



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, August 19, 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 July 15, 2024 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Building Improvement Grant File No. 2024-01 B ² Community Care, 124-126 SW Walnut Street p.3	MOTION
4.	Building Improvement Grant File No. 2024-03 New Morning Bakery, 788 Main Street p.10	MOTION
5.	ADJOURNMENT	

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS
Monday, July 15, 2024**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Monday, July 15, 2024 at 7:24 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 Kim Fitzgerald, Director Micah Jantz, Di-
6 rector David Shein and Director Debbie Virden

7 **Also present were:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City
8 Manager Emily Gagner, Finance Director Cecilia Ward, Fire and EMS Chief April Wallace, Po-
9 lice Chief Tom Simpson, City Attorney Lane Shetterly, Public Works Director Gary Marks and
10 City Recorder Kim Herring.

11 **APPROVAL OF June 3, 2024 and June 17, 2024 MEETING MINUTES**

12 It was moved by Director Schilling and seconded by Director Adams to approve the minutes as
13 presented. The vote was taken and passed with a vote of 9-0.

14 **Parking Study for the Downtown Urban Renewal District**

15 Tyler Ferrari, Economic Development Specialist, presented the staff report outlining the request
16 from the Urban Renewal District Advisory Committee (URDAC) to allocate up to \$20,000 for
17 the completion of a parking study in the Downtown Urban Renewal District. After some discus-
18 sion, Councilor Adams made a motion to approve the URDAC’s recommendation to allocate no
19 more than \$20,000 for the completion of a Downtown Parking Study and direct staff to begin the
20 solicitation process for a qualified consultant. Councilor Briggs seconded the motion. The vote
21 was taken and the motion passed with a vote of 9-0.

22 **ADJOURNMENT: 7:45 pm**


Read and approved this _____ day of _____ 2024.

Chair Kenneth L. Woods, Jr.

Brian Latta, City Manager



**CITY OF DALLAS
DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
STAFF REPORT**

MEETING DATE: August 19, 2024
AGENDA ITEM NO. 3
TOPIC: Building Improvement Grant – 124-126 SW Walnut St.
PREPARED BY: Tyler Ferrari
APPROVED BY:  Assistant City Manager
ATTACHMENTS: A – Application Materials

RECOMMENDED ACTION:

Staff recommends the Urban Renewal Agency approve the grant application as submitted

BACKGROUND:

The Building Improvement Grant program was created by the Urban Renewal Agency in early 2021. After 2021, the funds for this program were exhausted and the City Council voted to use \$200,000 of American Rescue Plan Act (ARPA) funding to supplement the program with an emphasis on improvements that will help buildings mitigate public health concerns. Those funds have now been exhausted and the Downtown Urban Renewal District now has adequate funding to revive the 2021 program. The City has received an application from B2 Community Care., the owner of the property.

The applicant proposes removing and replacing corroded TPO material and correcting the drainage system on the roof, as well as repairing any water damage and drainage spouts to prevent further water damage. The total cost of this project is \$64,750, and building owners are required to match the funding received by the city by at least 50%.

The approval criteria for a building improvement grant are:

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.

Staff's Analysis

The applicant is the owner of the property. All taxes and bills to the city are current. The applicant will be required to obtain the necessary permits. The project is within the Downtown Urban Renewal District and will result in a permanent improvement to a commercial building. The projects and property are privately owned and are not tax exempt.

The application satisfies all of the approval criteria.

Staff recommends approval up to the amount of \$15,000 as requested by the applicant.

NOTE: This is the maximum amount that can be awarded for a project

SUMMARY TIMELINE:

6/5/2024 – Application received

8/19/2024 – Agency to consider Building Improvement Grant request.

FISCAL IMPACT:

\$15,000, if approved.

RECOMMENDED MOTION:

I move to approve the Building Improvement Grant file number 2024-01 for B2 Community Care at 124-126 SW Walnut St. in an amount up to \$15,000, and authorize the city manager to prepare the grant agreement.

