



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, September 16, 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 August 19, 2024 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Building Improvement Grant File No. 24-04 World Gym p.3 Functional Medicine and Wellness Center, 124 Court Street	MOTION
4.	ADJOURNMENT	

MEETING MINUTES

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

Monday, August 19, 2024

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Monday, August 19, 2024 at 7:08 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 Kim Fitzgerald, Director Micah Jantz, and
6 Director David Shein

7 **Directors Excused:** Director Debbie Virden

8 **Also present were:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City Man-
9 ager Emily Gagner, Fire and EMS Chief April Wallace, Deputy Police Chief Jerry Mott, City At-
10 torney Lane Shetterly, Library Director Mark Greenhalgh-Johnson, Public Works Director Gary
11 Marks and City Recorder Kim Herring.

12 **APPROVAL OF July 15, 2024 MEETING MINUTES**

13 It was moved by Director Shein to approve the minutes of the July 15, 2024 Urban Renewal Agen-
14 cy Board of Directors Meeting. Director Adams seconded the motion. The vote was taken and
15 passed with a vote of 8-0.

16 **Building Improvement Grant File No. 2024-01 B² Community Care, 124-126 SW Walnut**
17 **Street**

18 Tyler Ferrari, Economic Development Specialist, presented the staff report regarding this grant re-
19 quest for \$15,000. Director Shein made a motion to approve the Building Improvement Grant File
20 No. 2024-01 for B² Community Care at 124-126 SW Walnut Street in an amount up to \$15,000, and
21 authorize the city manager to prepare the grant agreement. Director Collins seconded the motion.
22 The vote was taken and the motion passed with a vote of 8-0.

23 **Building Improvement Grant File No. 2024-03 New Morning Bakery, 788 Main Street**

24 Tyler Ferrari, Economic Development Specialist, presented the staff report regarding this grant re-
25 quest for \$8,700. Director Schilling made a motion to approve the Building Improvement Grant File
26 No. 2024-03 for New Morning Bakery Inc at 788 Main Street in an amount up to \$8,700, and au-
27 thorize the city manager to prepare the grant agreement. Director Shein seconded the motion. The
28 vote was taken and the motion passed with a vote of 8-0.

29 **ADJOURNMENT: 7:14 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: September 16, 2024
AGENDA ITEM NO. 3
TOPIC: Building Improvement Grant – 124 Court Street
PREPARED BY: Benjamin Curry
APPROVED BY:  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. The City has received a grant application from World Gym Functional Medicine and Wellness Center, the owner of the property.

The applicant proposes removing the existing steel roof, repairing any existing dry rot or damage and installing a new PVC membrane roof. The total cost of this project is \$12,417, 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 project 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 \$6,209 as requested by the applicant.

SUMMARY TIMELINE:

8/23/2024 – Application received

9/04/2024 – Departmental review complete

9/16/2024 – Agency to consider Building Improvement Grant request

FISCAL IMPACT:

\$6,209 if approved.

RECOMMENDED MOTION:

I move to approve the Building Improvement Grant file number 24-04 for World Gym Functional Medicine and Wellness Center at 124 Court Street in an amount up to \$6,209, and authorize the city manager to prepare the grant agreement.

Survey Name: Survey Form Response

1. Business Name or Building Address (If Vacant)

World Gym Functional Medicine and Wellness Center

2. Please enter your contact information

Name: Jacqueline Yvonne Lawson, Title:
Roles: Main Contact
Contact Details: jackie@djsbodyshop.com

3. Project Address

887 Main St

4. Mailing Address (If Different)

5. Who is the Applicant?

Owner

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

Name: Jacqueline Yvonne Lawson, Title:
Roles: Main Contact
Contact Details: jackie@djsbodyshop.com

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

8. Estimated Project Start Date

2024-08-25

9. Estimated Project End Date

2024-09-30

10. Please provide a general description of the overall project

New roof replacement over the 127 SW Court St tanning section of the gym space.

