

# The Dallas Digest

City of Dallas, Oregon

*Thank You*

## City Manager's Space

During this time of year I am often filled with thoughts of gratitude. I feel it appropriate to share some of these thoughts in this month's newsletter

I am thankful for our community's elected leaders who do amazing work, together, to ensure Dallas is a great place to be. I want to particularly express appreciation for our current leaders who will be leaving their elected public service in December, Councilors Nancy Adams and Kirsten Collins and Mayor Kenneth L. Woods Jr. Mayor Woods served continuously as a Dallas elected official for 42 years!

I'm grateful to our city employees who diligently work to ensure we have a welcoming, safe and livable community.

I appreciate and value our engaged citizens. We have an abundance of citizens who volunteer and contribute their time and talents in so many ways. It is truly awesome!

Finally, I have such gratitude for our local business owners and workers. They do such great work at providing local jobs, products and services to our community. They are terrific and deserve our continued support.

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# The Dallas Police Department has outgrown its current space and needs a new station.



**SEE THE PROPOSED DESIGN!**

**Open House  
6-7 p.m. Dec. 17 | Dallas City Hall**

Join us from 6-7 p.m. on Tuesday, Dec. 17, at Dallas City Hall for a presentation about the proposed new station for the Dallas Police Department!

Attendees will be able to see the draft design and learn about the estimated cost. Tours of the existing facilities will be available 5:30-6 p.m. and 7-7:30 p.m. All Dallas residents are welcome to attend.

If you can't make it in person, an online open house is available from Dec. 10-20 at [dallasor.gov/police](https://www.dallasor.gov/police)

# Parks and Recreation

## 'Tis the Season... ...for tree planting?

Yes! Dallas' mild, rainy winters make late fall the perfect time to plant trees. That way they can get established before the hot, dry days of summer. This past month, City Parks crews have planted trees at Kingsborough, Gala, Walnut, Roger Jordan, City Park, as well as along the Rickreall Creek Trail. Can you find them?





# Updates!

**Japanese Garden:** Dallas Rotary Club donated five cast stone benches which have been installed in the Japanese Garden. Now the newly restored garden can be enjoyed sitting or standing!



*Pictured: Parks Worker Steve Nations, Project Manager Michael Peirce, Parks Worker Dustin Johnson (standing); Public Works Administrative Services Manager Jennifer Ward (seated). Parks Supervisor Owen Barth took the picture!*

## **John C. Barnard Memorial Park:**

The City is currently accepting bids for the construction of this new park on the corner of Academy and Fir Villa Rd. Look for construction to begin this spring!



# Parks and Rec Public Service Reminders

We work hard to ensure that the **Dallas Aquatic Center** is a welcoming place for all. Comments about others' bodies or appearance can be hurtful, even if well-intentioned. Please be mindful of your words and actions so all can enjoy this space that we share.



[Domestic cats pose a significant threat to native songbirds, small mammals, reptiles and amphibians.](#) Placing cat food in outdoor spaces attracts pests such as rats, and other animals that can become pests, such as raccoons. Cat food and cat food containers are unsightly and unhygienic in our parks. Please DO NOT feed any cats you encounter in City parks. Instead, if you would like to help with the spaying, neutering and rehoming of these animals, Salem Friends of Felines (<https://www.sfof.org/>) is a resource for you.



# PUBLIC WORKS

## Fish Passage Project Completed

The City recently completed a project to build a downstream fish passage splash pool at Mercer Dam.

When the dam was built in 1959 it did not include a way for fish migrating downstream to safely pass over the dam's spillway. The new two-level pool structure addresses this issue by creating a pool to accommodate fish passage. Funding for the new splash pool was provided by a \$345,000 grant from the Oregon Water Resources Department.

The photos below show the new pool structure before and after the seasonal fall overflow at the dam.



