



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, July 15, 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 June 3, 2024 and June 17, 2024 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Parking study for the Downtown Urban Renewal District p.4	MOTION
4.	ADJOURNMENT	

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS**

Monday, June 3, 2024

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Monday, June 3, 2024 at 7:41 pm with Mayor Kenneth L. Woods, Jr. presiding.

3 **ROLL CALL**

4 **Directors Present:** Director Michael Schilling, Director Nancy Adams, Director Carlos Barrientos,
5 Director Kirsten Collins, Director Kim Fitzgerald, Director Micah Jantz, and Director David Shein

6 **Directors Excused:** Director Larry Briggs and Director Debbie Virden

7 **Also present were:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City Man-
8 ager Emily Gagner, Finance Director Cecilia Ward, Fire and EMS Chief April Wallace, Police
9 Chief Tom Simpson, City Attorney Lane Shetterly, Economic and Community Development Direc-
10 tor Charlie Mitchell, Public Works Director Gary Marks and City Recorder Kim Herring.

11 **APPROVAL OF May 20, 2024 MEETING MINUTES**

12 It was moved by Director Schilling and seconded by Director Shein to approve the minutes as pre-
13 sented. The vote was taken and passed with a vote of 7-0.

14 **Building Improvement Grant Program**

15 Mr. Mitchell presented the staff report with proposed revisions to the Building Improvement Grant
16 program as recommended by the Urban Renewal District Advisory Committee. At the previous
17 Agency meeting on May 20, members of the Agency board provided feedback on certain language
18 in the proposed criteria and asked staff to bring a revision back to a future meeting for considera-
19 tion. Staff and the City Attorney have reviewed comments and have discussed alternate language.
20 The attachment contains language staff believes to meet the intent of concerns expressed by Agency
21 board members on May 20. Director Shein moved and Director Fitzgerald seconded to approve the
22 URDAC’s recommendation and City Attorney’s revision and direct staff to modify the Building
23 Improvement Grant program criteria as reflect in Attachment A. During further discussion there
24 was a consensus that URDAC should review the proposed changes so the motion was withdrawn.
25 Further discussion ensued and the motion was reinstated. The vote was taken and the motion passed
26 with a vote of 7-0.

27 **ADJOURNMENT:** 7:58 pm

Read and approved this _____ day of _____ 2023.

Chair Kenneth L. Woods, Jr.

Brian Latta, City Manager

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS
Monday, June 17, 2024**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Monday, June 17, 2024 at 8:08 pm with Mayor Kenneth L. Woods, Jr. presiding.

3 **ROLL CALL**

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

7 **Directors Excused:** Director Kim Fitzgerald

8 **Also present were:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City
9 Manager Emily Gagner, Finance Director Cecilia Ward, Fire and EMS Chief April Wallace, Po-
10 lice Chief Tom Simpson, City Attorney Lane Shetterly, Economic and Community Development
11 Director Charlie Mitchell, Library Director Mark Greenhalgh-Johnson, Public Works Director
12 Gary Marks and City Recorder Kim Herring.

13 **2024-2025 Urban Renewal Agency Budget Hearing**

14 Mayor Woods opened the public hearing at 8:09 pm to solicit input on the approved Urban Re-
15 newal Agency budget for fiscal year 2024-25. Mayor Woods called for public input and none
16 was given. The public hearing was closed at 8:11 pm.

17 **Resolution No. UR 2024-02 Adopting a budget for the Dallas Development Commission,
18 Urban Renewal Agency fiscal period beginning July 1, 2024 and ending June 30, 2025, ap-
19 propriating budget funds, and certifying a request for the maximum amount of revenue**

20 Mr. Latta presented the staff report recommending adoption of the resolution. The Mayor called
21 for a roll call vote and Resolution No. UR 2024-02 passed by a vote of 8-0 with Directors Schil-
22 ling, Adams, Barrientos, Briggs, Collins, Jantz, Shein and Virden voting YES.

23 **ADJOURNMENT:** 8:12 pm

Read and approved this _____ day of _____ 2023.


