCY	LAW	Ash St	DAYTON	12/10/2024 8:17
MNS-24-032087		337	3	TRAFFIC STOP	LAW	Ferry St	DAYTON	12/10/2024 8:19
MNS-24-032097		335, 337	2	UNWANTED	LAW	Se Kreder Rd	DAYTON	12/10/2024 9:27
MNS-24-032111	24YC3575	337, 8033	2	HARASSMENT	LAW	MAPLE ST	DAYTON	12/10/2024 13:42
MNS-24-032113		330	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/10/2024 13:53

DAYTON CFS
December 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-24-032117		337	2	ANIMAL ABUSE	LAW	9th St	DAYTON	12/10/2024 13:59
MNS-24-032121		337	4	DETAIL	LAW	FERRY ST	DAYTON	12/10/2024 14:38
MNS-24-032143		339	3	TRAFFIC STOP	LAW	Main St / 3rd St	DAYTON	12/10/2024 20:33
MNS-24-032144		339	3	TRAFFIC STOP	LAW	Ferry St / 5th St	DAYTON	12/10/2024 20:49
MNS-24-032158		337	4	FOLLOW UP	LAW	9th St	DAYTON	12/11/2024 7:32
MNS-24-032177		306	2	HARASSMENT	LAW	Se Kreder Rd	DAYTON	12/11/2024 11:27
MNS-24-032196		337	4	FOLLOW UP	LAW	9th St	DAYTON	12/11/2024 15:45
MNS-24-032242		305	3	TRAFFIC STOP	LAW	4th St / Ferry St	DAYTON	12/11/2024 21:21
MNS-24-032268	24YC3593	302	4	DHS	LAW	Mill St	DAYTON	12/12/2024 7:50
MNS-24-032273	24YC3598	302	4	DHS	LAW	Se Kreder Rd	DAYTON	12/12/2024 7:51
MNS-24-032276		322	2	CIVIL PAPER	LAW	Ferry St	DAYTON	12/12/2024 8:38
	24MP412							
MNS-24-032285	8	8031	4	DETAIL	LAW	Ferry St	DAYTON	12/12/2024 9:45
MNS-24-032287	24YC3603	306	2	HARASSMENT	LAW	Ashley Ct	DAYTON	12/12/2024 10:00
MNS-24-032308		337	3	TRAFFIC STOP	LAW	7th St / Ash St	DAYTON	12/12/2024 15:00
MNS-24-032311		337	4	DETAIL	LAW	Ferry St	DAYTON	12/12/2024 15:58
MNS-24-032334		318	3	TRAFFIC STOP	LAW	Ash St / 11th St	DAYTON	12/12/2024 20:10
MNS-24-032469		341	2	PARKING	LAW	Ferry St	DAYTON	12/14/2024 14:26
MNS-24-032488		346	2	CIVIL COMPLAINT	LAW	Mill St	DAYTON	12/14/2024 16:43
MNS-24-032493		319, 337	4	DETAIL	LAW	Ferry St	DAYTON	12/14/2024 17:04
MNS-24-032500		BCAST5, OSP5	1	RECKLESS DRIVER	LAW	Se Kreder Rd	DAYTON	12/14/2024 18:47
MNS-24-032555		315	2	ANIMAL NUISANCE	LAW	3rd St	DAYTON	12/15/2024 20:52
MNS-24-032562		YCOM	4	REPOSSESSED VEHICLE	LAW	Ferry St	DAYTON	12/16/2024 0:07
		305, 314, 318, 319, 322, 326, 334, 337, 338, 339,						
MNS-24-032580		346	4	DETAIL	LAW	7th St	DAYTON	12/16/2024 8:35
MNS-24-032697		305	2	CIVIL PAPER	LAW	Ferry St	DAYTON	12/17/2024 18:55
MNS-24-032716		323, 326	1	DISTURBANCE	LAW	Alder St	DAYTON	12/17/2024 23:08
MNS-24-032719		326	2	FRAUD	LAW	Ferry St	DAYTON	12/17/2024 23:59