Survey Form Response

Survey Name: Survey Form Response

1. Business Name or Building Address (If Vacant)

B2 Community Care

2. Please enter your contact information

Name: Blair Goldstein, Title: Executive Director
Roles: Main Contact
Contact Details: Blair.Goldstein@B2CommunityCare.com, 503-746-3171

3. Project Address

124-126 Sw Walnut St, Dallas, Oregon 97338

4. Mailing Address (If Different)

2270 Ne McDaniel Lane, McMinnville, Oregon 97128

5. Who is the Applicant?

Owner

6. If answered "tenant" above, please provide the building owner's contact information

7. If answered "tenant" above, please provide the building owner's consent to apply for this project

8. Estimated Project Start Date

2024-08-01

9. Estimated Project End Date

2024-08-30

10. Please provide a general description of the overall project

Remove and replace corroded TPO material and Correct proper drainage for roof, correct and repair any water damage, repair drainage spouts to drain away from buildings foundation to eliminate corrosion overtime and deterioration.

11. Will you be using a contractor for this project?

Yes

12. If yes to the above, please input the contractor's contact information.

Name: Jose, Title: Lead Contractor
Contact Details: zandbuilders@gmail.com, 971-570-7830

13. Please attach the following: Photos of the project area, a drawing or sketch of the proposed improvement, an itemized cost estimate

Estimate_1040_from_Z_and_D_Builders_LLC_CCB_248809.pdf

14. Total Project Cost

64,750 USD

15. Total Amount Requested (Max of \$1,000)

15,000 USD

16. By typing your full name below, you agree that the information provided is accurate and correct to the best of my knowledge

Blair Goldstein

Z and D Builders LLC CCB 248809

1476 sw Myrtle st
Dundee, Oregon 97115 US
zandbuilders@gmail.com

Estimate

ADDRESS
Daniel B2 Community Care
124 SW Walnut Ave Dallas,OR97338

ESTIMATE 1040
DATE 05/29/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
TPO (thermoplastic polyolefin) membrane	Tear off old TPO roof and carefully jacking up HVAC blocks to remove membrane 45 Squares of TPO installation (white) 40x104 ft of roof surface Re sheeting , and re-sloping all three corners of the flat roof so water can drain properly into the scupper boxes \$70 a sheet of plywood for the re-sloping approximately (50-80)		64,750.00	64,750.00T