Chair Kenneth L. Woods, Jr.

Brian Latta, City Manager



Urban Renewal Agency Board of Directors

STAFF REPORT

MEETING DATE: July 15, 2024
AGENDA ITEM NO. 3
TOPIC: Authorization of funds to complete a parking study in the Downtown Urban Renewal District
PREPARED BY: Tyler Ferrari
APPROVED BY:  City Manager
ATTACHMENTS:
A. Map of Proposed Downtown Projects
B. Proposed Scope of Work for Parking Study

RECOMMENDED ACTION:

Staff recommends the Agency approve the recommendation from the Urban Renewal District Advisory Committee (URDAC) to allocate up to \$20,000 for the completion of a parking study in the Downtown Urban Renewal District.

BACKGROUND:

Chapter IV.A.8 of the Urban Renewal Plan highlights “public parking facilities” as one of the projects under “Public Improvements.” As vacancies begin to dwindle and more customers and employees begin to work, shop, and dine downtown, staff has begun to see an increase in requests for parking variances for employees and residents to be able to park longer than the current timed allotment throughout downtown.

Additionally, there are three active projects (Attachment A.) in the Urban Renewal District that will create additional commercial and residential uses in the district, which will increase the usage of parking downtown for the new employees, residents, and customers.

Staff completed a high level review of the parking availability in downtown and concluded there are few off-street parking options available to the public, and nearly all of those options are lots owned by the City of Dallas. Further, there are currently 26 parking variances issued by the City Manager’s Office. These variances allow for these vehicles to remain parked in on-street parking spots longer than signage may allow. Many of these variances are issued to employees of downtown businesses or residents of downtown apartments.

We are a welcoming, safe and livable community dedicated to people and business

At the June Urban Renewal Advisory Committee Meeting, staff had a productive discussion with the Committee and the Committee is recommending that the Agency approve up to \$20,000 for the City to work with a qualified firm to conduct a parking study that would focus on the items in Attachment B. The list is prioritized in terms of immediate need in the event that these proposed funds are not enough to cover all the items in Attachment B.

Staff is pursuing this type of study now in order to be proactive and to have the ability to plan ahead for the anticipated increased demand that new development would bring to downtown. This study being done at the same time at the 791 Main Street Project also allows for that team to have a better understanding of parking needs in downtown and how those needs will shape the development of that property.

SUMMARY TIMELINE:

- June 4, 2024 - URDAC meets to vote to recommend to the agency to request up to \$20,000 for the completion of the project.
- July 15, 2024 - Agency Board considers URDAC’s recommendation
- August 1, 2024 - If Agency approves the funding, Staff will begin the RFP process
- August 30, 2024- RFP Period Closes
- September 15, 2024- Staff and selected consultant begin work on study with findings and recommendations expected no more than 12 months after work begins

FISCAL IMPACT:

Up to \$20,000 is recommended for this project. Funding would come from the Professional Services line item.

RECOMMENDED MOTION:

I move to approve the URDAC’s recommendation to allocate no more than \$20,000 for the completion of a Downtown Parking Study and direct staff to begin the solicitation process for a qualified consultant.



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Parking Study Deliverables
Ranked in order of priority

1. Inventory of all parking in the URD
 - On-Street
 - Off-street
 - Private (Not Accessible to the public)
 - Public (Always Accessible to the public)
 - Semi-Public (Accessible at certain times or for specific users)
 - Timed vs. untimed
2. Demand/use analysis
 - M-F daytime
 - M-F evening
 - Weekend
3. Feasibility Analysis for the creation of a parking district which would include the following
 - Downtown Employee/Resident Parking Lot or Lots (permit by purchase)
 - Shared parking agreements with downtown property owners
4. Projections for parking needs with the construction of three multistory commercial/residential developments in the URD in the next 8 years
5. Implementation of a cohesive parking signage and marketing scheme to better identify existing parking in the short-term
6. Feasibility analysis for a URD-led parking improvement project.