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: Washington Roofing Company, Title:
Contact Details: wrc@washingtonroofingcompany.com, 5034727663

13. Please attach the following: 1) Photo(s) of the proposed project area 2) Estimates for items and contractors 3) A drawing/sketch/illustration of the proposed improvement - PLEASE PLACE ALL ATTACHMENTS INTO ONE PDF FILE. MISSING ATTACHMENTS WILL RESULT IN THE DELAY OF YOUR APPLICATION

scan0032.pdf

14. Total Project Cost

12,417 USD

15. Total Amount Requested (Max of \$10,000)

6,209 USD

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

DJ's Body Shop, Inc



Seek Now Report

Ladder Assist

Claim: au242480

Adjuster: Matthew Solorio

Carrier: Crawford

Policy Holder: DJ's Body Shop, Inc

Loss Location: 887 Main St
Dallas, OR 99738



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SERVICE SUMMARY

Arrival


Arrived at location on February 1, 2024. The insured was present at the time of the service. A contractor was not present at the time of the service. A public adjuster was not present at the time of the service.

The Seek Now inspector met the adjuster at the loss location to perform the Ladder Assist service. After completing an overview, an inspection was performed to identify any damages. All inspection findings and damage counts were given to the adjuster onsite. All notes and photos taken during the inspection are provided in the report below.

Service Date	February 1, 2024
Structure 1: Retail	Roof
Claim Number	au242480
Policy Holder	DJ's Body Shop, Inc
Loss Location	887 Main St Dallas, OR 99738
Date of Loss	
Catastrophe Event	NO
Carrier	Crawford
Adjuster	Matthew Solorio
Inspector	Brad Patten
Inspector Contacts	13194703723 bpatten@laddernow.com
Seek Now Office	866-801-1258 claims@seek-now.com (LA) solos@seek-now.com (Completed Solos)



SCOPE SHEET - ROOF



SeekNow.
(866) 801-1258

Carrier: Crawford Hail Wind

Claim #: au242480 Date: 2/1/24

Homeowner: DJ's body shop Ladder Now Inspector: Patten

Address: 887 Main St Phone: 3194703723

Dallas, OR 99738 Email: bpatten@laddernow

Adjuster: Solorio W: _____

Shingle Type

3 Tab 20 Y 25 Y

Laminate 30 Y 40 Y

50 Y

Other: _____

Ice/Water Shield Y/N

Valley Eave Rake

Drip Edge Rake

Yes No Eave

Valley Metal Y/N

_____ LF

Layers: _____

Pitch: _____

Box Vents: Metal Damaged Plastic Y/N

Ridge Vent: Shingle Over Metal Y/N

Turbine: Y/N

HVAC Vent: Y/N

Rain Diverter: Y/N

Power Vent: Y/N

Skylight: Y/N

SAT: Y/N

Pipes: Qty _____ Lead Y/N

Qty _____ Plastic Y/N

Gutters: LF _____ 5" Y/N

LF _____ 6" Y/N

Downspouts: 2x3 Y/N

3x4 Y/N

Fascia: Size LF Y/N

1" 0.08

2" 0.17

3" 0.25

4" 0.33

5" 0.42

6" 0.50

7" 0.58

8" 0.67

9" 0.75

10" 0.83

11" 0.92

12" 1.00

Wood / Metal _____

Chimney _____

Flashing: _____ Y/N

Other: _____

Eave: LF _____ **Rake:** LF _____ **Eagleview Present** Y/N

Calculations:

A _____	F _____	K _____
B _____	G _____	L _____
C _____	H _____	M _____
D _____	I _____	1 Story _____
E _____	J _____	2 Story _____

Total Squares: _____

Notes:

WO P


Inspected 1 slope per adjuster
No storm damage found

Max Hail Diameter: _____

Storm Direction: _____

Collateral Damage: Y - N

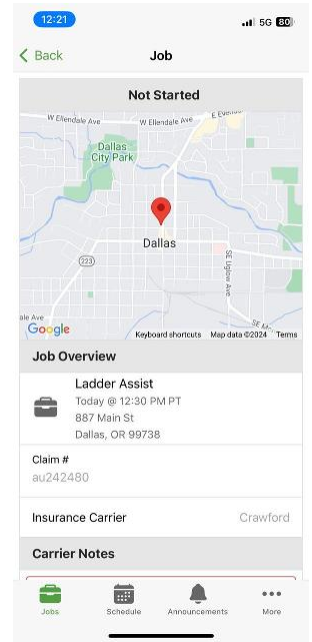
TM= Thermal Cracking	B= Blistering	MD= Mechanical Damage
TD= Tree Damage	B= Box Vent	P= Pipe PV= Power Vent
TS= Test Square	X= Wind Damage	