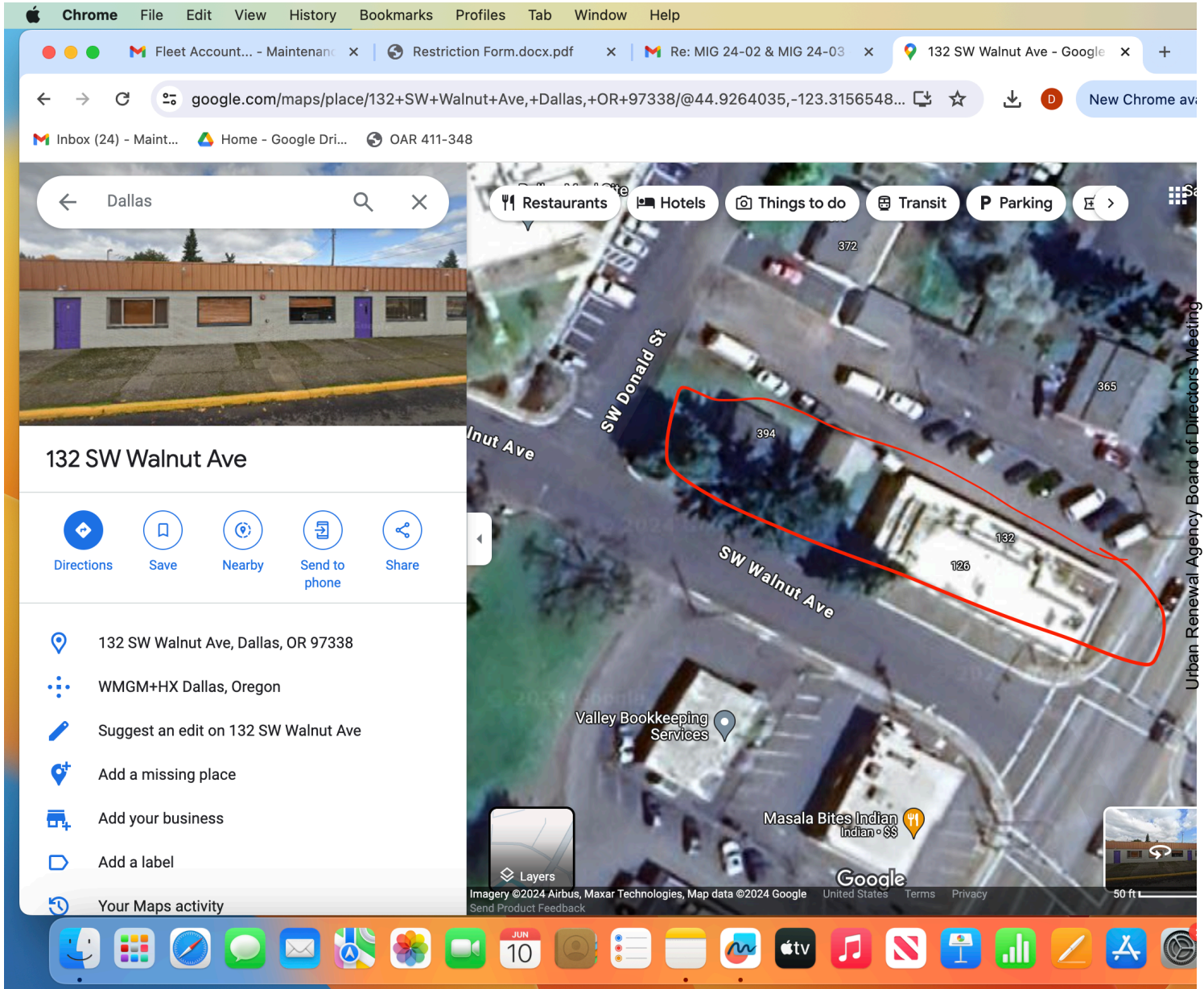
Thank you for your business.

SUBTOTAL	64,750.00
TAX	0
TOTAL	\$64,750.00

Accepted By

Accepted Date


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**CITY OF DALLAS
DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
STAFF REPORT**

MEETING DATE: August 19, 2024
AGENDA ITEM NO. 4
TOPIC: Building Improvement Grant – 788 Main Street
PREPARED BY: Tyler Ferrari
APPROVED BY:  Assistant City Manager
ATTACHMENTS: A – Application Materials

RECOMMENDED ACTION:

Staff recommends the Urban Renewal Agency approve the grant application as submitted

BACKGROUND:

The Building Improvement Grant program was created by the Urban Renewal Agency in early 2021. After 2021, the funds for this program were exhausted and the City Council voted to use \$200,000 of American Rescue Plan Act (ARPA) funding to supplement the program with an emphasis on improvements that will help buildings mitigate public health concerns. Those funds have now been exhausted and the Downtown Urban Renewal District now has adequate funding to revive the 2021 program. The City has received an application from New Morning Bakery Inc., the owner of the property.

The applicant proposes installing a new sign above the entrance to the building in addition to installing a new garage door on Mill Street to increase energy efficiency, improve emergency egress, and improve the aesthetic look of the building. The total cost of this project is \$17,400, and building owners are required to match the funding received by the city by at least 50%.

The approval criteria for a building improvement grant are:

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.

Staff's Analysis

The applicant is the owner of the property. All taxes and bills to the city are current. The applicant will be required to obtain the necessary permits. The project is within the Downtown Urban Renewal District and will result in a permanent improvement to a commercial building. The projects and property are privately owned and are not tax exempt.

The application satisfies all of the approval criteria.

Staff recommends approval up to the amount of \$8,700.00 as requested by the applicant.

