

## AGENDA

### Urban Renewal District Advisory Committee

Wednesday, June 4, 2024 - 5:30 p.m.  
Council Chambers – City Hall

#### URDAC MEMBERS

##### CHAIR:

Rich Rohde

##### VICE CHAIR:

Tory Banford

##### MEMBERS:

Bob Brixius

Trevor Peterson

Sam Dufner

Marlene Cox

Ken Woods

##### STAFF:

Charlie Mitchell,

Economic &

Community

Development Director

Tyler Ferrari,

Economic

Development

Specialist

Benjamin Curry,  
Recording Secretary

1. CALL TO ORDER
2. PUBLIC COMMENTS
3. CONSENT AGENDA
  - a. APPROVAL OF MAY 7, 2024 MEETING MINUTES
  - b. BUDGET & GRANTS REPORT
4. STAFF REPORTS
  - a. UR NO. 2024-01 – 4 YEAR TERM LIMITS
  - b. DOWNTOWN PARKING DISCUSSION
  - c. GENERAL UPDATES
    - BIG PROGRAM REVISION UPDATE (VERBAL)
    - 791 MAIN STREET PROJECT
5. CHAIR COMMENTS
6. MEMBER COMMENTS
7. OTHER BUSINESS
8. NEXT MEETING AGENDA BUILD
9. ADJOURN

*Next meeting: July 2, 2024 5:30 PM*

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For questions or comments on the agenda, contact: Charlie Mitchell at 503-831-3565 or [charlie.mitchell@dallasor.gov](mailto:charlie.mitchell@dallasor.gov).

**City of Dallas - Urban Renewal District Advisory Committee**  
**Council Chambers**  
**187 SE Court Street, Dallas, OR**  
**May 7, 2024 - 5:30 PM**

**MINUTES**

1 Mr. Rohde presiding, opened the meeting at 5:30 p.m.  
2

3 **CALL TO ORDER**

4 Members Present: Rich Rohde, Trevor Petersen, Tory Banford, Bob Brixius, Marlene Cox, Ken Woods,  
5 Sam Dufner

6 Staff Present: Economic & Community Development Director, Charlie Mitchell; Recording Secretary,  
7 Benjamin Curry  
8

9 **1. PUBLIC COMMENT**

10 There was none.  
11

12 **2. CONSENT AGENDA**

13 Mr. Rohde presented the minutes from the regularly scheduled meeting on March 3, 2024.

14 Mr. Banford made a motion to remove the budget from the consent agenda for discussion. Ms. Cox seconded  
15 the motion. The motion passed unanimously.

16 Mr. Mitchell made a correction to Attachment A. of the URA Grants Report under Pending: noting that due  
17 to an accounting error it was recently discovered that the top 4 listed grants in that section were completed  
18 and paid out in the prior fiscal year. He also noted that the grant for 745 Main Street has verbally withdrawn  
19 their application and is unlikely to proceed with their project. As a result, there will potentially be an  
20 additional \$4,000-\$5,000 dollars in the budget for the next fiscal year.

21 Mr. Petersen made a motion to approve the budget with staff corrections to the URA Grants Report,  
22 Attachment A. Ms. Cox seconded the motion. The motion passed unanimously.

23 Ms. Cox made a motion to approve the consent agenda with the amended staff report. Mr. Brixius seconded  
24 the motion. The motion passed unanimously.  
25

26 **3. STAFF REPORTS**

27 a) **FY 2024-25 Proposed Budget**

28 Mr. Mitchell read the staff report and walked through the proposed budget for the Downtown Dallas  
29 Urban Renewal Fund and facilitated questions from the committee. Mr. Rohde requested that the  
30 preliminary budget come to the URDAC for discussion next fiscal year.  
31

32 b) **Building Improvement Grant (BIG) Program**

33 Mr. Mitchell read from the staff report. Staff is recommending bringing back the Building Improvement  
34 Grant Program with the revised language included in the staff report. He briefed the committee on the  
35 major changes and facilitated a Q/A with the rationale behind the suggested edits. Mr. Rohde initiated a  
36 discussion of the review process and opportunities to make changes to the language before approval.  
37

38 Mr. Dufner asked if the City had data on the number of commercial buildings within in the Urban  
39 Renewal District in comparison to the number of property owners. Mr. Mitchell shared that we did not  
40 but that that would be valuable information to come back with at some point.  
41

42 Ms. Cox inquired about applicants being required to meet historic design restrictions as a requirement  
43 for eligibility. Mr. Mitchell stated that there are currently no historic design standards to meet as of yet  
44 and that they would be based on the recommendations of the Historic Preservation Commission.  
45

46 Mr. Dufner made a motion to recommend that the agency approve the proposed changes to the Building  
47 Improvement Grant Program as recommended. Mr. Banford seconded the motion. The motion passed  
48 with Rich Rohde, Trevor Petersen, Tory Banford, Bob Brixius, Ken Woods, and Sam Dufner voting in

49 favor, and Marlene Cox voting against.

50

51 c) **791 Main Street RFQ Update**

52 Mr. Mitchell read from the staff report and discussed the timeline for the 791 Main Street project  
53 highlighting that the project is still in the salvage and demolition phase. He reported that the City plans  
54 to engage with their consultant team beginning in June and shared the proposed list of groups for  
55 stakeholder interviews and timeline of community meetings.