# DALLAS FIRE & EMS

## HOLIDAY FIRE SAFETY 2024

### Winter Holiday Fire Facts

- U.S. fire departments responded to an estimated average of 835 home structure fires per year that began with decorations, excluding Christmas trees. These fires caused an annual average of 3 civilian fire deaths, 30 civilian fire injuries and \$14 million in direct property damage.
- Electrical distribution or lighting equipment was involved in more than two in five (41%) home Christmas tree fires.
- Nearly one of every five (20%) Christmas tree fires were started by lamps or bulbs. Eleven percent were started by candles.
- Roughly two of every five (40%) home Christmas tree fires started in the living room.
- Candle fires peak in December and January with 11% of candle fires in each of these months.
- Thanksgiving is the peak day for home cooking fires, followed by Christmas Day and Christmas Eve.
- Year round, one-third (32%) of home decoration fires were started by candles. This jumped to almost half in December when candles started 46% of such fires. Cooking started one-fifth (20%) of decoration fires.

**Source: NFPA's Applied Research**

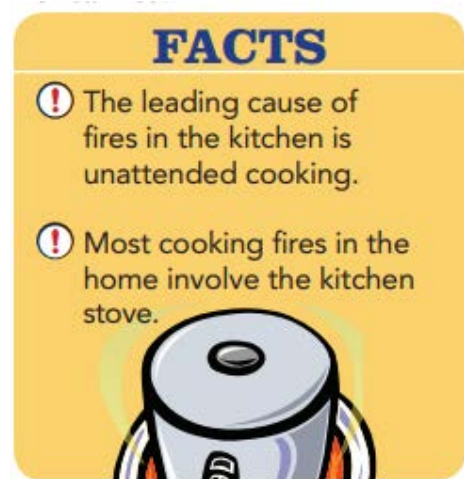


## COOKING AND BAKING

No holiday celebration would be complete without a feast, but be sure to take precautions against kitchen fires when you're cooking and baking. That includes keeping children and flammable items such as grocery bags and kitchen towels away from the stove and oven. Clean up greasy spills as you go to remove another fire hazard. If you're deep frying a turkey, keep the fryer well away from structures and trees, make sure your turkey is fully thawed, and follow the manufacturer's instructions for your fryer.

### What you should know about home cooking safety

- Be on alert! If you are sleepy or have consumed alcohol, don't use the stove or stovetop.
- Stay in the kitchen while you are frying, grilling, boiling, or broiling food.
- If you are simmering, baking, or roasting food, check it regularly, remain in the kitchen while food is cooking, and use a timer to remind you that you are cooking.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.



### If you have a cooking fire

- Just get out! When you leave, close the door behind you to help contain the fire.
- Call 9-1-1 or the local emergency number after you leave.
- If you try to fight the fire, be sure others are getting out and you have a clear way out.
- Keep a lid nearby when you're cooking to smother small grease fires. Smother the fire by sliding the lid over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.



- For an oven fire, turn off the heat and keep the door closed.

### **Safety considerations for cooking with oil**

- Always stay in the kitchen when frying on the stovetop.
- Keep an eye on what you fry. If you see wisps of smoke or the oil smells, immediately turn off the burner and/or carefully remove the pan from the burner. Smoke is a danger sign that the oil is too hot.
- Heat the oil slowly to the temperature you need for frying or sautéing.
- Add food gently to the pot or pan so the oil does not splatter.
- Always cook with a lid beside your pan. If you have a fire, slide the lid over the pan and turn off the burner. Do not remove the cover because the



fire could start again. Let the pan cool for a long time. Never throw water on the fire.

- If the fire does not go out or you don't feel comfortable sliding a lid over the pan, get everyone out of your home. Call the fire department from outside.

### **FIREPLACES**

- Nothing takes the chill off winter holidays like the light and heat of a fire on your hearth. Just be sure to keep “fuel” – from wrapping paper to rugs to clothing – at least three feet away from the flames. Use a fire screen to keep embers and logs from escaping. Lastly, make sure all embers are fully extinguished before you turn in for the night. Don't light the fireplace if hanging stockings on the mantel.

