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Councilor
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Councilor
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Dallas Urban Renewal Agency Board of Directors Agenda

Monday, October 20, 2014, 7:00 p.m. (following the City Council meeting)
 Brian Dalton, Presiding
 Dallas City Hall
 187 SE Court Street
 Dallas, Oregon 97338

All persons addressing the Board of Directors will please use the table at the front of the Board. All testimony is electronically recorded. If you wish to speak on any agenda item, please sign in on the provided card.

	ITEM	RECOMMENDED ACTION
1.	Roll Call	
2.	Review and approval of minutes of June 16, 2014, meeting	Approval
3.	Grant revision	Motion
4.	Ford Foundation sign request	Motion
5.	Other Business	
6.	Adjournment	

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
Monday, June 16, 2013
Council Chambers**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met in regular
2 session on June 16, 2013, at 8:38 p.m. in the Council Chambers of City Hall with Brian Dalton
3 presiding.

4 **ROLL CALL**

5 Directors present: Jim Brown, Jim Fairchild, Kelly Gabliks, Beth Jones, Jackie Lawson, Kevin
6 Marshall, Murray Stewart, LaVonne Wilson, and Ken Woods, Jr.

7 Also present were: City Manager Ron Foggin, City Attorney Lane Shetterly, Chief of Police
8 Tom Simpson, Fire Chief Fred Hertel, Engineering and Environmental Services Director Fred
9 Braun, Finance Director Cecilia Ward, and Recording Secretary Jeremy Teal.

10 **REVIEW AND APPROVAL OF MINUTES OF JUNE 2, 2014, MEETING**

11 It was moved by Director Gabliks *to approve the minutes of the June 2, 2014, meeting as*
12 *presented.* The motion was duly seconded and carried with a vote of 9-0.

13 **APPOINTMENTS OF URBAN RENEWAL ADVISORY COMMITTEE MEMBERS**

14 It was moved by Director Marshall *to appoint the members of the Urban Renewal Advisory*
15 *Committee as presented.* The motion was duly seconded and carried with a vote of 9-0.

16 **RESOLUTIONS**

17 **Resolution UR 2014-02** – A Resolution adopting a budget for the Dallas Development
18 Commission Urban Renewal Agency, appropriating budget funds, and certifying a request for
19 the maximum amount of revenue.

20 A roll call vote was taken and Mayor Dalton declared Resolution UR 2014-02 to have PASSED
21 BY A VOTE OF 9-0 with Director Jim Brown, Director Jim Fairchild, Director Kelly Gabliks,
22 Director Beth Jones, Director Jackie Lawson, Director Kevin Marshall, Director Murray Stewart,
23 Director LaVonne Wilson, and Director Ken Woods, Jr. voting YES.

24 **OTHER BUSINESS**

25 **ADJOURNMENT**

26 There being no further business, the meeting was adjourned at 8:40 p.m.

27 Read and approved this _____ day of _____ 2014.

Chair Brian W. Dalton

ATTEST:

City Manager

DALLAS URBAN RENEWAL AGENCY REPORT

TO: DALLAS URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 3	Topic: 500-900 Block Main Street Façade Grant Revision
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: October 20, 2014	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin, City Manager		

RECOMMENDED ACTION: Approve the URDAC recommendation to increase the grant match from \$4,000 to \$10,000.

BACKGROUND: There has been a lack of takers for the \$4000 façade grant on Main Street. To date, we have approved 2 grants for \$4000 each. In order to more effectively market the grant as well as making more of an impact on an individual building, the URDAC is recommending that the grant amount be increased to \$10,000/building. This might spur some additional investment. There is currently \$30,000 budgeted for grants, minus \$4000 for a recently completed project, which leaves \$26,000 available this fiscal year. If there are worthy projects that exceed the amount available, the Agency can consider a budget amendment to increase the amount of grant money available.

FISCAL IMPACT: The available grant funds may run out sooner with the larger match.

ATTACHMENTS:

Revised Grant application



City of Dallas Urban Renewal Façade Improvement Grant Program
500-900 block of Main Street

DRAFT

Welcome to the City of Dallas Façade Improvement Grant Program. This program is available to buildings located on the 500 thru 900 blocks of Main Street. The Dallas Urban Renewal Agency has set aside funds to provide up to **\$10,000 per building** for eligible improvements with a simple, streamlined application process. Grants will be awarded on a first come first served basis until the funds are exhausted. **This application must be submitted and approved PRIOR to work commencing.**

Application Process:

To apply for a Façade Improvement Grant, review and complete Sections 1 thru 8 of the application **after meeting with city staff**. Submit the completed application to the City of Dallas, Community Development Department, 187 SE Court Street, 2nd Floor, Dallas, Oregon 97338. Alternatively, completed applications and submittals may be emailed to jason.locke@dallasor.gov.