SERVICE IMAGES

Address Photo
February 1, 2024



Risk Photo
February 1, 2024



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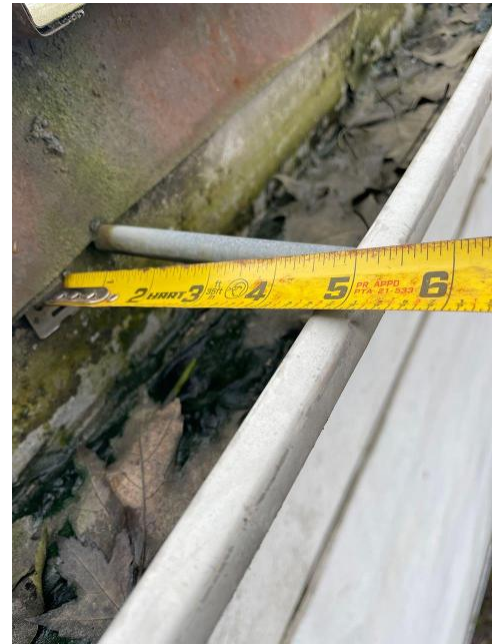


SERVICE IMAGES

RETAIL ELEVATION PHOTOS

Elevation - Left - Gutter Size

Size: 5 inch



Elevation - Left - Gutter

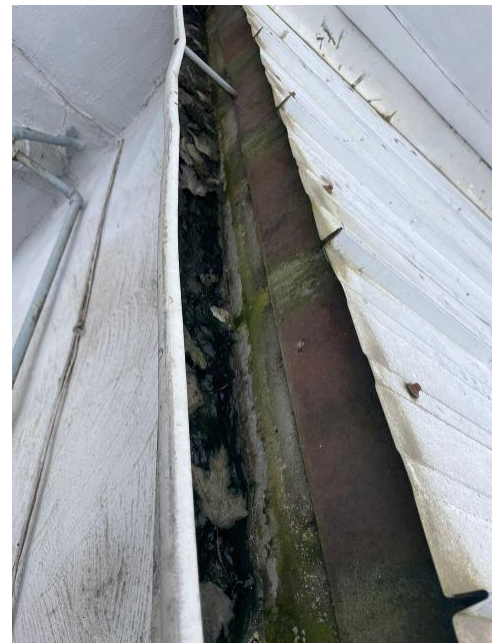
Size: 5 inch

Style: Standard Seamless

Material: Aluminum

Painted/Stained

Condition: Fair



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SERVICE IMAGES

RETAIL ROOF CONSTRUCTION

1 Layer
29 ga steel standing seam metal roofing
Ice/Water Shield - Unknown
Felt - 15 lb
Drip Edge - Eaves
Gutter Apron - None
February 1, 2024

