



Board of Directors

- Mayor**
Kenneth L Woods, Jr.
- Director**
Michael Schilling
- Director**
Nancy Adams
- Director**
Carlos Barrientos
- Director**
Larry Briggs
- Director**
Kirsten Collins
- Director**
Kim Fitzgerald
- Director**
Micah Jantz
- Director**
David Shein
- Director**
Debbie Virden

**Urban Renewal Agency
Board of Directors Agenda**

**Kenneth L. Woods, Jr., Presiding
Monday, June 3, 2024
Immediately following the 7:00 pm City Council Meeting
Dallas City Hall, 187 SE Court St. Dallas, OR 97338**

All persons addressing the Agency will please use the table at the front of the Agency. All testimony is electronically streamed and recorded via the City of Dallas YouTube Channel:

<https://www.dallasor.gov/community/page/dallasyoutube>

- CITY STAFF**
- City Manager**
Brian Latta
 - Asst. City Manager**
Emily Gagner
 - City Attorney**
Lane Shetterly
 - Fire & EMS Chief**
April Wallace
 - Police Chief**
Tom Simpson
 - Economic & Community Development Director**
Charlie Mitchell
 - Public Works Director**
Gary Marks
 - Library Director**
Mark Johnson
 - Finance Director**
Cecilia Ward
 - City Recorder**
Kim Herring

	ITEM	RECOMMENDED ACTION
1.	ROLL CALL	
2.	Approve minutes of May 20, 2024 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Building Improvement Grant Program p.4	MOTION
4.	ADJOURNMENT	

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS
Monday, May 20, 2024**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on Mon-
2 day, May 20, 2024 at 7:39 pm with Mayor Kenneth L. Woods, Jr. presiding.

3 **ROLL CALL**

4 **Directors Present:** Director Michael Schilling, Director Nancy Adams, Director Carlos Barrien-
5 tos, Director Larry Briggs, Director Kirsten Collins, Director Kim Fitzgerald, Director Micah
6 Jantz, Director David Shein and Director Debbie Virden

7 **Directors Excused:** none

8 **Also present were:** City Manager Brian Latta, Assistant City Manager Emily Gagner, Finance
9 Director Cecilia Ward, Fire and EMS Chief April Wallace, Police Chief Tom Simpson, City At-
10 torney Lane Shetterly, Economic and Community Development Director Charlie Mitchell, Pub-
11 lic Works Director Gary Marks and City Recorder Kim Herring.

12 **APPROVAL OF THE September 5, 2023 MEETING MINUTES**

13 It was moved by Director Shein and seconded by Director Adams to approve the September 5,
14 2023 meeting minutes as presented. The vote was taken and passed with a vote of 9-0.

15 **1. Resolution No. UR 2024-01 Amending the Urban Renewal District Advisory Com-**
16 **mittee Rules established by Resolution No. 2014-01; and repealing Resolution No.**
17 **UR 2020-06**

18 Mr. Latta reviewed the staff report and explained that this was a housekeeping item to
19 align the term expiration dates with the other committees, commissions and board. Mayor
20 Woods called for a roll call vote. The Resolution passed with a vote of 9-0.

21 **2. Building Improvement Program**

22 Mr. Mitchell reviewed the staff report. After some discussion, the directors would like
23 some clarification on Item 6 on page 3 of the Program Guidelines. This item will return
24 to a future meeting.

25 **3. 791 Main Street**

26 Mr. Mitchell reviewed the staff report. Staff recommends the Agency provide direction to
27 the role of the URDAC with the 791 Main Street project design consultant. Director
28 Schilling moved and Director Shein seconded to utilize the URDAC as the primary advi-
29 sory body for the 791 Main Street redevelopment project; with a scope of work including
30 three consultant meetings with the URDAC, two consultant meetings with the Agency

1 and two public open houses. The URDAC will provide project recommendations to the
2 Agency for consideration and approval. The vote was taken and the motion passed with a
3 vote of 9-0.

4 **ADJOURNMENT:** 8:18 pm

Read and approved this _____ day of _____ 2024.

Chair Kenneth L. Woods, Jr.


Brian Latta, City Manager

DRAFT



Urban Renewal Agency Board of Directors

STAFF REPORT

MEETING DATE: June 3, 2024
AGENDA ITEM NO. 3
TOPIC: Proposed revisions to the Building Improvement Grant program
PREPARED BY: Charlie Mitchell
APPROVED BY:  City Manager
ATTACHMENTS: A – Program guidelines with proposed changes, revised

RECOMMENDED ACTION:

Staff recommends the Agency approve the recommendation from the Urban Renewal District Advisory Committee (URDAC) to make revisions to the Building Improvement Grant program. This proposal is updated based on input received at the May 20 Agency meeting.