## **MENORAH OR KINARA**

It's possible to buy electric menorahs and kinaras, but if you prefer traditional candles you can still celebrate Hanukkah and Kwanzaa in a fire smart way. Keep flammable items, including curtains and holiday decorations, at least 3 feet away from your candles. Place your menorah or kinara on a non-flammable surface to catch the melting candle wax, such as a tray lined with aluminum foil. Never leave lit candles unattended.

## **CHRISTMAS TREES**

Old fashioned Christmas celebrations featured wax candles on live tree branches – inside homes! Today we know better, but risks still remain. If your family prefers real trees, be sure to water yours every day because dry needles and wood catch fire more easily. Go ahead and use many strings of light, but don't plug more than 3 strings into each other (opt for a power strip instead). Discard light strings that are worn or broken.

### **Watering your Christmas Tree Reduces Fire Hazard!**

Every year in the U.S., fire departments respond to an estimated 210 home fires involving Christmas trees. Even though Christmas tree fires are infrequent, when they occur, they can be dangerous and costly. These fires cause an annual average of 6 civilian deaths, 16 civilian injuries, and \$16.2 million in property damage. The good news is that by keeping your Christmas tree watered, you can enjoy the holidays with a beautiful and safer Christmas tree.



## Christmas Tree Fire Safety Tips

The National Fire Protection Association (NFPA) suggests several steps that you can take to reduce the risk of a Christmas tree fire in your home.

- Choose a healthy tree with fresh, green needles that do not fall off when touched.
- Immediately before placing a tree in its stand, cut 5 cm (2 in.) from the base of the trunk; this can help the tree to draw up water. If the cut surface is allowed to dry, it will reduce the water uptake to the tree.
- Always keep the tree well-watered. Make sure to check the water level in the stand daily.
- Make sure that the tree is at least three feet away from any heat source (e.g. space heaters, candles, fireplaces, heat vents, or lights).
- Make sure that the tree does not block an exit.
- Only use decorative lights that have the label of a recognized testing laboratory. Make sure light bulbs, strings, and connections are not broken or damaged in any way.
- Always turn off tree lights before leaving home or going to bed.
- Never use lit candles to decorate the tree.
- Get rid of the tree after Christmas or when it is dry and keep it away from your home/garage. Of the ten days with the largest shares of Christmas tree fires, none were before Christmas.
- Check with your local community to find a recycling program.
- Look for the fire-resistant label when buying an artificial tree. Keep it away from fireplaces, radiators and other sources of heat. Never use electric lights on metallic trees.
- Check the labels of older decorations. Some older tinsel is lead-based. If using angel hair, wear gloves to avoid irritation. Avoid breathing in artificial snow.





## OTHER HOLIDAY DECORATING SAFETY TIPS

1. Ensure outside decorations are for outdoor use and fasten lights securely to your home or trees. If using hooks or nails outside, make sure they are insulated to avoid an electrocution or fire hazard.
2. Have good, stable placement when using a ladder and wear shoes that allow for good traction.

## STAY SAFE FROM HOME FIRES

Help keep your family safe by testing your smoke alarms monthly and practicing your home fire escape plan until everyone can get out in less than two minutes — the amount of time you may have to leave a burning home before it's too late.

Visit [redcross.org/fire](https://www.redcross.org/fire) for more information or see the National Fire Protection Association's guidelines at <https://www.nfpa.org/education-and-research/home-fire-safety/winter-holidays>

## Christmas Tree Safety



As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.

# ECONOMIC DEVELOPMENT & URBAN RENEWAL

## Dallas Business Inventory

The Dallas Business Inventory is the best way for a business to be connected with the City and to learn about the important resources available to them. Since the DBI launched, we have been able to get 22% of Dallas businesses registered and regularly contacted, but to make this inventory a success, we need YOUR help.

**HELP US HELP YOUR BUSINESS!**

We have over 1,000 businesses in our database, but only 264 of them have contact information!

Our Goal? We want to be able to reach at least 50% of businesses by email by the end of 2024!

**50%**

How can you sign up your business?  
It's easy!

Sign up here: <https://bit.ly/dbidallas>

When you sign up, you will be the first to know about important resources that will help make your business successful!