56

57 **4. GENERAL UPDATES**

58 Mr. Mitchell read from the staff report and shared general staff updates on the following topics:

- 59 • Tim's Automotive – Conditional Use Permit Update
- 60 • Historic District Signage

61 Mr. Woods reported that the fire department will be performing a live fire training exercise at 1809 SW  
62 Fairview Avenue near the cemetery on May 17<sup>th</sup>.

63

64 **5. CHAIR REPORTS**

65 Mr. Rohde proposed selecting an official name for the 791 Main Street building, highlighting the need for  
66 consistency in how it is represented in newspaper articles and official communication. Mr. Woods noted that  
67 whoever ultimately purchases the building will likely rename it and suggested using staff's recommendation  
68 of "791 Main Project" in official communications. Mr. Rohde concurred.

69

70 **6. MEMBER COMMENTS**

71 Ms. Cox shared an update on her downtown commercial properties at 904 Main Street and 115 Court Street,  
72 highlighting the Oregon Main Street Grant as well as working with Optimum Seismic on beginning phase  
73 two of the seismic upgrades. The property at 130 Court Street has taken 3 months to acquire insurance due to  
74 a fencing requirement around the parking lot. She is optimistic that the restaurant at 904 Main Street will  
75 open in June.

76

77 Mr. Petersen provided an update on the Dallas Mill Site redevelopment project and shared information from  
78 the community meeting he attended, noting that the traffic study area may have an impact on the downtown  
79 urban renewal district.

80

81 **7. ADJOURN**

82 Chair Rich Rohde adjourned the committee at 6:30 p.m. Next meeting: June 4, 2024, 5:30 p.m.



# CITY OF DALLAS URBAN RENEWAL DISTRICT ADVISORY COMMITTEE STAFF REPORT

**DATE:** June 4, 2024  
**AGENDA ITEM NO.** Consent  
**TOPIC:** Budget & Grants Report  
**PREPARED BY:** Charlie Mitchell  
**APPROVED BY:**  
**ATTACHMENTS:** Attachment A – April 2024 budget + Grants detail  
Attachment B – Approved 2024-25 budget

**RECOMMENDED ACTION:**

N/A – This item is information sharing only.

**BACKGROUND:**

Attachment A is the budget report for April 2024. The attachment also includes an update on the two grant programs – Building Improvement Grants and Minor Improvement Grants.

For the month of April 2024:

- Revenue: \$1,071.62 – property taxes  
\$4,338.91 – interest  
\$5,410.53
- Expenses: \$40.00 – Misc. expenses  
\$355.48 – property acquisition  
\$395.48

Year to Date:

