



Board of Directors

- Brian Dalton
- Jim Brown
- Jim Fairchild
- Kelly Gabliks
- Beth Jones
- Jackie Lawson
- Kevin Marshall
- Murray Stewart
- LaVonne Wilson
- Ken Woods, Jr.

Staff

City Manager
Ron Foggin

City Attorney
Lane Shetterly

Community Development
Director
Jason Locke

Finance Director
Cecilia Ward

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

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Dallas Urban Renewal Agency Board of Directors Agenda

Monday, June 3, 2013, 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.

<u>ITEM</u>	<u>RECOMMENDED ACTION</u>
1. Roll Call	
2. Review and approval of minutes of January 7, 2013, meeting	Approval
3. Public hearing on the proposed 2013-2014 City of Dallas Urban Renewal Agency Budget	Public Hearing
4. Façade grant program discussion	Motion
5. Jefferson Street sidewalk project	Motion
6. Other Business	
7. Adjournment	

DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
Monday, January 7, 2013
Council Chambers

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met in regular
2 session on January 7, 2013, at 7:45 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, Community
8 Development/Operations Jason Locke, Finance Director Cecilia Ward, City Recorder Emily
9 Gagner , and Recording Secretary Jeremy Teal.

10 **REVIEW AND APPROVAL OF MINUTES OF NOVEMBER 5, 2012, MEETING**

11 There were no changes made to the minutes. Chair Dalton declared the minutes approved.

12 **800/900 BLOCK MAIN STREET DESIGN**

13 Mr. Locke noted that the preferred streetscape alternative outline for the 800/900 block of Main
14 Street project was a culmination of over a year of work by the Urban Renewal District Advisory
15 Committee (URDAC). He stated the report outlined what led to the preferred alternative. He indi-
16 cated that URDAC undertook a very public involvement process in order to ascertain what the
17 stakeholders envisioned for the future of Main Street. Mr. Locke advised that it was a very well
18 thought out plan that compromised on certain things. He commented that URDAC recommended a
19 good, straight-forward, practical plan that would result in a lot of things that the Agency was initial-
20 ly looking for.

21 Mr. Locke indicated that URDAC was looking for approval to proceed with engineering on this
22 project. He indicated that the Agency would need to work closely with Polk County, pointing out
23 correspondence included in the packet from Commissioner Pope. Mr. Locke noted three areas of
24 County property that would need to be upgraded as part of the project.

25 Mr. Locke advised that staff estimated the cost of the project based on the Court Street project and
26 extrapolated it for the additional work that would need to be done on the Main Street project. He
27 reported that the pre-engineering estimate was between \$700,000 and \$750, 000 for the entire pro-
28 ject. He noted the Agency would need to discuss financing in the future. Mr. Locke also noted that
29 there were some street fund reserves that could be utilized during the project.

30 Mr. Locke stated there was an important component of this project that URDAC would be looking
31 at, which involved providing façade grants to help upgrade the façades on some of the buildings
32 downtown. He noted that the URDAC would make recommendations and report back to the
33 Agency. He advised the construction period would be August and September. He indicated that an
34 aggressive campaign of communication to keep business and property owners happy would be an
35 important component of the process.

1 Director Brown noted that Mr. Locke mentioned borrowing street fund reserves and asked if they
2 would be borrowed and put back. Mr. Locke stated it would be possible to repay, but a good
3 portion of this project was street related and the reserves would be applicable. Director Brown
4 stated he thought it might be politically sensitive to borrow street funds when the City was saying
5 there was no money for our streets. Chair Dalton noted the reserve money would be used on the
6 street part of the project.

7 Director Brown asked if staff was optimistic about getting the County's permission for the work on
8 County property. Mr. Locke stated that based on discussions with the Commission as a whole and
9 the County Administration he was optimistic. He added the work on County property didn't need to
10 be done, but the County could look foolish if they said they didn't want it done.

11 Director Lawson declared a conflict of interest and excused herself from the vote due to the fact she
12 was a business owner on Main Street.

13 Director Stewart asked what items could potentially increase the cost of the project. Mr. Locke
14 stated for the Court Street project, for instance, staff bid the lighting separately. He explained for
15 the Main Street project, all of those items would be included in one bid packet and it would be a
16 turn-key project. He noted there would be incidental items, such as new banners or holiday
17 decorations that would need to be discussed as they came up. He added street furnishings, such as
18 benches and trash cans, would be itemized separately.

19 It was moved by Director Marshall *to approve having the staff proceed with the engineering for*
20 *the 800/900 block of Main Street as recommended by the URDAC.* The motion was duly se-
21 conded and carried unanimously with Director Lawson abstaining due to her conflict of interest.