**CITY OF DALLAS**  
OREGON

If you operate a business in Dallas, register for the inventory TODAY!  
Help us hit our goal of 50% by the end of the year.

<https://bit.ly/dbidallas>

## Small Business Classes Begin In January

Join Reinventing Rural / Co.Starters for a 10 week course designed for entrepreneurs to learn how to take their ideas and turn them into action! Interested in registering for the course? Click the link!

<https://www.reinventingrural.com/costarters/core/>

# Business Retention and Expansion Program

The Economic and Community Development Department will begin implementing a business retention and expansion program. This program is designed with the following objectives in mind:

1. Support local businesses in all stages of growth
2. Solve immediate issues and concerns when possible
3. Increase local businesses' ability to compete locally, nationally, and internationally
4. Build community capacity to sustain the growth and development of all types of businesses

This program will begin with staff from the Economic and Community Development Department scheduling one on one meetings with interested managers and business owners to discuss the issues facing their business, as well as opportunities that businesses wish to take advantage of. These meetings and the topics discussed will be confidential and used by City staff to build a stronger and more supportive business environment in the City of Dallas.

These meetings will be about one hour in length and it is recommended that the businesses schedule meetings ahead of time so that city staff do not interrupt operations of businesses.

Businesses interested in setting up a meeting are encouraged to contact Economic Development Specialist, Tyler Ferrari at [tyler.ferrari@dallasor.gov](mailto:tyler.ferrari@dallasor.gov) or by calling 503-831-3579.



# Grant Program Now Open to Support Advanced Manufacturing Businesses Competing for Federal Contracts

To assist small, advanced manufacturing businesses in Oregon by increasing industry competitiveness and supporting the attainment of the compliance standards required for federal contract participation, Business Oregon has opened the application window for the Advanced Manufacturing Federal Contract Competitiveness Fund (AMFCCF) program. Grants will be awarded up to 50% of the total project cost with a maximum grant award amount of \$150,000 per company.

Eligible project costs may include but are not limited to general equipment and machinery purchase, technical assistance consulting fees, employee training costs, IT equipment purchases, and more.

The applying businesses must meet the following criteria to be eligible for funding:

The business:

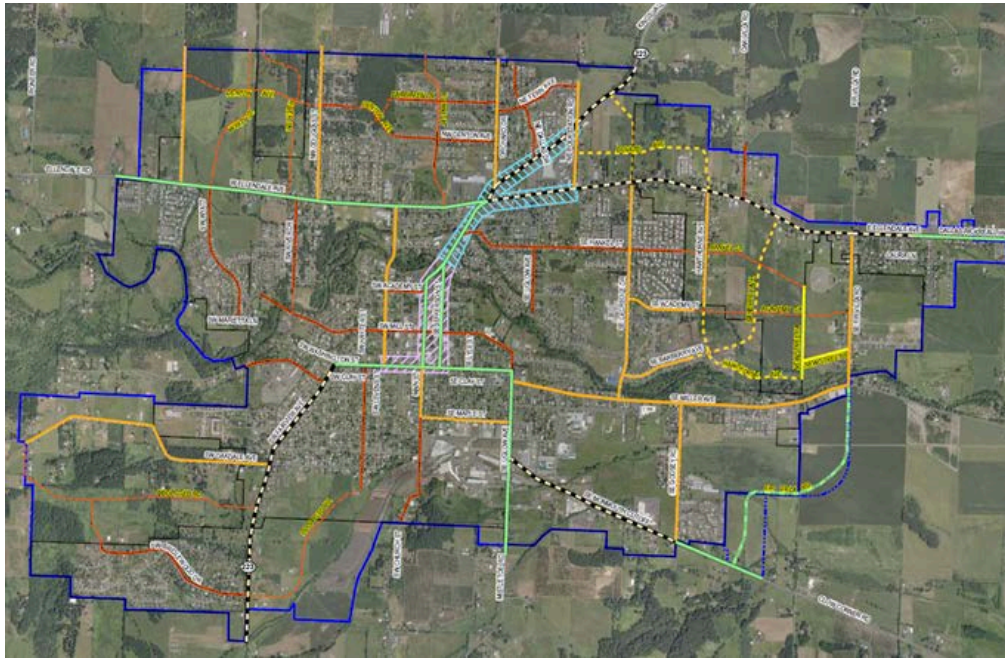
- is a for-profit legally formed entity, authorized to conduct business in the State of Oregon
- is in full compliance with Federal, State, and local laws
- has a physical location in Oregon
- has been conducting operations in Oregon and can demonstrate sales revenue for at least (1) one year
- has 150 or fewer FTE employees
- demonstrates committed funding, from its own or other sources, for at least 50% of the cost of the project