BACKGROUND:

The Agency has in place a Building Improvement Grant program which provides matching grants for minor building improvement projects in the Urban Renewal District. This program has been dormant for the past two fiscal years due to insufficient resources in the Urban Renewal Fund due to debt service obligations. Fortunately, we were able to essentially continue the program with ARPA funding over the past two years. Now that one of our two debt service obligations has been fully paid, we have sufficient cash flow to restart the program in the next fiscal year, and it is included in the approved Fiscal Year 2024-25 budget.

Upon restart, we have the opportunity to perform some “fine-tuning” to the program policy to improve efficiency and success. The URDAC, at its May 7 regular meeting, voted to support these proposed changes and have recommended to the Agency Board to adopt these proposed changes.

At the previous Agency meeting on May 20, members of the Agency board provided feedback on certain language in the proposal and asked staff to bring a revision back to a future meeting for consideration. Staff and the City Attorney have reviewed comments and have discussed alternate language. The Attachment contains language we believe meets the intent of concerns expressed by Agency board members on May 20.

City’s Motto: Come Thrive with Us, We Invest in People and Business

A summary of the proposed changes is as follows:

- Clarification that applicants must obtain all necessary permits and have no outstanding fines or other payments due to the City
- Clarification and addition of eligible uses and activities
- Addition of a clear list of ineligible activities
- Addition of requirements that ensure the building is occupied within nine months of the grant reimbursement. Language regarding occupancy and viable business use has been added in response to the feedback received at the May 20, 2024 Agency meeting.
- Restriction of funding to one building per property owner, even if they own multiple properties
- Capping maximum grant awards at \$15,000 (the proposed \$75,000 program budget would then allow for a minimum of five projects each year) (previously, our maximum grant awards were \$20,000, but they have historically changed over time)

SUMMARY TIMELINE:

- May 7, 2024 - URDAC meets to vote in favor of recommended changes to the Building Improvement Grant program
- May 20, 2024 - Agency Board considers changes to the Building Improvement Grant program
- June 3, 2024 - Agency Board considers revised proposed changes to the Building Improvement Grant program based on comments received on May 20
- June 17, 2024 - City Council/Agency Board considers budget adoption
- June 18, 2024 - Applications open to be received by staff

FISCAL IMPACT:

Up to \$75,000 is in the proposed Downtown Urban Renewal Fund for this program in FY 2024-25.

RECOMMENDED MOTION:

I move to approve the URDAC’s recommendation and City Attorney’s revision and direct staff to modify the Building Improvement Grant program criteria as reflected in **Attachment A**.



Building Improvement Grant Program Guidelines and Overview

Purpose:

The Dallas Urban Renewal agency is investing directly into downtown buildings and businesses with the Building Improvement Grant Program. Each year, the Agency allocates funding from the Urban Renewal District for projects across the district, including this program. This program will strive to carry out the goals and objectives outlined in the Dallas Downtown Urban Renewal Plan. Financial assistance is available for projects within the Urban Renewal District, meeting the following goals of the Urban Renewal Plan:

1. Promote development of a unified and cohesive downtown.
2. Promote a mix of retail, commercial and residential uses oriented to pedestrians.
3. Promote high quality design and development compatible with the historic architectural theme of Dallas’ Central Business District.
4. Increase employment and business activity in the downtown.
5. Increase the tax base in the downtown and throughout the Urban Renewal District

Roles:

- **Applicant** – The property owner or tenant of the building where the project is to occur. If the applicant is the tenant, an application shall include property owner consent.
- **Grant Administrator** – The City Manager or designee shall be the Grant Administrator, and is the public contact for information about the program. The Administrator is responsible for assembling city staff to review grant applications for compliance with applicable provisions of City and State codes and ordinances.

Approval Criteria

1. The applicant must be the property owner or a tenant with permission from the owner.
2. No outstanding bills, fines, or other payments associated with the applicant. This includes any bills, fines or other payments associated with a property owned or managed by the applicant that is not part of the application.
3. The building and its tenants shall have all necessary permits to operate in the designated space.
4. The project must meet all state and local building codes and zoning requirements.
5. Projects must be located in the Dallas Urban Renewal Area and must result in permanent improvements to **commercial** buildings. Residential uses may exist on floors above the street level, but residential uses on the street level are not eligible.
6. The project and property are not tax exempt.

Eligible Activities include but are not limited to:

1. Exterior painting IF painting is a part of a larger project; painting alone is NOT an eligible activity
2. Permanent signs. (Must be attached to the building in a permanent fashion)
3. Alteration, replacement, or repair to exterior facades, including windows and doors
4. Exterior lighting, IF this is a part of a larger project; exterior lighting alone is NOT an



Building Improvement Grant Program Guidelines and Overview

eligible activity

5. Utility infrastructure (e.g. plumbing, electrical, mechanical and HVAC)
6. Roof repair or replacement
7. Awnings, or other pedestrian weather protection measures
8. New construction or structure additions
9. Seismic upgrades requiring a structural permit
10. Interior structural improvements
11. ADA Improvements to entryways, exits, and restroom facilities

Targeted Activities

Projects may receive priority consideration if one or more of the following activities are functions of the application:

- **Upper story reutilization.** Project must be for a currently unused space above street level and must lead to occupancy.
- **Vacant building reutilization.** Project must be for a currently unused structure or a portion of a structure of at least 1,000 square feet and must lead to occupancy.
- **New construction on vacant land or as a building addition.** Project must be for a new structure or an addition to an existing structure of at least 1,000 square feet and must lead to occupancy.