- Revenue: \$262,015.43
- Expenses: \$113,854.63

Budget Report

For Fiscal: 2023-2024 Period Ending: 04/30/2024

|  | Original<br>Total Budget  | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining      |
|--|---|-------------------------|--------------------|--------------------|--|---------------------------|
| <b>Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND</b>               |   |                         |                    |                    |  |                           |
| <b>Revenue</b>   |   |                         |                    |                    |  |                           |
| <b>State LB Report: 90 - Property Taxes</b>                        |   |                         |                    |                    |  |                           |
| <a href="#">29-450-00-4100</a>                                     | CURRENT PROPERTY TAXES  | 235,000.00              | 235,000.00         | 852.88             | 208,101.62                             | -26,898.38 11.45 %        |
| <a href="#">29-450-00-4110</a>                                     | DELINQUENT PROPERTY TAXES   | 3,000.00                | 3,000.00           | 218.74             | 3,362.59                               | 362.59 112.09 %           |
|  | <b>State LB Report: 90 - Property Taxes Total:</b>                  | <b>238,000.00</b>       | <b>238,000.00</b>  | <b>1,071.62</b>    | <b>211,464.21</b>                      | <b>-26,535.79 11.15%</b>  |
| <b>State LB Report: 91 - Resources Except Property Taxes</b>       |   |                         |                    |                    |  |                           |
| <a href="#">29-400-00-5900</a>                                     | BEGINNING BALANCE   | 300,000.00              | 300,000.00         | 0.00               | 389,033.45                             | 89,033.45 129.68 %        |
| <a href="#">29-480-00-4610</a>                                     | INTEREST ON INVESTMENTS   | 10,000.00               | 10,000.00          | 4,338.91           | 35,563.22                              | 25,563.22 355.63 %        |
| <a href="#">29-480-00-4830</a>                                     | MISCELLANEOUS REVENUE   | 20,000.00               | 20,000.00          | 0.00               | 14,988.00                              | -5,012.00 25.06 %         |
|  | <b>State LB Report: 91 - Resources Except Property Taxes Total:</b> | <b>330,000.00</b>       | <b>330,000.00</b>  | <b>4,338.91</b>    | <b>439,584.67</b>                      | <b>109,584.67 33.21%</b>  |
|  | <b>Revenue Total:</b>   | <b>568,000.00</b>       | <b>568,000.00</b>  | <b>5,410.53</b>    | <b>651,048.88</b>                      | <b>83,048.88 14.62%</b>   |
| <b>Expense</b>   |   |                         |                    |                    |  |                           |
| <b>State LB Report: 01 - Personnel Services</b>                    |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6051</a>                                     | SALARIES  | 5,500.00                | 5,500.00           | 0.00               | 5,971.04                               | -471.04 -8.56 %           |
| <a href="#">29-019-50-6061</a>                                     | FRINGE BENEFITS   | 3,500.00                | 3,500.00           | 0.00               | 3,052.82                               | 447.18 12.78 %            |
|  | <b>State LB Report: 01 - Personnel Services Total:</b>              | <b>9,000.00</b>         | <b>9,000.00</b>    | <b>0.00</b>        | <b>9,023.86</b>                        | <b>-23.86 -0.27%</b>      |
| <b>State LB Report: 02 - Materials and Services</b>                |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6210</a>                                     | MATERIALS AND SUPPLIES  | 250.00                  | 250.00             | 0.00               | 0.00                                   | 250.00 100.00 %           |
| <a href="#">29-019-50-6465</a>                                     | PROFESSIONAL SERVICES   | 35,000.00               | 35,000.00          | 0.00               | 5,140.00                               | 29,860.00 85.31 %         |
| <a href="#">29-019-50-6473</a>                                     | BUILDING IMPROVEMENT GRANT P...                                     | 2,200.00                | 2,200.00           | 0.00               | 2,131.25                               | 68.75 3.13 %              |
| <a href="#">29-019-50-6484</a>                                     | MINOR IMPROVEMENT GRANT   | 10,000.00               | 10,000.00          | 0.00               | 4,000.00                               | 6,000.00 60.00 %          |
| <a href="#">29-019-50-6600</a>                                     | MISCELLANEOUS   | 2,000.00                | 2,000.00           | 40.00              | 702.12                                 | 1,297.88 64.89 %          |
|  | <b>State LB Report: 02 - Materials and Services Total:</b>          | <b>49,450.00</b>        | <b>49,450.00</b>   | <b>40.00</b>       | <b>11,973.37</b>                       | <b>37,476.63 75.79%</b>   |
| <b>State LB Report: 03 - Capital Outlay</b>                        |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6507</a>                                     | SPECIAL PROJECTS  | 10,000.00               | 10,000.00          | 0.00               | 0.00                                   | 10,000.00 100.00 %        |
| <a href="#">29-019-50-6553</a>                                     | PROPERTY AQUISION   | 105,000.00              | 105,000.00         | 355.48             | 6,490.02                               | 98,509.98 93.82 %         |
|  | <b>State LB Report: 03 - Capital Outlay Total:</b>                  | <b>115,000.00</b>       | <b>115,000.00</b>  | <b>355.48</b>      | <b>6,490.02</b>                        | <b>108,509.98 94.36%</b>  |
| <b>State LB Report: 05 - Transfers</b>                             |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6908</a>                                     | TRANSFER TO GF-DEBT SERVICE   | 148,915.00              | 148,915.00         | 0.00               | 86,367.38                              | 62,547.62 42.00 %         |
|  | <b>State LB Report: 05 - Transfers Total:</b>                       | <b>148,915.00</b>       | <b>148,915.00</b>  | <b>0.00</b>        | <b>86,367.38</b>                       | <b>62,547.62 42.00%</b>   |
| <b>State LB Report: 06 - Contingencies</b>                         |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6980</a>                                     | OPERATING CONTINGENCIES   | 96,720.00               | 96,720.00          | 0.00               | 0.00                                   | 96,720.00 100.00 %        |
|  | <b>State LB Report: 06 - Contingencies Total:</b>                   | <b>96,720.00</b>        | <b>96,720.00</b>   | <b>0.00</b>        | <b>0.00</b>                            | <b>96,720.00 100.00%</b>  |
| <b>State LB Report: 07 - Reserves and Special Payments</b>         |   |                         |                    |                    |  |                           |
| <a href="#">29-019-50-6955</a>                                     | DEBT SERVICE RESERVE  | 148,915.00              | 148,915.00         | 0.00               | 0.00                                   | 148,915.00 100.00 %       |
|  | <b>State LB Report: 07 - Reserves and Special Payments Total:</b>   | <b>148,915.00</b>       | <b>148,915.00</b>  | <b>0.00</b>        | <b>0.00</b>                            | <b>148,915.00 100.00%</b> |
|  | <b>Expense Total:</b>   | <b>568,000.00</b>       | <b>568,000.00</b>  | <b>395.48</b>      | <b>113,854.63</b>                      | <b>454,145.37 79.96%</b>  |
| <b>Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND Surplus (...)</b> |   | <b>0.00</b>             | <b>0.00</b>        | <b>5,015.05</b>    | <b>537,194.25</b>                      | <b>537,194.25 0.00%</b>   |

ATTACHMENT A.

**URA GRANTS REPORT – 2023-24, THROUGH 5/30/2024**

**BUILDING IMPROVEMENT GRANTS (BUDGET = \$2,200)**

\$2,131.25 - JUDI LAMBERT – 936 MAIN ST.

