



## AGENDA Urban Renewal District Advisory Committee



**TUESDAY, May 6, 2014 - 5:30 p.m.**  
**City Hall Council Chambers**  
**187 SE Court Street**

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### URDAC MEMBERS

Chair:

Rich Rohde

Members:

Nancy Adams

Bob Brixius

Brian Dalton

Jim Fairchild

Ken Jacroux

Joe Koubek

David Shein

Chelsea Pope

Craig Pope

LaVonne Wilson

### STAFF

Jason Locke,  
Community  
Development Director

John Swanson,  
Planner

1. CALL TO ORDER
2. APPROVAL OF MINUTES - Meeting of April 1, 2014
3. PUBLIC COMMENTS
4. OLD BUSINESS
  - a) Grant and sign updates
5. NEW BUSINESS
  - a) Committee Rules
6. MEMBER COMMENTS
7. STAFF COMMENTS
8. OTHER BUSINESS



**CITY OF DALLAS**  
**Urban Renewal Advisory Committee**  
**Dallas City Hall**  
**187 SE Court Street, Dallas, Oregon 97338**  
**Tuesday, April 1, 2014 – 5:30 p.m.**

1 **MINUTES - DRAFT**

2 Members Present: Chair Rich Rohde, Brian Dalton, Jim Fairchild, Nancy Adams, LaVonne Wilson,  
3 Joe Koubek , and Bob Brixius

4 Absent: Ken Jacroux, Craig Pope, Chelsea Pope, David Shein

5 Staff: Community Development Director Jason Locke, Planner John Swanson

6 **CALL TO ORDER**

7 Chair Rich Rohde called the meeting to order at 5:30 p.m.

8 **APPROVAL OF MINUTES**

9 The minutes of the March 4, 2014 meeting were presented and approved with minor corrections of  
10 comments made by committee member Joe Koubek

11 **PUBLIC COMMENTS**

12 There were none.

13 **OLD BUSINESS**

14 Community Development Director Jason Locke reviewed the project priority consensus of the  
15 committee from last month’s meeting and pointed out that the projects are incorporated into the draft  
16 Urban Renewal Agency Annual Budget: Fiscal Year 2014-15 to be presented tonight. Mr. Locke briefly  
17 recapped the projects selected.

18 Mr. Locke presented to the committee a new version of the Façade Grant Application. The new form  
19 was developed to be easier to use and streamlined. The changes to the application are design and style  
20 changes only. No substantive changes to the Façade Grant program are proposed.

21 Chair Rich Rohde asked for comments on the new application. The committee discussed the new  
22 application and the Façade Grant program in general. It had been suggested that grant money be  
23 “advanced” to grant recipients rather than a reimbursement after façade improvements are complete.  
24 Committee member Joe Koubek recommended that advancing the grant money to recipients was a bad  
25 idea which he opposes. Committee member LaVonne Wilson remarked that it would set a bad  
26 precedent going forward.

27 Discussion turned to the relative disinterest in the grants from the downtown business and building  
28 owners. The committee expressed confidence that grant activity will pick up as the economy. Chair  
29 Rich Rohde asked if the original grant application deadline in May was still in place and that perhaps we  
30 should extend the deadline. Jason Locke agreed and pointed out that the deadline is not on the new  
31 application forms. The committee was unanimous in the decision to extend the May deadline.

32 **NEW BUSINESS**

33 Community Development Director Jason Locke presented the draft Urban Renewal Agency Annual  
34 Budget: Fiscal Year 2014-15 and made a staff recommendation that the URDAC approve and forward  
35 the draft budget to the Budget Committee. Mr. Locke gave an overview of the Urban Renewal District's  
36 progress to date since adoption 10 years ago. For details, please refer to the attached draft budget as  
37 presented. Upon committee review of the draft, member Nancy Adams made a motion to recommend  
38 the draft budget forward and LaVonne Wilson seconded. The committee agreed unanimously to  
39 recommend the draft as presented.

40 **MEMBER COMMENTS**

41 Chair Rich Rohde asked if there was any movement on the acquisition of the former Armory building  
42 site. Mr. Locke said that there has not been progress citing the slow nature of communicating with the  
43 state on the issue. Mr. Rohde suggested that we call Rep. Jim Thomson to assist in moving forward.