Non-Eligible Activities

1. Purchase of appliances/equipment that can be removed from the building when the use changes (kitchen equipment, washers/dryers, cleaning equipment, etc)
2. Interior improvements designed for a specific use (ex: temporary walls for dividing large spaces into smaller offices)
3. Improvements to spaces that, in the opinion of the Agency, the current or planned use of which does not, or will not, materially contribute to the economic vitality of the District. Examples of uses that do not materially contribute to the economic vitality of the District may include, but are not limited to, vacant spaces, spaces used primarily for passive storage of personal property, and spaces used primarily for fulfillment of off-site sales; provided, that a grant may be made for such a space if the applicant presents a plan, satisfactory to the Agency, to change the use of the space to make it a space that will contribute materially to the economic vitality of the District.

Grant Awards and Matching Funds

Grant awards are up to \$15,000, and require 50% private matching funds. Matching funds must be in cash (no in-kind match like volunteer work is allowed.)

The minimum total project value for eligibility is \$10,000.

Grant Requirements (minimum):

1. Grant funds are disbursed on a reimbursement basis only.
2. Grant recipients are required to sign a Grant Approval Agreement prepared by the city,



Building Improvement Grant Program Guidelines and Overview

prior to commencing work. Work performed prior to signing the agreement is not eligible for reimbursement.

3. Projects must be completed within 12 months of signing the Grant Approval Agreement.
4. At least one (1) competitive quote must be submitted for service estimates that exceed \$500. Cost estimates are to be itemized. These quotes must be submitted with the application.
5. The City will award no more than one grant to any one property owner during any one fiscal year. If a property owner owns multiple properties, they are eligible for only one grant during the fiscal year. The same property owner may become eligible for grant approval in the subsequent fiscal year, if all work associated with a prior grant is complete and has received final inspection approval from the City.
6. Grants distributed to a space that, at the time of the application, the Agency finds does not contribute materially to the economic vitality of the District, but for which the Agency has approved a plan to alter the use of the space to make it a space that contributes materially to the economic vitality of the District, will be distributed when the applicant has implemented its plan and the Agency determines the plan has been implemented to its satisfaction and the space has met the criteria for a grant. If the plan has not been implemented to the Agency's satisfaction within one-year from the date of approval of the application, the grant will be cancelled and withdrawn.

Grant Application Submittal

- City staff, under the direction of the Grant Administrator, will receive applications on a rolling basis as long as there is funding available in the program. If funding is exhausted before the end of the fiscal year, applications will no longer be accepted.
- Applications must meet applicable building design standards (currently under Chapter 2, Section 2.3.080 of the Dallas Development Code).
 - In cases where the applicant's plans do not meet applicable design standards, applicants will be afforded an opportunity to adjust plan elements accordingly for compliance with the standard(s). Plans that do not comply with the design standard(s) will not be awarded a grant.

Grant Application Evaluation

- The Grant Administrator will inform all grant applicants of application complete/incomplete status within one week of receiving the application.
- Once an application is deemed complete, the application will be referred to the Dallas Development Commission (Urban Renewal Agency Board of Directors).
- The Commission will make a decision based upon the approval criteria. The Commission may impose conditions of approval, which shall be included in the Grant Approval Agreement.
- NOTE: The Urban Renewal Agency Board typically meets the first and third Mondays of each month. Applications should be submitted at least TWO WEEKS prior to the next scheduled meeting in order to be considered for approval. Please call 503-831-3571 for more information.



Building Improvement Grant Program Guidelines and Overview

Performance Evaluation

- Grant Administrator is responsible for monitoring the progress of work performed under grant approval and for trouble-shooting problems as they arise.
- If Building Permits are necessary through the City or County, the project must receive final inspection approval from the City and/or County Building Official before grant funds are issued.
- If an applicant is seeking grant award consideration under a Targeted Activity based on tenant occupancy, the applicant must provide proof of occupancy at the time of grant disbursement. Disbursements may be withheld until proof of occupancy is provided.
- City staff, under the direction of Grant Administrator, will determine finished project compliance with plans associated with grant approval. Funds are then to be issued within 30 days from the date paid invoices and receipts for work performed are received.
- For projects that are performed by the applicant or that do not use a licensed contractor, only material costs will be eligible for reimbursement. For the purpose of this section, shipment cost, tools/machinery and labor are not “material costs” and will not be reimbursed.

**Funding for this program varies from year to year, depending on revenue to the Urban
Renewal District**