Roofing Gauge
Metal
February 1, 2024

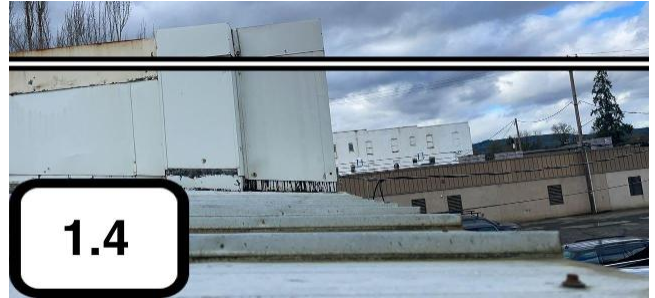


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SERVICE IMAGES

Pitch Gauge - 2/12
February 1, 2024

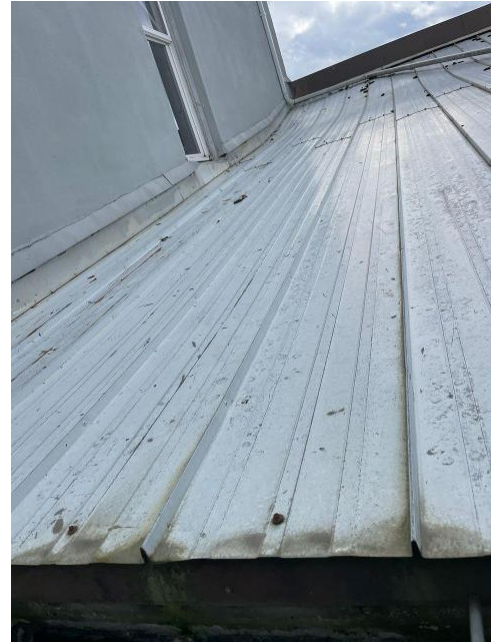


SERVICE IMAGES

RETAIL SLOPES OVERVIEWS

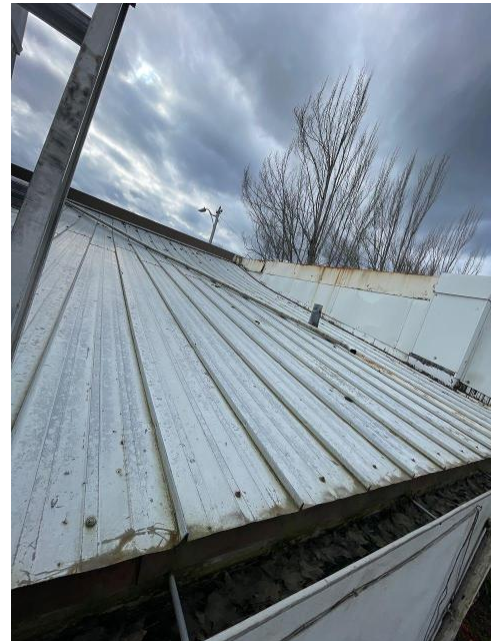
Left - Roof Overview

February 1, 2024



Left - Roof Overview

February 1, 2024



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SERVICE IMAGES

Left - Roof Overview

February 1, 2024



Left - Roof Overview

February 1, 2024



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SERVICE IMAGES

RETAIL SLOPES

LEFT SLOPE

Left Slope - Damage Assessment

Wind - 0

February 1, 2024



Left Slope - Roof Condition

Good Condition

Moss

February 1, 2024



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SERVICE IMAGES

Left Slope - Roof Condition

Good Condition

Moss

February 1, 2024

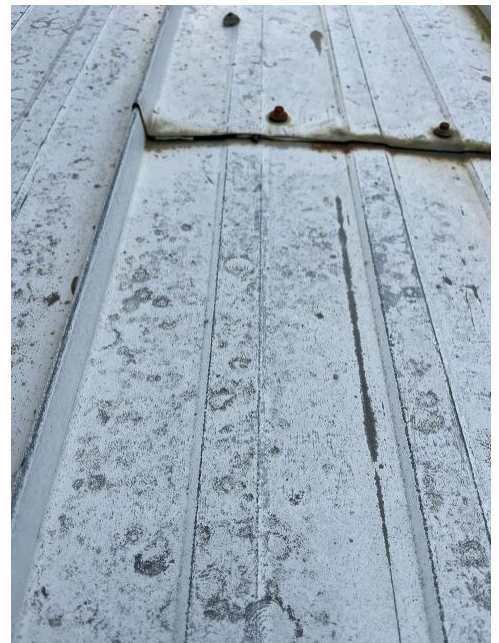


Left Slope - Roof Condition

Fair Condition

Unsealed

February 1, 2024



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SERVICE IMAGES

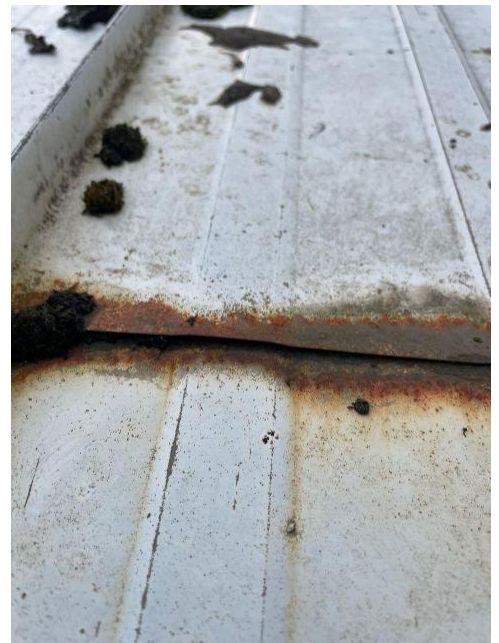
Left Slope - Roof Condition

Fair Condition
Unsealed
February 1, 2024



