



## AGENDA Urban Renewal District Advisory Committee



**TUESDAY, January 8, 2013 - 5:30 p.m.**  
**City Hall Council Chambers**  
**187 SE Court Street**

---

**Chair: David Shein**

1. CALL TO ORDER
2. APPROVAL OF MINUTES - Meeting of December 4, 2012 [Page 2](#)
3. PUBLIC COMMENTS
4. Election of Chair
5. OLD BUSINESS  
None
6. NEW BUSINESS
  - a. Discussion of Façade Grant program proposal for 800/900 block [Page 5](#)
7. MEMBER COMMENTS
8. STAFF COMMENTS
9. OTHER BUSINESS



**CITY OF DALLAS**  
**Urban Renewal Advisory Committee**  
**Dallas City Hall**  
**187 SE Court Street, Dallas, Oregon 97338**  
**Tuesday, December 4, 2012 – 5:30 p.m.**

1 **MINUTES - DRAFT**

2 Members Present: Chair David Shein, Jim Fairchild, Nancy Adams, LaVonne Wilson, Randy Hunter,  
3 Ken Jacroux, Chelsea Pope, Rich Rohde, Joe Koubek and Rich Long.

4 Absent: Craig Pope and Wes Scroggin.

5 Staff: Community Development Director Jason Locke and Planner John Swanson.

6 **CALL TO ORDER**

7 Chair David Shein called the meeting to order at 5:30 p.m.

8 **APPROVAL OF MINUTES**

9 The minutes of the November 6, 2012, meeting were presented and approved.

10 **PUBLIC COMMENTS**

11 There were none.

12 **OLD BUSINESS**

13 Community Development Director Jason Locke explained that the purpose of this meeting was to reach  
14 final consensus on the final Main Street Streetscape Design. The preferred concept was a “marriage” of  
15 Option 2 and Option 3. Mr. Lock presented a new rendering of the design done by Greenworks. Mr.  
16 Locke informed the Committee that design changes could occur when the project went to engineering.  
17 The policy would be that he would approve small, technical design detail changes as Project Manager,  
18 but as any significant design change requirements emerged, the decision would be brought to the Urban  
19 Renewal Advisory Committee (URDAC) for approval and recommendation to the Urban Renewal Agency.

20 Mr. Locke concluded that if URDAC agreed, then a recommendation to approve the final design would  
21 be forwarded to the Urban Renewal Agency for consideration and approval.

22 Joe Koubek stated that he had assisted with the installation of the holiday snowflakes on the existing  
23 light poles downtown. He asked if the decorations would be compatible with the new light standards,  
24 which were going to be much shorter, and if this would be the last year the existing snowflakes would  
25 be used. Mr. Locke answered that the shorter standards would require decorations on a smaller scale.  
26 Planner John Swanson remarked that he was at the previous Chamber Board of Directors meeting and  
27 they were aware that there would be a need for new holiday decorations next year.

28 The Committee discussed the specifics of the new light posts and Mr. Locke assured the Committee they  
29 would be fully functional with options for any use including flag standards, electricity, and drip irrigation.

30 Chair David Shein if everyone was happy and there was consensus among the URDAC membership.  
31 Jason Locke mentioned that Polk Soil and Water Conservation District would be providing assistance  
32 with the new rain gardens. Committee members agreed that the more partnerships and expertise  
33 brought into this project the better.

34 Committee member Rich Rohde made a motion to recommend this final design to the Urban Renewal  
35 Agency for approval. Committee member Bob Brixius seconded the motion. Chair David Shein opened  
36 the floor for discussion before a vote. Joe Koubek asked if there would be any changes to the  
37 intersection at Main Street and Washington Street recently reconstructed by ODOT. Mr. Locke  
38 answered that the intersection would not be changed from its current configuration. Brian Dalton  
39 remarked that the Committee would like to have a say in choosing tree species. Mr. Locke said they  
40 would. Joe Koubek asked if the Committee had a say in placement of street furniture or if staff would  
41 decide. Mr. Locke replied that the furniture would not be installed until the entire sidewalk and street  
42 work was complete, and that the committee would participate in choosing street furniture locations and  
43 configuration. There was no more discussion.

44 Chair Shein called for a vote and the recommendation to forward the final design to the Urban Renewal  
45 Agency for approval. The motion carried unanimously. Mr. Locke said that staff would prepare a  
46 written recommendation for submittal.

#### 47 **NEW BUSINESS**

48 None

#### 49 **MEMBER COMMENTS**

50 Rich Rohde asked how the SW Church Street sidewalk was coming along. Mr. Locke answered that the  
51 concrete was finished and the street trees were installed that day. He said that the project was virtually  
52 complete. Joe Koubek mentioned that the SW Church Street project should have been signed to identify  
53 it as an Urban Renewal project.