**MINOR IMPROVEMENT GRANTS (BUDGET = \$10,000)**

\$1,000 - NEW MORNING BAKERY – 788 MAIN STREET; awarded 7/7/2023

\$1,000 - WASHINGTON STREET STEAKHOUSE – 125 SW WASHINGTON; awarded 8/30/2023

\$1,000 - WORLD GYM – 887 MAIN ST.; awarded 9/21/2023

\$1,000 - WASHINGTON STREET STEAKHOUSE – 141 SW Washington; awarded 11/14/2023

**\$4,000.00**

**Pending:**

1042 Main Street

124 SW Walnut

394 SW Douglas

144 SW Washington St

976 Main St

## Downtown Dallas Urban Renewal Fund

### Revenues

|                       | Actual<br>2021-22 | Actual<br>2022-23 | Amended<br>2023-24 | Proposed<br>2024-25 | Approved<br>2024-25 | Adopted<br>2024-25 |
|-----------------------|-------------------|-------------------|--------------------|---------------------|---------------------|--------------------|
| Current taxes         | 230,286           | 227,901           | 235,000            | 225,000             |                     |                    |
| Delinquent taxes      | 3,782             | 3,231             | 3,000              | 3,000               |                     |                    |
| Interest              | 4,602             | 18,514            | 10,000             | 30,000              |                     |                    |
| Miscellaneous         | 18,465            | 19,743            | 20,000             | 15,000              |                     |                    |
| <b>Total revenues</b> | <b>257,136</b>    | <b>269,390</b>    | <b>268,000</b>     | <b>273,000</b>      | <b>0</b>            | <b>0</b>           |
| Beginning Balance *   | 521,376           | 355,715           | 389,033            | 375,000             |                     |                    |
| <b>TOTAL</b>          | <b>778,512</b>    | <b>625,105</b>    | <b>657,033</b>     | <b>648,000</b>      | <b>0</b>            | <b>0</b>           |

\* The Beginning Balance reflects cash on hand, carried over in the budget and budgeted as Revenue.

### Expenditures

|                                       | Actual<br>2021-22 | Actual<br>2022-23 | Amended<br>2023-24 | Proposed<br>2024-25 | Approved<br>2024-25 | Adopted<br>2024-25 |
|---------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|--------------------|
| <b>Personnel Services</b>             |                   |                   |                    |                     |                     |                    |
| Salaries                              | 8,385             | 10,054            | 5,500              | 6,500               |                     |                    |
| Fringe                                | 5,610             | 6,488             | 3,500              | 3,000               |                     |                    |
| <b>Total personnel services</b>       | <b>13,994</b>     | <b>16,542</b>     | <b>9,000</b>       | <b>9,500</b>        | <b>0</b>            | <b>0</b>           |
| <b>Materials and Services</b>         |                   |                   |                    |                     |                     |                    |
| Materials and Supplies                | 0                 | 0                 | 250                | 250                 |                     |                    |
| Professional Services                 | 10,050            | 750               | 35,000             | 50,000              |                     |                    |
| Minor Improvement Grant               | 1,000             | 8,375             | 10,000             | 10,000              |                     |                    |
| Bldg Improv Grant Program             | 236,908           | 52,558            | 2,200              | 75,000              |                     |                    |
| Miscellaneous                         | 1,749             | 1,626             | 2,000              | 2,000               |                     |                    |
| <b>Total materials &amp; services</b> | <b>249,707</b>    | <b>63,309</b>     | <b>49,450</b>      | <b>137,250</b>      | <b>0</b>            | <b>0</b>           |
| <b>Capital Outlay</b>                 |                   |                   |                    |                     |                     |                    |
| Projects                              | 9,950             | 3,100             | 10,000             | 10,000              |                     |                    |
| Property Acquisition                  | 0                 | 6,823             | 105,000            | 310,000             |                     |                    |
| <b>Total capital outlay</b>           | <b>9,950</b>      | <b>9,923</b>      | <b>115,000</b>     | <b>320,000</b>      | <b>0</b>            | <b>0</b>           |
| <b>Transfers</b>                      |                   |                   |                    |                     |                     |                    |
| Transfer to GF-Debt Service           | 149,145           | 146,297           | 148,915            | 62,350              |                     |                    |
| <b>Total transfers</b>                | <b>149,145</b>    | <b>146,297</b>    | <b>148,915</b>     | <b>62,350</b>       | <b>0</b>            | <b>0</b>           |
| <b>Reserves</b>                       |                   |                   |                    |                     |                     |                    |
| Debt Service Reserve                  | 0                 | 0                 | 148,915            | 62,350              |                     |                    |
| <b>Total reserves</b>                 | <b>0</b>          | <b>0</b>          | <b>148,915</b>     | <b>62,350</b>       | <b>0</b>            | <b>0</b>           |
| <b>Operating Contingencies</b>        | <b>0</b>          | <b>0</b>          | <b>96,720</b>      | <b>56,550</b>       |                     |                    |
| <b>Total Contingencies</b>            | <b>0</b>          | <b>0</b>          | <b>96,720</b>      | <b>56,550</b>       | <b>0</b>            | <b>0</b>           |
| <b>TOTAL EXPENDITURES</b>             | <b>422,797</b>    | <b>236,071</b>    | <b>568,000</b>     | <b>648,000</b>      | <b>0</b>            | <b>0</b>           |



**CITY OF DALLAS  
URBAN RENEWAL DISTRICT ADVISORY COMMITTEE  
STAFF REPORT**

**DATE:** June 4, 2024  
**AGENDA ITEM NO.** 4.A  
**TOPIC:** Resolution No. UR 2024-01 establishing uniform commencement and ending dates for terms for members of the Dallas Urban Renewal District Advisory Committee  
**PREPARED BY:** Charlie Mitchell, Economic & Community Development Director  
**APPROVED BY:**  
**ATTACHMENTS:** Attachment A – Resolution No. 2024-01

**RECOMMENDED ACTION:**

N/A – Discussion Only

**BACKGROUND:**

Each member of the Urban Renewal District Advisory Committee, with the exception of the Mayor position, has a term expiration date of June 30th. Every other committee, commission and board has terms that expire on December 31st. On May 20, 2024 the Urban Renewal Agency voted to approve UR Resolution No. 2024-01 which extends the current terms of each member, except the Mayor, by 6 months to end on December 31st of the year of expiration.