- is traded sector, operating in the advanced manufacturing space, or with a major line of business that falls into the advanced manufacturing space (examples include Aerospace & Defense, Upstream Metals & Machinery, Professional & Technical Services, and others).

Applications for the AMFCCF program will be accepted from now until December 27, 2024. Award notifications are estimated to be made by March 1, 2025. Access the application and additional information at [www.oregon.gov/biz/programs/AMFCCF/](http://www.oregon.gov/biz/programs/AMFCCF/).

# BUILDING & PLANNING DEPARTMENT

## Transportation System Plan



The City is preparing to update our 20-year master plan for transportation, in partnership with the Oregon Department of Transportation and consulting firm, Kittelson & Associates.

The Dallas Transportation System Plan (TSP) is a component of the Dallas Comprehensive Plan which describes and outlines projects, programs, and policies to meet the travel needs of our community now and in the future, based on the community's aspirations and growth.

We are currently working on the initial documents, and in February 2025 the City will host an Open House so that citizens can review this work and tell us if we got it right, and help guide us on the next steps.

For more information, contact the Dallas Planning Department at [planning@dallasor.gov](mailto:planning@dallasor.gov) or sign up for notices at [www.dallasor.gov/newsletter/subscriptions](http://www.dallasor.gov/newsletter/subscriptions)



# What's with all the Carports/RV Covers?

Structures for Carports and RV Covers are growing in popularity and are popping up in the local area, especially metal kits. These “accessory structures” are NOT all considered “temporary” buildings. Before you invest in any of these, there are some facts you need to know to end up with an approved accessory structure on your property. The reason behind approvals and permits are for one main reason-**SAFETY**, such as wind and ice damage. Also, consistency with local criteria leads to an enjoyable and neighborly community. If you install a structure without proper approvals, you risk being reported to Code Services, which could lead to notice that you must remove the structure and suffer financial loss, or in some cases, face legal consequences. We are here to help you find solutions to your specific needs while conforming to safety and community regulations.

## Use vs Type

### Metal Prefab used for RV storage



### Pergola Kit as Patio Cover OR Carport



### Shelter/Canopy Vehicle Storage



## FAQS:

**What defines a carport or RV cover?** The term carport defines the “use” of the structure, not the “type” of structure. For example, the same type of structure can be used as a patio cover, but if it used to store a vehicle or boat, it is considered a carport or RV cover.

**Does this information include fabric covered structures?** Not generally. There could be exceptions in the commercial zones, such as use for public playgrounds, for example.

**Can I place the structure on my property?** The Planning division requires a review of the site to confirm compliance with zoning, setbacks, lot coverage and size. A free “Zoning Compliance Review” is recommended before you invest in your proposed idea.

**What are the building setbacks?** The setbacks are the distance measured from the property line to the wall, or side, of a structure. The zoning of the property determines the setback distance on a parcel. The minimum possible setback for any accessory structure that may be allowed would be 36”, and zero lot line setbacks are not allowed. Accessory structures are not allowed in front of a primary building. Be aware that each property has its own unique features.

**Do I need a permit for my building?** Generally, for any structure over 200 sq. ft. for residential property, or 120 sq. ft. for commercial property you will need a Building-Structural permit if the property is in the Dallas jurisdiction. This includes kits and prefab structures. If it is in the Urban Growth Boundary, you will need to contact Polk County, who may also ask for the City’s approval for future compliance reasons.