- Section 1** – Applicant Information
- Section 2** – Grant Type
- Section 3** – Project Information
- Section 4** – Submittals

- Section 5** – Property Owner Consent
- Section 7** – Grant Request and Approval Process
- Section 6** – Grant Fund Distribution
- Section 8** – Signature



City of Dallas Urban Renewal Façade Improvement Grant Program Application

Section 1 – Applicant Information

Company/Business Name: _____

Address of Subject Property: _____

Assessor Tax Lot Number: _____

Mailing Address: _____

Contact Person: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Applicant is the : Building Owner Tenant

Building Owner Information (if different from applicant):

Owner Name: _____

Mailing Address: _____

Contact Person : _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Section 2 – Grant Type

Façade improvements range from painting and façade repair to additions of awnings and exterior lighting. Depending on the project, the Urban Renewal Agency will fund 50% or 75% of eligible projects up to **\$10,000 total per building**.

Please check all boxes that apply:

Category 1: Eligible for 75% match up to \$10,000

- Exterior Painting that is consistent with approved color palettes
- Projecting Signs, non-internally illuminated that conform to the standards of the Development Code and the Sign Code
- Repair to Exterior Facades, including masonry repair (front and side facades are eligible)

Category 2: Eligible for 50% match up to \$4000

- Repair or replacement of building features such as cornices, doors, windows, decorative detail, awnings, and window display lighting.
- Exterior lighting
- Installation of new awnings

Section 3 – Project Information

Project Start Date: _____ Expected Completion Date: _____

Estimated Budget for Proposed Project: \$ _____

Please describe in detail the proposed work, include colors, dimensions, materials, costs, etc. (attach additional pages if more space is required):

Will you be using a contractor for this project? Yes No

If yes, please supply the following contractor information:

Contractor Business Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

Attach a copy of the cost estimate from the contractor

Section 4 – Submittals

Please attach copies of the required submittals to this application. Where digital copies are preferred, email, compact disc, or USB drives are acceptable.

- Photographs clearly showing existing conditions of the building to be improved
- Drawings or sketches showing the proposed improvement(s) on the building and placement of other features around the building, if applicable
- Exact color samples of paint and other materials to be used for the proposed improvement(s)
- Cost estimate for the project

Section 5 – Property Owner Consent

I, _____ ("Property Owner"), certify that I own the property located at _____ ("Address") in Dallas, Oregon and that I have reviewed the application by _____ ("Applicant") for participation in the City of Dallas Façade Improvement Grant Program. I understand that the proposal includes the changes and/or enhancements to my building as noted above and that I approve said changes and/or enhancements.

Signature of Property Owner

Date

Printed Name of Property Owner

Mailing Address of Property Owner: _____

Telephone Number of Property Owner: _____



City of Dallas/Community Development Department
187 SE Court Street
Dallas, OR 97338
503.831.3571
www.dallasor.gov

Section 6 – Grant Request and Approval Process

Estimated total budget for proposed project (listed in Section 3): \$ _____

Portion of estimated budget that qualifies for Category 1 Grant: \$ _____ x .75 \$ _____

Portion of estimated budget that qualifies for Category 2 Grant: \$ _____ x .50 \$ _____

Total Grant Amount Requested (not to exceed \$10,000): \$ _____

Approval Process:

1. Upon receipt of a completed City of Dallas Urban Renewal Improvement Grant application, City staff will review the application.
2. Approval is based upon the proposed project and its compliance with Section 2 of this application.
3. Conditions of Approval may be developed to improve compliance with the code standards of the Central Business District, which shall be attached to the Grant Approval Agreement.
4. Staff may choose to forward an application to the Urban Renewal Advisory Committee for review.
5. **Successful applicants shall sign the Façade Improvement Grant Approval Agreement before construction begins.**
6. If an application is not approved, the City of Dallas will provide a written explanation and may include recommendations for steps that may be taken to receive approval.

Section 7 – Grant Funds Distribution Process

Grant monies will be issued after construction is complete. Projects must be completed within twelve (12) months of approval. Upon completion of a project, City staff must be contacted for a site inspection. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the City shall provide the agreed upon amount of funding.

If a contractor was used, a copy of the invoice and proof of payment must be provided to the City before funds can be released. If a contractor was not used, receipts accompanied by proof of payment must be provided before reimbursement can be issued. Only materials may be reimbursed for projects that do not use a contractor. Funds shall then be disbursed within thirty (30) days from the date of invoice receipt.

Section 8 - Signature

I agree that the information provided above and within is accurate and correct to the best of my knowledge.

Signature of Applicant: _____

Date: _____



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DALLAS URBAN RENEWAL AGENCY REPORT

TO: DALLAS URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 4	Topic: Ford Leadership Foundation Match Recommendation
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: October 20, 2014	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Approved By: Ron Foggin, City Manager		

RECOMMENDED ACTION: Approve the URDAC recommendation to fund up to \$2500 for a sign at the Main Street entrance to the Rickreall Creek Trail, or determine a different appropriate amount.

BACKGROUND: The URDAC heard a request from Joe Koubek at their October 7 meeting asking for the UR Agency to pay for a sign at the entrance to the Rickreall Creek Trail. This is part of a Ford Leadership Foundation group project for signing the Trail. The financial commitment would be used as a match to leverage additional funds to complete the project. The sign would be located in the UR District.

As a side note, in 2011 the Agency agreed to match \$500 for the pocket park on the Trail, another Ford Leadership Foundation project.

FISCAL IMPACT: Up to \$2500, which would come from the Special Projects line item.

ATTACHMENTS:

None