| <b>Member:</b>  | <b>Month/Year Appointed:</b> | <b>Term Exp.</b> |
|-----------------|------------------------------|------------------|
| Rich Rohde      | Jun-22                       | 12/31/2026       |
| Tory Banford    | Jan-22                       | 12/31/2026       |
| Ken Woods       | Nov-22                       | 12/31/2024       |
| Sam Dufner      | Jun-22                       | 12/31/2024       |
| Trevor Petersen | May-23                       | 12/31/2024       |
| Bob Brixius     | Sep-20                       | 12/31/2024       |
| Marlene Cox     | Jun-22                       | 12/31/2026       |

**SUMMARY TIMELINE:**

N/A

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

A – Resolution No. UR 2024-01



RESOLUTION NO. UR 2024-01

A Resolution establishing uniform commencement and ending dates for terms for members of the Dallas Urban Renewal District Advisory Committee.

WHEREAS, Resolution No. UR 2020-06 established four-year terms for the members of the Dallas Urban Renewal District Advisory Committee (hereinafter referred to as URDAC), but did not establish uniform ending dates for the URDAC members; and

WHEREAS, the Dallas Development Commission, Urban Renewal Agency desires to establish uniform ending dates for the terms of members of the URDAC;

NOW, THEREFORE, BE IT RESOLVED BY THE DALLAS DEVELOPMENT COMMISSION, URBAN RENEWAL AGENCY, AS FOLLOWS:

Section 1. The terms of the current members of the URDAC, serving as of the effective date of this Resolution, which would otherwise end on a date other than December 31, shall be extended from the date their current terms would otherwise end to the next following December 31. Thereafter, the commencement date of all regular four-year terms for all members of the URDAC shall be January 1 and the ending date of all regular terms shall be December 31.

Adopted: May 20, 2024

Approved: May 20, 2024



KENNETH L. WOODS, JR., CHAIR

ATTEST:

APPROVED AS TO FORM:



BRIAN LATTA,  
CITY MANAGER



LANE P. SHETTERLY,  
CITY ATTORNEY

# CITY OF DALLAS

## URBAN RENEWAL DISTRICT ADVISORY COMMITTEE

### STAFF REPORT

**DATE:** June 4, 2024  
**AGENDA ITEM NO.** 4.B  
**TOPIC:** Downtown Parking  
**PREPARED BY:** Tyler Ferrari  
**APPROVED BY:**  
**ATTACHMENTS:** Attachment A: Overhead parking map Attachment  
B: Chapter IV of the Downtown Urban Renewal  
Plan

**RECOMMENDED ACTION:**

N/A – Discussion Only

**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.

As projects on Church St. and Main St. begin to take shape, staff has begun discussions on what a long term parking solution would be for employees and residents who occupy downtown. These discussions have been very preliminary and staff is now seeking guidance from the committee on what steps should be explored first.

The map attached to this report highlights all of the off-street parking availability in the district and divides it into three categories:

- Green – 24/7 Public Parking
- Orange – Limited Public Parking
- Red – No Public Parking

Many of the sites, being orange or red, indicate that there is an overabundance of “reserved” parking in the district. Most of the orange lots have a restriction on parking available to the public, except during the evenings and weekends.

Currently, the City has allocated 26 variances to employees and/or residents in the downtown, so this is at least 26 cars that are parked on the street. This does not include anyone who also parks long term downtown without a variance. Code Services does not have the capacity to regularly check parking downtown, so there is no reliable data on how many people are parked “illegally.”

Staff has briefly discussed the idea of consolidating downtown employee parking into one lot that will be permitted. These permits allow employees to park in this lot ONLY, leaving current on street and off-street spaces available to the general public. However, staff would like to solicit additional feedback from the committee before moving forward with exploring any options in earnest.