Left Slope - Roof Condition

Fair Condition
Unsealed
February 1, 2024



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SERVICE IMAGES

Left Slope - Roof Condition

Fair Condition
Unsealed
February 1, 2024



Left Slope - Roof Condition

Fair Condition
Unsealed
February 1, 2024



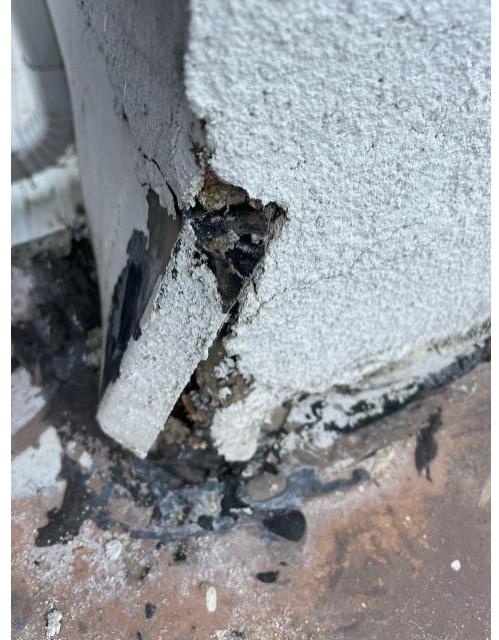
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SERVICE IMAGES

Left Slope - Roof Condition

Fair Condition
Unsealed
February 1, 2024



Accessory - Left Slope

Exhaust Vent
Galvanized
No Damage
Fair Condition
Size: 5.0"
February 1, 2024



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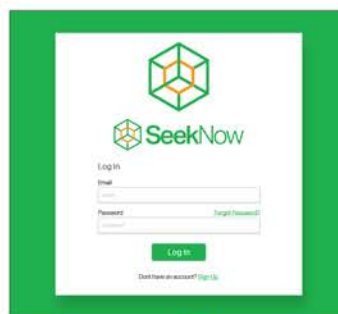


Want to get the **most updated status** on your inspection, with just a few clicks?

Visit the **My Inspections** section inside of the Scheduling Portal.

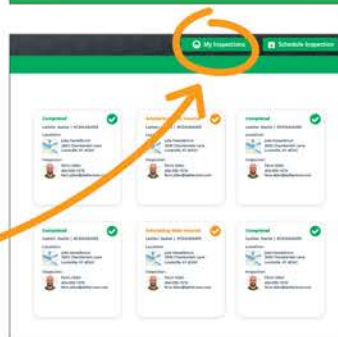
Step 1

Log in to the Scheduling Portal.



Step 2

Click on the "My Inspections" button in the top navigation bar.



Step 3

Click on your inspection cards for more detailed information including the most up-to-date status of the inspection, contact attempts, results, and more.



Still need help?

Call us at **(866) 801-1258** and we will solve the problem.