**How much will a permit cost?** Permit fees are based on the valuation of the project, which includes material and labor, and follows a valuation table. Usually, the permit fees for these carports are much less than anticipated in the range of only \$200-\$350, and you can ask for an estimate to budget.

**What is the current building code being used?** The current building codes are: Residential 2023 ORSC and Commercial, 2022 OSSC

**What plans will I need?** You will need a detailed property site plan showing dimensions, utilities locations, easements, and location of all structures and impervious surfaces. Also, for the structure itself, a full set of construction plans with a current Oregon engineers stamp will be required.

**What is the design criteria for the manufacturer's design use?** This information is available on the Building Division website:

- Basic Design Wind Speed: 97 mph (Risk Category II), Exposure B
- Seismic Design Category: D1
- Snow Load: 25 psf roof, 36 psf ground
- Frost Depth: 12 inches

**Can I assemble the structure myself?** Yes, property owners can assemble and install their own structures with proper permit(s) and plans. If you hire a contractor, they must have a current Oregon CCB license. The CCB status can be verified on the Oregon Construction Contractor Board website.

**Does the building need a foundation?** All structures require approved anchoring to the ground.

**Why does my neighbor have a non-conforming structure but I am not approved for one?** Laws change over time, and sometimes buildings which were allowed under old rules may no longer be permissible under today's rules. If you are concerned a recently built structure was built without permits or in violation of zoning, you can use the options on the City's webpage under "How Do I...", "Report a Concern" or Request Public Records.

**These are just a few common questions that come up, and you may have more. We are here to help you so please feel free to contact us!**  
[Planning@dallasor.gov](mailto:Planning@dallasor.gov) and [Building@dallasor.gov](mailto:Building@dallasor.gov)



# CODE SERVICES

## Sign Regulations

We have compiled a list of our most common sign codes that we run across in violation or get asked about at Code Services. If you have a question about a sign that was not included in the list, you can view our Development Code on our City website or give us a call!

**Temporary signs** – no more than 3, no more than 6 square feet in area, 90 days duration.



**3.6.045 (G.)** A sign that does not exceed four square feet in area and four feet in height, and is erected to indicate a danger to the public or to designate where public access is prohibited.



**(J.) Signs giving notice** that a structure on a premises is protected by alarm or security service, provided such signs are not larger than one square foot and are located within five feet of the structure.



**3.6.050 Prohibited Signs (H.)** Signs that appear similar in shape, color, size or copy to traffic control devices.





# The BLUE REVIEW

DALLAS POLICE DEPARTMENT

## DALLAS POLICE DEPARTMENT



# TOUR THE DALLAS POLICE DEPARTMENT

Join the Dallas Police Department for a guided tour of the current facilities to explore its limitations and the need for a new, larger station next to City Hall.

Sign up by scanning the QR code or  
Email: [alyson.roberson@dallasor.gov](mailto:alyson.roberson@dallasor.gov) Call: 503-831-3551  
[www.dallasor.gov/police](http://www.dallasor.gov/police)

**SIGN UP**



**HERE!**

# RAFFLE CONTEST

**Want a chance to win a custom Dallas Police  
Supporter water bottle?**

Sign up for a guided tour of the current Dallas  
Police Department facilities to enter the raffle!

**Raffle winners will be drawn the first week of  
every month until May!**

Refer a friend to be entered twice!  
Email [alysan.roberson@dallasor.gov](mailto:alysan.roberson@dallasor.gov) for details.



## POLICE DEPARTMENT TOURS

Join us for a guided tour of the current Dallas Police Department facilities to explore its limitations and the need for a new, larger station next to City Hall. The tours provide community members an opportunity to gain insight into the challenges faced by our staff and the plans for a larger facility that will better serve our community's needs.