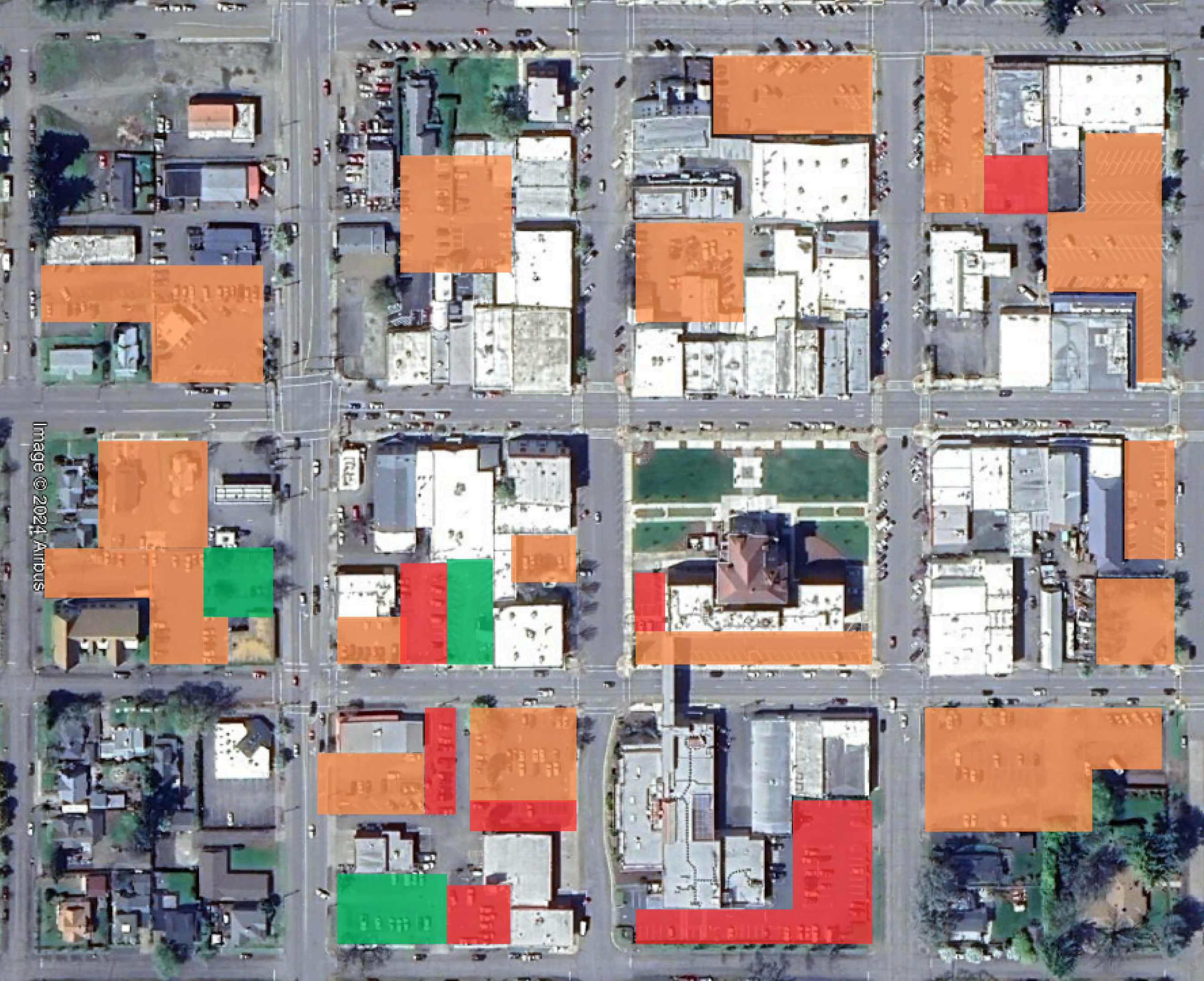
Additionally, Section 3.3.030 of the Dallas Development Code mentions that fees for new parking can be established, but only after the passage of a Parking District Ordinance, which does not currently exist. Exploring the establishment of a district is also something the committee can recommend that staff pursue.