54 Chair Shein commented that the Main Street project would be the most intensive streetscape plan to  
55 date and would strongly impact downtown during construction. Jason Locke said that the work would  
56 be completed in stages determined by engineering and that both sides of the entire two blocks would  
57 not be torn up all at once.

58 Brian Dalton remarked on the importance of engaging the business owners in the project area. Mr.  
59 Locke replied that we have had a very good record of keeping businesses informed before and during  
60 construction so there would be no surprises. We have learned from the Mill Street and Court Street  
61 projects how to best keep the businesses open and happy during construction.

62 Rick Rohde asked about design standards for building improvements and suggested it was time to set  
63 standards so downtown building renovations would be compatible with the streetscape design. The City  
64 of Dallas does not currently have design standards in place, but Mr. Locke said that guidelines for a color  
65 palate, signs, and lighting could be developed and presented for discussion at a future meeting.

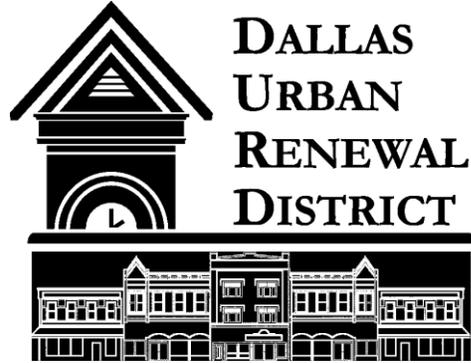
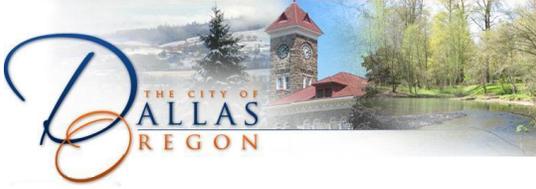
#### 66 **STAFF COMMENTS**

67 Community Development Director Jason Locke discussed estimated project costs based on what was  
68 learned from previous projects. He explained there wouldn't be exact dollar figures until the  
69 engineering had been completed and the project had gone out for bid.

70 **OTHER BUSINESS**

71 None

72 The meeting adjourned from City Hall at 6:01 P.M.



**City of Dallas Urban Renewal Façade Improvement Grant Program**  
**Application – 800/900 block of Main Street**

Date Application Submitted \_\_\_\_\_

**Applicant Information:**

Company \_\_\_\_\_

Address \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Assessor Tax Lot Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Building Owner

Tenant

**Building Owner Information (if different from applicant):**

Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**I have reviewed the following document(s), as it pertains to my application:**

- City of Dallas Sign Code
- City of Dallas Development Code

**Please submit the following information with your application:**

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work;
- Drawings or sketches showing the proposed improvements on the building and placement of other features around the building, if applicable; Exact samples of paint, colors and materials (please attach);
- A cost estimate from a contractor (if used), including contact information for the contractor (please attach);
- Written consent from the property owner, if owner is different from applicant.

**Project Start Date** \_\_\_\_\_

**Expected Completion Date** \_\_\_\_\_

**Total Estimated Cost of Project** \_\_\_\_\_

**Grant Amount Requested** \_\_\_\_\_

---

*I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the City of Dallas.*

Signature of Applicant \_\_\_\_\_

**Eligible activities (please check)**

\_\_\_\_\_Awnings appropriate for the façade improvement and architecture.

\_\_\_\_\_Exterior painting that it is consistent with other downtown buildings.

\_\_\_\_\_Non-internally illuminating projecting signs that conform to the standards of the Development Code and Sign Code.

\_\_\_\_\_Exterior masonry repair.

\_\_\_\_\_Repair to exterior facades (front and side facades are eligible).

\_\_\_\_\_Repair or replacement of cornices, doors, windows, decorative detail, awnings, window display lighting.

\_\_\_\_\_Exterior lighting

\_\_\_\_\_Landscaping features (e.g. window boxes or planters)

**OTHER THINGS THAT WOULD BE APPROPRIATE?????????**

This Façade Improvement grant program is available to buildings located on the 800 and 900 blocks of Main Street. The Dallas Urban Renewal Agency will provide up to **\$3000 per building for eligible activities upon approval. The applicant will be required to provide a 10%, 25%, 50% match?????????**

**There is a total of \$30,000 available, and grants will be awarded on a first come-first basis until the funds are exhausted.**

**Review and payment procedures: ??? Open for discussion**

## Property Owner Consent Form:

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.

---

Date Signature of Property Owner

---

Printed Name of Property Owner

---

Mailing Address of Property Owner

---

Telephone Number of Property Owner

---

Return to:

City of Dallas  
Community Development Department  
187 SE Court Street  
Dallas, OR 97338  
503-831-3571