DAYTON CFS
December 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
		305, 323, 327, 8016,						
MNS-24-032723	24YC3654	8039, NDPD	1	ASSAULT NOW	LAW	Alder St	DAYTON	12/18/2024 2:31
MNS-24-032738		337	3	TRAFFIC STOP	LAW	9th St	DAYTON	12/18/2024 8:40
MNS-24-032781		337	3	FIELD INVESTIGATION	LAW	3rd St	DAYTON	12/18/2024 15:31
MNS-24-032800		305	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/18/2024 19:19
MNS-24-032801		305	3	TRAFFIC STOP	LAW	5th St / Oak St	DAYTON	12/18/2024 19:31
MNS-24-032812		305	2	CIVIL PAPER	LAW	Alder St	DAYTON	12/18/2024 21:40
MNS-24-032816		305	3	TRAFFIC STOP	LAW	8th St / Church St	DAYTON	12/18/2024 21:58
MNS-24-032822		305	2	CIVIL COMPLAINT	LAW	Ferry St / 3rd St	DAYTON	12/19/2024 0:00
MNS-24-032837		337	1	DRIVING WHILE SUSPENDED	LAW	7th St	DAYTON	12/19/2024 6:40
		101, 303, 328, 329, 335, 339, 340, 341, 342, 346,						
MNS-24-032843		605	4	DETAIL	LAW	7th St	DAYTON	12/19/2024 8:14
MNS-24-032889		306, COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Se Kreder Rd	DAYTON	12/19/2024 17:04
MNS-24-033022	24YC3684	318	1	THEFT NOW	LAW	7th St	DAYTON	12/21/2024 14:27
MNS-24-033041		315	6	INFORMATION MISC	LAW	Flower Ln	DAYTON	12/21/2024 18:22
MNS-24-033056		315	1	DISTURBANCE	LAW	Church St	DAYTON	12/21/2024 21:32
MNS-24-033080		303, 329, 346	2	NOISE	LAW	Joel Palmer Wy	DAYTON	12/22/2024 0:27
MNS-24-033100		315	1	ALARM SILENT	LAW	9th St	DAYTON	12/22/2024 21:03
MNS-24-033176		326	1	ALARM AUDIBLE	LAW	Ferry St	DAYTON	12/24/2024 0:37
MNS-24-033208		338	1	MISSING PERSON	LAW	Maple St	DAYTON	12/24/2024 15:26
MNS-24-033250		328	2	HARASSMENT	LAW	Se Kreder Rd	DAYTON	12/25/2024 12:43
		303, 310, 314, 318, 341,						
MNS-24-033326		342	1	DISTURBANCE	LAW	Church St / 11th St	DAYTON	12/26/2024 16:45
MNS-24-033353		303, 315, 329, 346	2	ASSIST OUTSIDE AGENCY	LAW	Village Place	DAYTON	12/27/2024 3:07
MNS-24-033362		330	2	TRAFFIC COMP MISC	LAW	Kallapuya St	DAYTON	12/27/2024 10:08
MNS-24-033392		346	6	INFORMATION MISC	LAW	7th St	DAYTON	12/27/2024 15:51
MNS-24-033408		605	2	CIVIL PAPER	LAW	Ferry St	DAYTON	12/27/2024 18:34
MNS-24-033410		318	2	PARKING	LAW	Ferry St	DAYTON	12/27/2024 18:36
MNS-24-033417		303, 605	2	CIVIL PAPER	LAW	Ferry St	DAYTON	12/27/2024 19:56
MNS-24-033418		303, 605	2	CIVIL PAPER	LAW	Countryside Ct	DAYTON	12/27/2024 20:01

DAYTON CFS
December 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-24-033452	24YC3719	315	1	STOLEN VEHICLE	LAW	Se Kreder Rd	DAYTON	12/28/2024 3:15
MNS-24-033469		330	1	MISSING PERSON	LAW	Maple St	DAYTON	12/28/2024 13:44
MNS-24-033501		315	2	HARASSMENT	LAW	Joel Palmer Wy	DAYTON	12/29/2024 1:11
MNS-24-033521	24YC3726	343	2	HIT AND RUN	LAW	Ferry St	DAYTON	12/29/2024 13:39
MNS-24-033539		305, 327, DPWKS, PGE	2	TRAFFIC HAZARD	LAW	Ferry St	DAYTON	12/29/2024 19:02
MNS-24-033572		338	4	FOLLOW UP	LAW	7th St	DAYTON	12/30/2024 9:40
MNS-24-033574		306	2	HARASSMENT	LAW	Mill St	DAYTON	12/30/2024 10:06
MNS-24-033577		338	4	FOLLOW UP	LAW	Joel Palmer Wy	DAYTON	12/30/2024 10:32
MNS-24-033588		338	4	FOLLOW UP	LAW	Joel Palmer Wy	DAYTON	12/30/2024 12:15
MNS-24-033619		305	3	TRAFFIC STOP	LAW	8th St / Church St	DAYTON	12/30/2024 20:46
	24YC3735							
	,							
MNS-24-033627	24YC3736	305, 323, 326, 327	1	WARRANT SERVICE	LAW	ALDER ST	DAYTON	12/31/2024 3:12
MNS-24-033635		337	4	FOLLOW UP	LAW	Ferry St	DAYTON	12/31/2024 10:38
MNS-24-033682		305	3	TRAFFIC STOP	LAW	Ferry St / 5th St	DAYTON	12/31/2024 22:09