SUMMARY TIMELINE:

7/1/2024 – Application received

8/19/2024 – Agency to consider Building Improvement Grant request.

FISCAL IMPACT:

\$8,700.00, if approved.

RECOMMENDED MOTION:

I move to approve the Building Improvement Grant file number 2024-03 for New Morning Bakery Inc. at 788 Main Street in an amount up to \$8,700.00, and authorize the city manager to prepare the grant agreement.

Survey Form Response

Survey Name: Survey Form Response

1. Business Name or Building Address (If Vacant)

New Morning Bakery Inc.

2. Please enter your contact information

Name: Tristan James, Title: President
Roles: Main Contact
Contact Details: tristan@newmorningbakery.com, 541-754-0181

3. Project Address

788 Main St. Dallas, OR 97333

4. Mailing Address (If Different)

5. Who is the Applicant?

Tenant

6. If answered "tenant" above, please provide the building owner's contact information

Name: New Morning LLC, Title: Owner
Roles: Main Contact
Contact Details: tristan@newmorningbakery.com, 541-979-1206

7. If answered "tenant" above, please provide the building owner's consent to apply for this project

Consent.pdf

8. Estimated Project Start Date

2024-07-31

9. Estimated Project End Date

2024-08-31

10. Please provide a general description of the overall project

We would like to put up a real sign on the building above the main entrance. The newer windows that have some tinting that makes the current vinyl window decal signs not very visible. We would also like to replace the old, shot (literally has bullet holes in it), and malfunctioning "garage" door with a full view folding door. This will accomplish several objectives. 1. It will create the ability to open up a single door for deliveries alleviating unwanted thermal loss or gain. 2. It will be much more aesthetically pleasing and allow passersby to observe the new bakery kitchen in operation. 3. It could be used for egress in emergency for workers in the kitchen.

11. Will you be using a contractor for this project?

Yes

12. If yes to the above, please input the contractor's contact information.

Name: Pacific Overhead Door, Title: Brad Kerrigan (sales rep)
Contact Details: 503-546-0299

Name: Salem Sign Co, Inc., Title: Emma Degener (sales)
Contact Details: 503-371-6362

13. Please attach the following: Photos of the project area, a drawing or sketch of the proposed improvement, an itemized cost estimate

submittal package.pdf

14. Total Project Cost

16,095 USD

15. Total Amount Requested (Max of \$1,000)

8,047.5 USD

16. By typing your full name below, you agree that the information provided is accurate and correct to the best of my knowledge

Tristan James

New Morning Bakery

219 SW 2nd Street, Corvallis, OR 97333 [541] 754-0181

Economic and Community Development Department
187 SE Court St.
Dallas, OR 97338

07/01/2024

Re: Building Improvement Consent

To whom it may concern:

New Morning LLC, owner of the real property located at 788 Main St. Dallas, OR 97338; hereby authorizes the tenant:
New Morning Bakery Inc., to make any upgrades to the property necessary for the operation of its business.

Sincerely,



Tristan James
Owner
New Morning LLC
541-979-1206



219 SW 2nd Street, Corvallis, OR 97333 [541] 754-0181

Economic and Community Development Department
187 SE Court St.
Dallas, OR 97338

07/01/2024

Re: Building Improvement Grant Itemized Cost Estimates

To whom it may concern:

Below are the estimated costs for the different portions of the project we are seeking funds for.

Garage Door Replacement and Sign Costs		
Estimated Project Costs		
Item	Cost	Details
Salem Sign Co: Sign (install + permits)	\$5,300.00	NMB Logo Sign
Pacific Overhead Door: FinDoor	\$11,905	Folding Doors
Permits for "garage" door (per Troy)	\$195	Permit Fees
Total Cost of Project:	16,095.00	

Total Cost of Projects	\$17,400
Grant Request	\$8,700.00

Sincerely,

Tristan James
Owner/Manager
New Morning Bakery Inc.
541-754-0181
www.NewMorningBakery.com