**SUMMARY TIMELINE:**

N/A

**FISCAL IMPACT:**

N/A



Green – 24/7  
Public Parking

Orange – Limited  
Public Parking

Red – No Public  
Parking

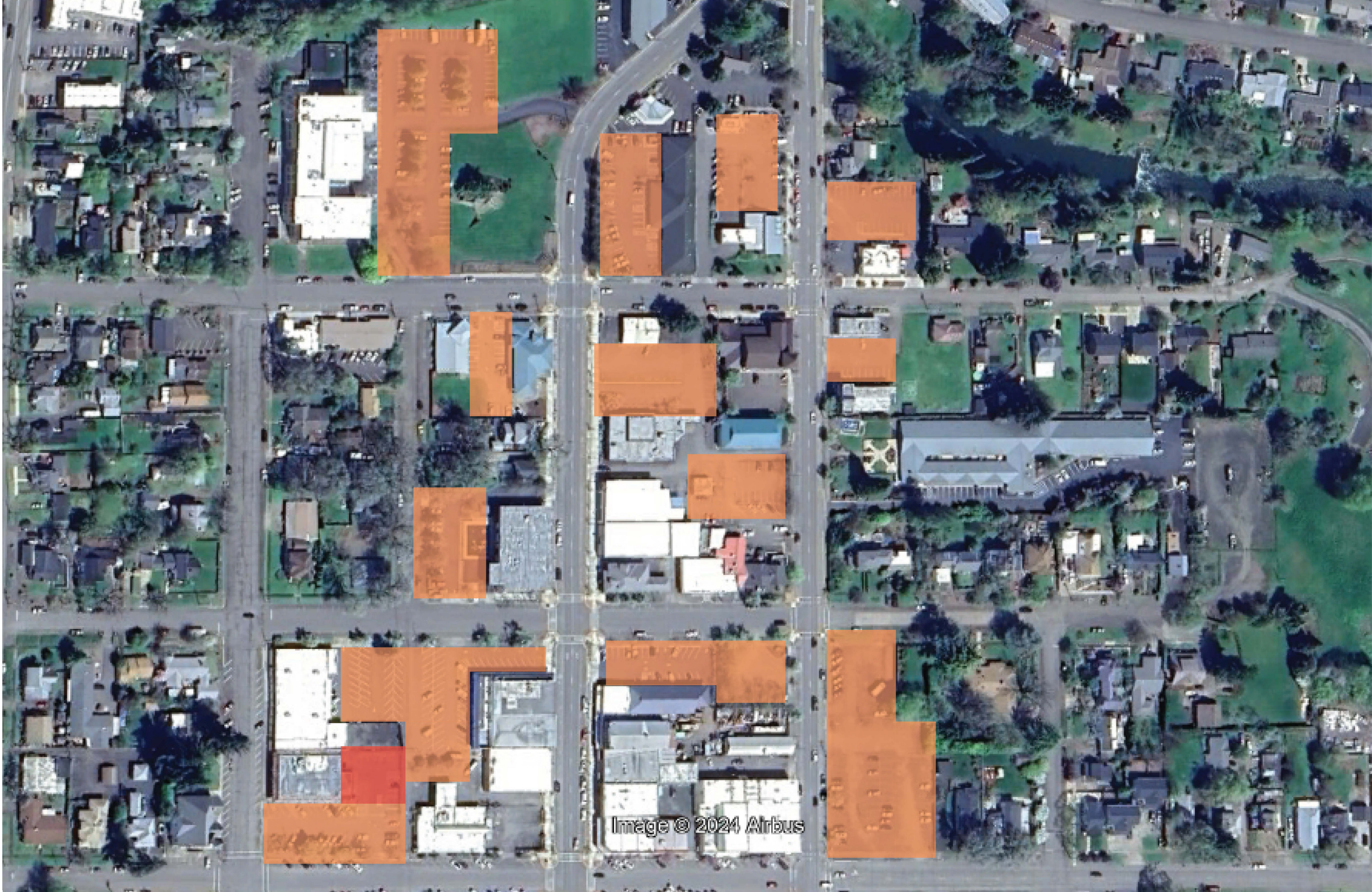


Image © 2024 Airbus



## **IV. URBAN RENEWAL PROJECTS**

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Urban renewal projects authorized by the Plan are described below and are shown in Figure 2.

### **A. PUBLIC IMPROVEMENTS**

Public improvements authorized under the plan include developing, replacing or upgrading streets and utilities, sidewalks and streetscape, public parks and a multiuse recreational trail along the creek. As shown in the Report, urban renewal funds will be combined with existing and other future sources of funding to finance project costs.

Specific public improvement projects that may be undertaken under the Plan include:

#### **1. MAIN STREET STREETScape IMPROVEMENTS**

The Main Street streetscape improvements project will extend from Orchard Avenue to Washington Street. Its purpose is to create a continuous and consistent pedestrian environment that connects the downtown core area to lands north of the creek. The project will narrow traffic lanes, widen sidewalks, repair curbs, and provide bulb-outs at street corners. Benches, street lights, street trees and other landscape features and streetscape furnishings will be installed to strengthen the perception of Main Street as a safe, pedestrian-friendly corridor.

#### **2. NORTH ENTRANCE IMPROVEMENTS**

Improvements to the North Entrance, where the Main and Jefferson couplet reconnects into one street, will create a distinct gateway feel that draws visitors into the downtown district. Adding greenway strips and reducing street widths on Main Street will enhance the pedestrian experience. Landscaped pathways, bridges with expanded sidewalks and views of the creek, and a mini-park with signage welcoming visitors to downtown Dallas will be used to call attention to the entrance to the downtown core.

### 3. JEFFERSON STREET STREETScape IMPROVEMENTS

The Jefferson Street streetscape improvements will extend south to Washington Street from the intersection of Main and Jefferson. Landscape enhancements compatible with the scale and architectural style of traditional historic buildings in the downtown district will strengthen public perception of Jefferson as an integral part of

#### PUBLIC IMPROVEMENT KEY

- Main Street Streetscape Improvements **1**
- North Entrance Improvements **2**
- Jefferson Street Streetscape Improvements **3**
- Courthouse Greenspace Improvements **4**
- Washington Streetscape Improvements **5**
- Multi-Use Recreational Trail **6**