Sign up for a tour by scanning the QR code or  
Email: [alysan.roberson@dallasor.gov](mailto:alysan.roberson@dallasor.gov) Call: 503-831-3551  
[www.dallasor.gov/police](http://www.dallasor.gov/police)



## Crisis Intervention Training

Three officers attended Crisis Intervention Training (CIT) this month. Participants in this 40-hour class receive specialized training provided by mental health and law enforcement professionals as it relates to mental illness. The class gives officers/attendees a better understanding of what mental illness is, how to identify those experiencing mental illness, but most importantly, how law enforcement can better interact with individuals experiencing mental illness. One of the Dallas Police Department training goals has been to get as many of our police officers to this training as possible and we have been working towards that end for several years.

## New Patrol Vehicle

The police department took delivery of its latest patrol vehicle this month. This Dodge SUV is now in line with a company that puts the emergency lights, siren and other police equipment in it. The wait times for receiving a vehicle, its equipment and build means it can take six months to nearly a year from the time a vehicle is ordered to when its build is completed and able to be put into service.





# LIBRARY EVENTS THIS MONTH

DECEMBER 2024		Dallas Public Library Events				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 	2 Dallas Yarn Crafters Guild 4:00pm	3 Storytime 10:30am Adult Paint Night 6:00pm	4 Little Bitty Storytime 10:30am	5 Storytime 10:30am Book Discussion 12pm These Precious Days by Ann Patchett Christmas Sing Along with Angel Ocasio 6:00pm	6	7 Chess Club 1:00pm 
8 	9	10 Storytime 10:30am Kids Christmas Cupcake Wars 4:00pm	11 Little Bitty Storytime 10:30am	12 Storytime 10:30am Dungeons & Dragons 3:30pm	13 Dallas Christmas Carolers 6:00pm 	14
15 	16 Tertulia Spanish Conversation 1:00pm Dallas Yarn Crafters Guild 4:00pm	17 Storytime 10:30am Teen Christmas Cupcake Wars 5:00pm	18 Little Bitty Storytime 10:30am	19 Storytime 10:30am	20 Kids Movie and Gingerbread Making 4:00pm 	21 HELLO Winter 
22 	23	24 Closed for the Christmas Holiday 	25 Closed for the Christmas Holiday 	26 Storytime 10:30am Dungeons & Dragons 3:30pm HAPPY KWANZAA 	27 Teen New Year's Eve Party (Pizza and Movie) 5:00pm 	28
29 	30	31 Storytime 10:30am NEW YEAR'S EVE 	 Winter Reading Starts January 1st 			

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 [https://www.instagram.com/dallas\\_library\\_oregon/](https://www.instagram.com/dallas_library_oregon/)

# CHRISTMAS TOWN



## 2024

**10AM - 3PM**

**NEW MORNING BAKERY**

HOLIDAY MARKET

**12PM - 2PM**

**MIRACLE ON 34TH STREET**

MOVIE SCREENING

**2PM - 4PM**

**ALL AGES FAMILY DANCE**

LORA MICHELE DANCE STUDIO AND DJ KDUB

**2PM - 6PM**

**CHRISTMAS MARKET**

745 MAIN STREET

**4PM - 5PM**

**SOUNDS OF THE SEASON**

VICTORIAN HOLIDAY MARKET

**4PM - 7PM**

**KIDS CHRISMTAS CRAFTS**

939 MAIN STREET

**4PM - 7PM**

**LIVE NATIVITY AND PETTING ZOO**

761 S MAIN STREET

**5PM - 6PM**

**CHRISTMAS PARADE**

850 MAIN STREET

**6PM - 6:15PM**

**TREE LIGHTING CEREMONY**

850 MAIN STREET

**6:15PM - 7:15PM**

**CHOIR PERFORMANCES**

850 MAIN STREET

**6:15PM - 7:15PM**

**PHOTOS WITH SANTA**

850 MAIN STREET

**7:30-8:30PM**

**SOUNDS OF THE SEASON**

CHRISTMAS SONGS WE ALL KNOW AND LOVE

This newsletter is brought to you by



<https://www.facebook.com/cityofdallasoregon>

If you have questions about the newsletter, please contact  
alyson.roberson@dallasor.gov