DAYTON CFS
December 2024

Calls	Cases
119	22

		Contract Deputy(s)	City/Rural	Rural
Civil Paper	8			
Audible Alarm	3	337	28	6
Animal	3	0	0	
Area Check	1	0	0	
Agency Assist	2		28	6
Civil Complaint	3			91
DHS	7			
Disturbance	4			
Domenstic Now	2			
Extra Patrol	0			
Field Investigation	1			
Follow Up	12			
Harassment	6			
Information Misc	2			
Noise	5			
Ordinance	0			
Suspicious	7			
Traffic Stop	16			
Warrant Service	2			
Welfare Check	0			

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	99,952	3,700	0	0	129,745	548,069	781,466
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Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	7,614.07	187.00	-	-	11,156.06	58,210.10	77,167.23
Sewer Amount	3,450.78	-	-	-	1,842.01	38,209.39	43,502.18
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	61.00	61.00
Late Chrg Amount	30.00	-	-	-	-	1,400.00	1,430.00
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Total Charges:	11,094.85	187.00	-	-	12,998.07	97,880.49	122,160.41

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	13,156.33	185.70	-	-	9,821.30	119,867.85	143,031.18
Payments	6,554.70-	50.00-	-	-	9,821.27-	86,017.36-	102,443.33-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	50.00-	-	-	-	-	50.00-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	11,094.85	187.00	-	-	12,998.07	97,880.49	122,160.41
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Current Balance:	17,696.48	272.70	-	-	12,998.10	131,730.98	162,698.26

Year To Date: 07/01/2023 - 01/31/2024

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	949,068	238,543	0	10	568,127	5,052,065	6,807,813
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Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	68,522.96	947.29	-	-	53,910.23	478,730.22	602,110.70
Sewer Amount	24,068.74	-	-	-	12,773.47	269,085.16	305,927.37
Misc Amount	-	-	-	-	-	1,052.89	1,052.89
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	25.00	-	-	-	-	333.00	358.00
Late Chrg Amount	226.00	30.00	-	-	20.00	9,255.22	9,531.22
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Total Charges:	92,842.70	977.29	-	-	66,703.70	758,456.49	918,980.18

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	16,369.36	50.00	-	-	8,681.79	142,889.49	167,990.64
Payments	91,515.58-	704.59-	-	-	62,387.39-	766,474.23-	921,081.79-
Contract Adjustments	-	-	-	-	-	300.92-	300.92-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	50.00-	-	-	-	2,839.85-	2,889.85-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	92,842.70	977.29	-	-	66,703.70	758,456.49	918,980.18
Current Balance:	17,696.48	272.70	-	-	12,998.10	131,730.98	162,698.26

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	98,149	0	0	0	42,801	525,473	666,423
Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	7,837.90	50.00	-	-	5,513.87	57,011.96	70,413.73
Sewer Amount	4,517.04	-	-	-	2,382.38	49,976.02	56,875.44
Misc Amount	-	-	-	-	-	540.00	540.00
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	108.00	108.00
Late Chrg Amount	70.00	-	-	-	-	1,420.00	1,490.00
Total Charges:	12,424.94	50.00	-	-	7,896.25	109,055.98	129,427.17

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	13,495.36	50.00	-	-	8,138.92	141,557.75	163,242.03
Payments	5,527.59-	-	-	-	7,992.77-	102,684.81-	116,205.17-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	300.00-	300.00-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	12,424.94	50.00	-	-	7,896.25	109,055.98	129,427.17
Current Balance:	20,392.71	100.00	-	-	8,042.40	147,628.92	176,164.03

Year To Date: 07/01/2024 - 01/31/2025

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	931,290	93,600	0	1	438,306	4,822,525	6,285,722

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	70,360.55	3,056.00	-	-	46,443.00	465,299.92	585,159.47
Sewer Amount	31,619.28	-	-	-	16,793.02	351,229.94	399,642.24
Misc Amount	-	-	-	-	-	2,034.26	2,034.26
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	36.00	-	-	-	-	540.00	576.00
Late Chrg Amount	310.00	30.00	-	-	20.00	8,160.00	8,520.00
Total Charges:	102,325.83	3,086.00	-	-	63,256.02	827,264.12	995,931.97

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	26,319.26	845.00	-	90.00	10,142.90	145,331.15	182,728.31
Payments	108,252.38-	3,831.00-	-	90.00-	65,356.52-	822,088.12-	999,618.02-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	2,878.23-	2,878.23-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	102,325.83	3,086.00	-	-	63,256.02	827,264.12	995,931.97
Current Balance:	20,392.71	100.00	-	-	8,042.40	147,628.92	176,164.03