Washington Roofing Company

1700 SW Hwy 18 • McMinnville OR 97128

Phone 503.472.7663 • Fax 503.472.3394

Licensed & Bonded, CCB#55201

wrc@washingtonroofingcompany.com

CONTRACT
Attachment A
Proposal & Acceptance
January 25, 2024
Bid #C01-24-024 Page 1

David Lawson
569 SE Walnut Ave.
Dallas, OR 97338

503-508-6984
david@djsbodyshop.com

Project: World Gym 124 SW Court St, Dallas, OR 97338

INVESTMENT: Tanning Building

Commercial Grade 50 Mil Duro-Last Single Ply PVC Membrane Roof System **\$12,417.00**

Colors: Light Gray, Dark Gray, Terra Cotta, Tan or White

20-year Manufacturer's Non-Prorated Material and Labor Warranty

2-Year Washington Roofing Company Workmanship Warranty

Scope of work to include:

- Lift time necessary to perform roof system assembly
- Partial tear off of top layer of existing metal roof system
- Remove all abandoned protrusions with deck repair
- Inspect roof surface for damages
- Maintain existing fire rating
- Install 31.5 mil self-adhering Duro-Guard vapor barrier at parapet walls
- Install 1 layer of Duro-Last fanfold over exiting BUR roof surface
- Install Duro-Last Single Ply Membrane, mechanically attached per Manufacturer's Specifications
- Install roof system to meet wind uplift conditions for building location and height
- Install new perimeter termination
- Properly flash all rooftop protrusions with custom fabricated curbs, stacks, and pitch pockets per manufactures specification
- Install per manufacturer's specifications: drains, term bar, vents, fasteners, caulking as necessary
- Install wood nailers to receive new roof assembly as needed
- Wrap roof system up walls (min 8") install termination bar and metal reglet detail as needed
- Wrap roof system to exterior perimeter of roofline(s)
- Proper tie into existing drainage system with Duro-Last custom drains and overflows
- Install walk pads at roof access or service side of mechanical equipment at cost of \$65.00 each (others to locate)

Install 24-Gauge 2PC Metal Coping System: **\$ Included**

Scope of work to include:

- Install 4" – 6" 2pc 24-gauge Kynar finish metal coping with gravel stop (standard copings meet ANSI-SPRI-ES-1 installation)
- Includes all cleat attachments, splice plates, expansion joints, straps, hangers, sealants, and fasteners as necessary

1/2" Mill Certified CDX Plywood **\$ 130.00**

per sheet

Scope of work to include:

- Includes labor, fasteners, removal, and disposal
- Increased thickness or premium grades at additional cost

All Notes and Approval/Signatures Located on Page 1



Washington Roofing Company

1700 SW Hwy 18 • McMinnville OR 97128

Phone 503.472.7663 • Fax 503.472.3394

Licensed & Bonded, CCB#55201

wrc@washingtonroofingcompany.com

CONTRACT

Attachment A

Proposal & Acceptance

January 25, 2024

Bid #C01-24-024 Page 2

David Lawson
569 SE Walnut Ave.
Dallas, OR 97338

503-508-6984
david@djsbodyshop.com

Project: World Gym 124 SW Court St, Dallas, OR 97338

Notes:

- Maintain an OSHA compliant worksite
- Any additional work not listed in proposed price for repairs or plywood replacement at **\$106.00** per man hour plus material costs
- Operations to be maintained during course of installation
- Sidewalk or pedestrian right of way closures by others or at cost, not included in proposed price
- Building permits by others or at cost, not included in proposed price
- State of Oregon Corporate Activity Tax not included in proposed price. Tax cost to be invoiced at close of project
- DEQ required core sample and asbestos testing for disposal included in proposed price (does not include abatement if needed)
- Proper access to jobsite must be provided
- Not responsible for interior water intrusion to building interior and insulation during demolition of existing roof system
- Protect surrounding property and landscaping throughout duration of project
- Provide our own power, sanitation facilities for work crew and necessary equipment to complete project
- Provide complete cleanup of jobsite, including running a magnet to remove nails
- Not responsible for roofing debris falling or dust into building interior due to openings in structural decking during the course of roof demolition. Interior protection for falling debris or dust by others
- Not responsible for leakage above or behind roof termination at adjacent building(s) with elevated side walls
- Allow a minimum 30 days from receipt of deposit for order to be placed
- Estimated job completion rate: 2 days +/-

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WE PROPOSE all material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and/or verbal consent. This will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays that are beyond our control. The Owner is to carry fire, tornado and other necessary insurance. WRC workers are fully covered by Worker's Compensation Insurance:

Please list bid choice(s) and corresponding price----- Dollars (\$_____).