22 Director Gabliks asked if the motion was to approve the actual project. Mr. Locke advised that the
23 motion gave staff the ability to start working on the engineering for the project. Director Gabliks
24 noted continuing to work with the commissioners and Polk County was an important part of the
25 project.

26 **OTHER BUSINESS**

27 **ADJOURNMENT**

28 There being no further business, the meeting was adjourned at 8:00 p.m.

29 Read and approved this _____ day of _____ 2013.

Chair Brian W. Dalton

ATTEST:

City Manager

DALLAS URBAN RENEWAL AGENCY REPORT

TO: URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 3	Topic: 2013-2014 Budget Hearing
Prepared By: Emily Gagner	Meeting Date:	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin	June 3, 2013	

RECOMMENDED MOTION:

A motion should be made to approve the 2013-2014 Urban Renewal Agency Budget as approved by the Budget Committee and to impose the maximum property tax levy amount permitted by Oregon law. Staff should be directed to prepare a resolution to adopt the budget for the June 17, 2013, Urban Renewal District Board Meeting.

BACKGROUND:

FISCAL IMPACT:

Adoption of the budget allows for expenditures in the 2013-2014 fiscal year.

ATTACHMENTS:

Minutes of the 5/6/13 Urban Renewal Agency Budget Committee Meeting

DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BUDGET COMMITTEE
May 20, 2013

Chair Hurt called the meeting of the Budget Committee to order at 9:18 p.m.

Budget Committee members present: William Brite, Pete Christensen, Lynn Hurt, Joe Koubek, and Christine Valentine. Excused: Darand Davies and Paul Trahan. Absent: Chris Bellamy and John Davis.

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

Also present: Mayor Brian Dalton, City Manager Ron Foggin, City Attorney Lane Shetterly, Fire Chief Bill Hahn, Community Development/Operations Director Jason Locke, Finance Director Cecilia Ward, Engineering/Environmental Services Director Fred Braun, Lead Librarian Rosalyn McGarva, and City Recorder Emily Gagner.

APPROVAL OF MINUTES

Chair Hurt pointed out that in the May 6 minutes, he actually called the meeting to order, not the Mayor.

It was moved by Mr. Koubek to approve the minutes of the April 15, 2013 and May 6, 2013, Urban Renewal Agency Budget Committee meetings as amended. The motion was duly seconded and carried unanimously.

PUBLIC HEARING

Chair Hurt opened a public hearing at 9:19 p.m. on the proposed Dallas Development Commission Urban Renewal Agency Budget for fiscal year 2013-2014. There was no testimony or questions, so he closed the public hearing at 9:19 p.m.

ADOPTION OF THE URBAN RENEWAL AGENCY 2013-2014 BUDGET

It was moved by Director Marshall to recommend adopting the 2013-2014 Urban Renewal Agency budget as presented and recommending the Urban Renewal Agency Board of Directors approve the budget. The motion duly seconded and carried unanimously.

It was moved by Mr. Christensen to levy the maximum amount of property taxes allowed under Oregon law. The motion was duly seconded by Councilor Wilson and carried unanimously.

ADJOURNMENT

Director Gabliks stated she liked the new format, noting before she always felt like the budget was a done deal. She indicated the new process allowed the committee to hear everything and there was more interaction. She advised she would like to continue and refine the new process.

1 Mr. Foggin stated he enjoyed the process and thanked the Committee for their efforts to make
2 changes. He noted it was the first year, so the process would get better. He asked the Committee
3 to let him know throughout the year if they thought of anything that would make the process or
4 the budget document better. Mr. Foggin indicated his goal was to start the budget process earlier
5 next year.

6 Chair Hurt commented that he felt positive about the process. He passed on feedback from other
7 citizen members of the committee that following lengthy Council meetings was not the best way
8 to do the Budget Committee meetings.

9 It was moved by Director Stewart to adjourn the meeting. It was duly seconded and carried
10 unanimously.

11 The meeting was adjourned at 9:25 p.m.

DALLAS URBAN RENEWAL AGENCY

REPORT

TO: DALLAS URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 4	Topic: 800/900 block of Main Street Grant program
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: June 2, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin, City Manager 		

RECOMMENDED ACTION: Approve the grant program for the 800/900 block of Main Street.

BACKGROUND: As part of the planning and discussion regarding the 800/900 Block of Main Streetscape project, the URDAC has developed a grant program in order to assist and encourage businesses and building owners to make façade improvements in conjunction with the large public expenditure being made.