44 Committee member Joe Koubek asked when the new signs would be done. Mr. Locke stated that we  
45 would have them soon. Mayor Brian Dalton suggested a hanging sign for the new Pressed wine and  
46 coffee bar. Both Joe Koubek and Chair Rohde expressed their disappointment with the Dallas Library  
47 sign. Mr. Locke stated that it was due to regulations in the Dallas Sign Code that require projecting signs  
48 be a certain height above the sidewalk and there wasn't enough room under the library awning. The  
49 committee engaged in a general discussion regarding signs in the downtown.

50 Mayor Brian Dalton updated the committee on his progress with the downtown association currently  
51 being developed with the assistance of Oregon Main Street. Joe Koubek reported that the Ford  
52 Leadership group project is considering way finding signage for the creek trail system. The goal will be  
53 uniformity with other new signs downtown. Committee member Jim Fairchild remarked that Pressed  
54 Coffee and Wine Bar has opened to great success. Mr. Dalton added that they are already thinking of  
55 expanding into next door currently occupied by Southtown Glass. Mr. Koubek reported that he will miss  
56 the next 4 URDAC meeting due to his work schedule.

57 **STAFF COMMENTS**

58 Jason Locke informed the committee that staff would put together some boilerplate organizational  
59 structure to the next meeting. Chair Rich Rohde said that he felt that was important.

60 **OTHER BUSINESS**

61 New chair of the committee Rich Rohde thanked the group for getting through his first meeting at the  
62 head of the table. He intends to make no major changes to the nature of the committee meetings  
63 which are relaxed and informal.

64 The meeting adjourned from City Hall at 6:25 PM

**Dallas Development Commission, Urban Renewal Agency**  
**Resolution 14-01**

**URBAN RENEWAL DISTRICT ADVISORY COMMITTEE (URDAC)**

There is hereby continued an Urban Renewal District Advisory Committee (hereinafter referred to as URDAC) for the City of Dallas Urban Renewal District (Hereinafter referred to as District).

URDAC shall consist of seven to nine members appointed by the Dallas Development Commission, Urban Renewal Agency (hereinafter referred to as the Agency), and shall include a downtown business and/or building owner, the Mayor, and not more than two Agency members. Members need not reside within the City of Dallas.

**Terms and Attendance**

(1) The term of office for each member is four years. Members in office at the time this resolution takes effect shall continue in office until the expiration of their regular appointments.

(2) A vacancy shall be filled by the Agency for the unexpired term of any member. A member of the URDAC may be removed by the Agency for misconduct or nonperformance of duty. In the event that a member is absent from three meetings in any calendar year without an excuse, or in the event of an emergency, the URDAC may recommend removal of the member or the Agency may remove the member on its own initiative.

(3) At its first meeting in each calendar year, the board shall elect a chairperson and vice chairperson. The chairperson shall preside at all meetings and the vice chairperson shall preside over the meetings in the event that the chairperson is absent.

**Procedures**

(1) A majority of the members of the URDAC shall constitute a quorum, and a majority of a quorum may transact business. Meetings shall be held monthly, and only when there is business to transact. Procedures of the URDAC shall be subject to the Oregon Public Meetings Law and governed by Roberts Rules of Order.

(2) A member of the URDAC shall not participate in any committee proceeding or action in which the member has a direct or substantial financial interest. Any potential interest shall be disclosed at the meeting of the commission where the action is being taken.

**Duties**

The URDAC shall be advisory to the Agency and shall:

(1) Review and recommend projects to the Agency for approval.

- (2) Make recommendations related to the Agency budget.
- (3) Engage in planning for future District projects and programs.
- (4) Develop and, with the approval of the Agency, implement grant and or other improvement programs.
- (5) Generally encourage community interest in downtown and the District.
- (6) Such other responsibilities as the Agency may, from time to time, direct.

### **Limitation on Authority**

The actions of the URDAC shall be advisory only and shall not constitute policy of the Agency, nor shall such actions be binding upon the Agency or upon the District. The Agency may adopt all or part of any recommendation of the URDAC, with or without amendment.