Payment to be made as follows: **30% OF BID AMOUNT REQUIRED DOWN AT SIGNING OF CONTRACT, BALANCE DUE UPON COMPLETION OF THE JOB.**

Any account not paid in full within 30 days of completion of work and/or billing will be charged a late charge of 1½% per month (18% per annum) from date of completion of work and/or billing until paid.

ACCEPTED the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____

By: _____

By: _____

Respectfully submitted,
WASHINGTON ROOFING COMPANY

By: Jesse Wells
This contract may be withdrawn by us if not accepted within 15 days. Washington Roofing Company is entitled to recover its reasonable attorney fees and collection costs incurred in enforcing this agreement, even though no lawsuit is filed. If a lawsuit is filed, the court, including any appellate court, shall set the amount of attorney fees.

Upon acceptance of this contract, your signature will acknowledge receipt of your "Information Notice" & "Consumer Notification"

CONSUMER NOTIFICATION

You can do more to protect yourself before hiring a contractor than the CCB can do to help you after problems have developed. Here are some suggestions to prevent problems on construction projects.

Choose a registered contractor

Check if your contractor is registered with the CCB. Call during regular business hours at 503.378.4621 ext. 4900 with the contractor's registration number or phone number.

Registration means the contractor has a surety bond and liability and property insurance. Registration does not mean a guarantee of the contractor's work.

Check the contractor's registration category. Each category has different surety bond liability insurance requirements for new contractors:

- **General Contractor-All Structures (\$15,000 bond, \$500,000 insurance)**
- **General Contractor-Residential-only (\$15,000 bond, \$500,000 insurance)**
- **Specialty Contractor-All Structures (\$10,000 bond, \$500,000 insurance)**
- **Specialty Contractor-Residential-only (\$10,000 bond, \$300,000 insurance)**
- **Limited Contractor-(\$5,000 bond, \$100,000 insurance)**
- **Consultant (\$10,000 bond, \$300,000 insurance)**

Check out your contractor

ASK FOR AND CHECK OUT REFERENCES

DON'T AUTOMATICALLY ACCEPT THE LOWEST BID

GET EDUCATED. Request a free brochure called, "16 ways to avoid repair, remodeling, construction and landscaping problems." Use the phone number or the web address below.

BE SMART DURING YOUR PROJECT

Take your time and plan the project.	Read your lien notice. The business you contract with is required by law to give you a document called " <u>Information Notice to Owner about Construction Liens</u> " if the contract price is more than \$1,000. You can get a free copy by contacting the CCB by phone or at the web address below.
Have a signed, written contract before the work is started or you pay any money. Only sign a contract when you understand all the terms.	Do not pay the full cost of the job in cash before the work begins.
Make changes to the original contract in writing , including any differences in cost and extensions of completion dates.	Keep good written records. Keep receipts, change orders, a phone conversation log, etc.

If you have a complaint

Contact the CCB (use the phone number or the web address below). If you have questions about filing a claim call, 503.378.4621 ext 4910. You can file a claim against a registered contractor within one year of the work being substantially completed.

Owner's Duty to Notify Contractor Prior to Court Action or Arbitration

Oregon Law contains important requirements you must follow before you may start a court action or arbitration against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you commence a court action or arbitration, you must do the following:

1. Deliver a written notice of any conditions you allege are defective to the contractor, subcontractor, or supplier you believe is responsible for the alleged defect.
2. Provide the contractor, subcontractor, or supplier the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made by the contractor, subcontractor, or supplier.

There are strict deadlines and procedures that must be followed under Oregon Law. Failure to meet those deadlines or follow those procedures will affect your ability to commence arbitration or a court action. You should contact an attorney for information on deadlines and procedures required under Oregon law.

Your contractor is supplying this notice to you to fulfill the requirements of SB 909 enacted by 2003 Oregon Legislature.

Information in this brochure is not legal advice. For legal advice, consult with an attorney.

Construction Contractors Board
PO Box 14140, 700 Summer St NE, Suite 300
Salem OR 97309-5052
Fax 503.373.2007 www.oregon.gov/ccb