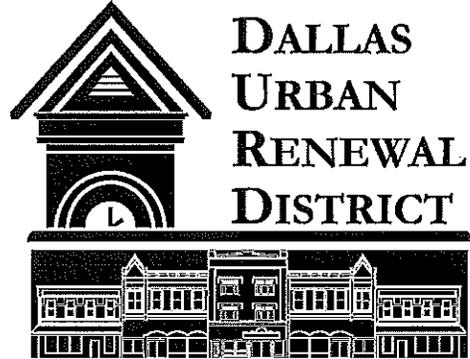
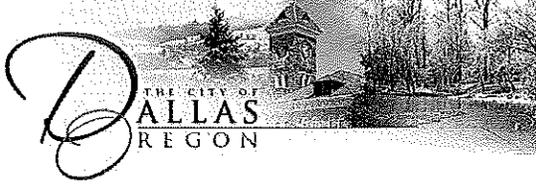
The grant program as proposed would have 2 categories, with Category 1 activities eligible for a 75% match, and Category 2 activities a 50% match in order to encourage the activities that make a bigger overall impact. In addition, there is a \$4,000 limit per building, and a first come, first served approach until the available funds are all accounted for.

The grants would be administered by City Staff, with the option to refer applications to the URDAC for full review. Also, all projects must be completed by May 31, 2014.

FISCAL IMPACT: There is \$40,000 budgeted in the UR FY 13/14 budget for this program.

ATTACHMENTS:

Proposed Grant application



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

Date Application Submitted: _____
Received by: _____

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: _____ **(must be prior to May 31, 2014)**

Total Estimated Cost of Project: _____

Grant Amount Requested: _____

Amount of Reimbursement (Staff): _____

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

Category 1: Eligible for 75% match up to \$4000

_____ Exterior painting that it is consistent with approved color palette.

_____ Non-internally illuminating projecting signs that conform to the standards of the Development Code and 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 cornices, doors, windows, decorative detail, awnings, window display lighting that are consistent with the style and period of the building.

_____ Exterior lighting

_____ Awnings appropriate for the façade improvement and architecture.

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 **\$4000 per building for eligible activities upon approval as outlined above.**

There is a total of \$40,000 available, and grants will be awarded on a first come-first basis until the funds are exhausted.

Application Process:

In order to receive a Façade Improvement Grant the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Review the program guidelines.
2. Complete and submit a Façade Improvement Grant Application form.
3. Submit a summary of proposed improvements which should include photographs of existing conditions and a written description of proposed improvements.
4. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.) including cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

Approval Procedures:

1. Upon receipt of all application materials described above, City Staff will review the application.
2. Staff will make a decision based upon the proposed project and its compliance with the code standards of the CBD. The City of Dallas may develop Conditions of Approval which shall be attached to the Grant Approval Agreement. An application may be forwarded to the Urban Renewal Advisory Committee for review at the discretion of staff.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement is signed by the applicant and the City Manager. If not approved, the City of Dallas will provide a written explanation for rejection. The City of Dallas may also include recommendations for steps that may be taken to receive approval.
4. Successful applicants must sign the Façade Improvement Grant Approval Agreement.

Construction may begin only after the application is approved by the City of Dallas. Any work done prior to formal approval will not be eligible for grant reimbursement.

Payment Procedures:

Grant monies will be issued only after construction is complete. Projects must be complete 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 funding for up to 75% or 50% of the total cost of the project depending on the project, not to exceed \$4,000.

If a contractor was used, a written invoice must be provided to the city before funds will be granted. If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks or paid invoices). Funds shall then be dispersed within thirty (30) days from the date of invoice receipt.

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

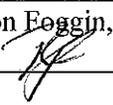
Return to:

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

DALLAS URBAN RENEWAL AGENCY

REPORT

TO: DALLAS URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 5	Topic: Jefferson Street Sidewalk Replacement
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: June 2, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin, City Manager 		

RECOMMENDED ACTION: Direct staff to proceed with the Jefferson Street Sidewalk replacement project, utilizing UR funds to pay ½ the cost.

BACKGROUND: The sidewalk adjacent to City Hall on Jefferson Street is in extremely poor condition. We have already experienced one reported trip-and-fall accident. The solution is to remove the existing sidewalk from the Court Street intersection to the rear driveway entrance of City Hall as well as the piece between the two driveways (about 125 feet). The cost is proposed to be split between Urban Renewal and the Sidewalk Repair line item in the Street Budget. The design of the sidewalk will be similar to the new sidewalk on Church Street, and will include removal of the existing trees (4) and replanting of new street trees.

FISCAL IMPACT: The estimated cost of the project is \$20,000. Urban Renewal would be contributing approximately \$10,000.

ATTACHMENTS:

Pictures

Jefferson Street Sidewalk looking North (Pink paint indicates trip hazard areas)



Curb and concrete deterioration