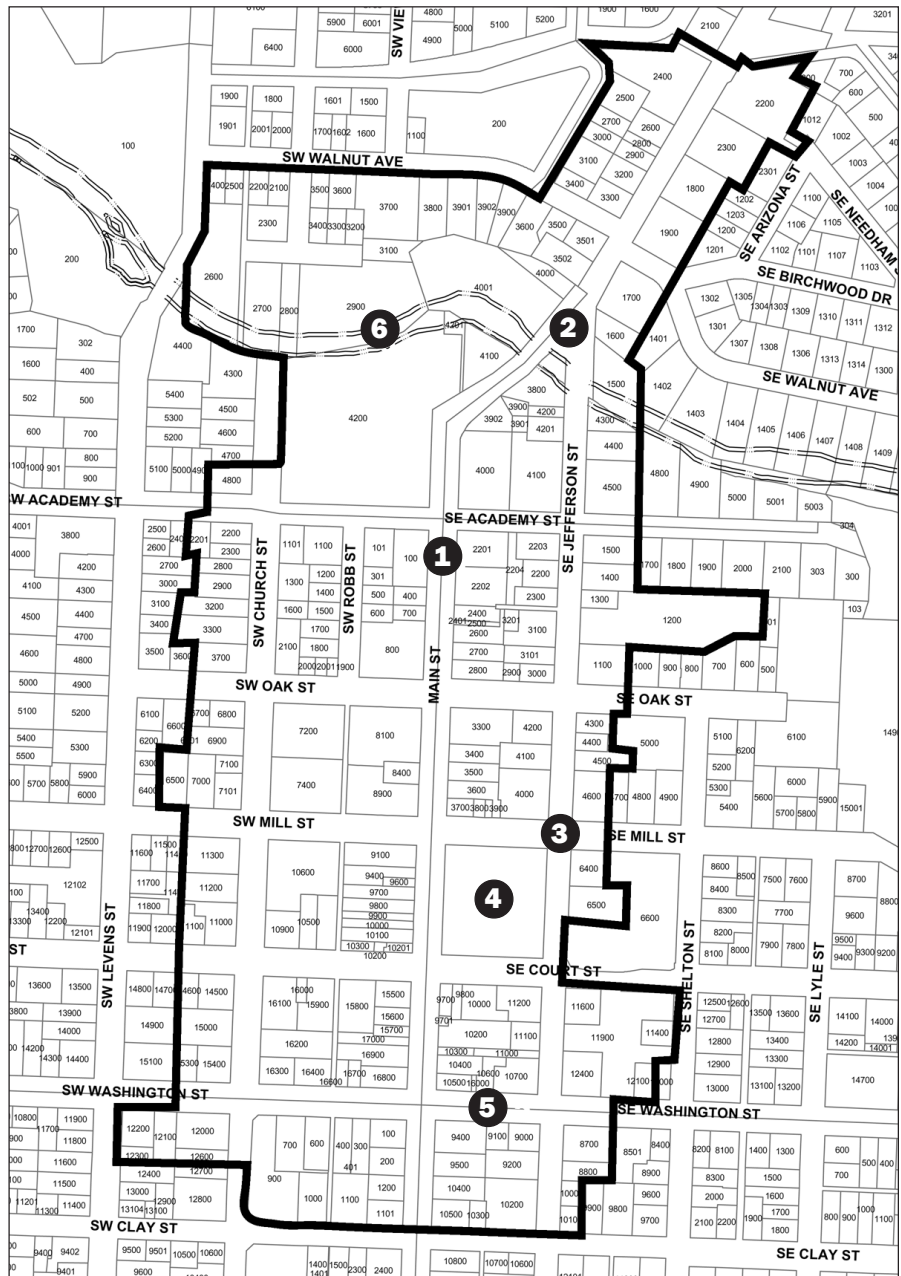


Figure 2, Dallas Downtown Urban Renewal Study Area Project Locations



downtown. Infill street trees, hedges, planting buffers, flower beds and other landscape features will be used to soften building edges and camouflage surface parking lots and vacant lots. Benches, pedestrian lighting and other streetscape furnishings will be used to create a more attractive pedestrian environment.

#### **4. COURTHOUSE GREENSPACE IMPROVEMENTS**

The Courthouse Greenspace Improvements will strengthen the aesthetic appeal and connectivity of a prominent civic landmark, the Polk County Courthouse, to the rest of downtown. A mid-block crosswalk and park, landscape enhancements, and pedestrian amenities such as historic lighting, benches and trash receptacles will make the site an attractive destination for pedestrians and recreational users, residents and visitors.

#### **5. WASHINGTON STREETScape IMPROVEMENTS**

The Washington Street Streetscape Improvements will extend from Main Street to Jefferson, creating a gateway at the south entrance to downtown. Curb extensions, landscaped medians, infill street trees and pedestrian-oriented lighting will be used to create a visually appealing and welcoming atmosphere that draws pedestrians to the area and strengthens connections to downtown.

#### **6. MULTI-USE RECREATIONAL TRAIL**

Develop a segment of the Rickreall Creek multi-use trail system, between Main and Levens Streets. The trail will increase recreational opportunities for pedestrians and bicyclists and provide a safe and convenient access route to downtown from the north. It will also be used to enhance connectivity between the CBD and the northern sub area.

#### **7. PUBLIC UTILITY UPGRADES**

Underground electric and telephone utility lines in the downtown core to reduce barriers to the flow of foot traffic, create a more attractive streetscape environment and increase pedestrian accessibility to businesses.

## **8. PUBLIC PARKING FACILITIES**

Acquire property for and develop public parking facilities to serve Area businesses and residents. Such facilities may be a component of a private development, provided the facilities are open to the public.

Prior to property being acquired for parking facilities under the powers of eminent domain, the Commission must adopt a Minor Amendment to the Plan which identifies the property to be acquired. In using its eminent domain authority the Commission shall comply with all statutory requirements, including those contained in ORS 35.

## **B. ASSISTANCE TO PROPERTY OWNERS/LESSEES FOR REHABILITATION, REDEVELOPMENT OR DEVELOPMENT**

The Plan authorizes assistance to property and/or business owners, in making capital improvements to property within the Area which support the goals of the Plan. Specific programs and rules and regulations for their administration will be developed to ensure that urban renewal funds are used properly and for the agreed upon purposes. The adoption and amendment of such programs, rules and regulations by the Commission shall not be considered changes to the Plan.

### **1. PROPERTY REHABILITATION, REDEVELOPMENT OR DEVELOPMENT LOANS AND/OR GRANTS AND TECHNICAL ASSISTANCE**

The Plan authorizes assistance to property and/or business owners, in making capital improvements to property within the Area which support the goals of the Plan. Specific programs and rules and regulations for their administration will be developed to ensure that urban renewal funds are used properly and for the agreed upon purposes. The adoption and amendment of such programs, rules and regulations shall not be considered changes to the Plan.

Programs may include the following:

- Loans and/or grants for property rehabilitation and development, redevelopment and other improvements. Property to be improved may be residential or commercial. Loans may be at or below market rates, and assistance can include direct loans or guarantees of loans made by third parties.

- Technical assistance, in the form of site studies, market studies, feasibility analyses, engineering and design and other activities directly related to development of property in the Area. Examples of such technical assistance include structural analysis of downtown buildings to promote rehab and use of upper stories.

## **2. UTILITY UPGRADE LOANS AND/OR MATCHING FUNDS**

Property to be improved will be commercial. Financial assistance will be provided for electrical and water connections and system upgrades, in particular electrical transformers and water meters.

## **3. COMMERCIAL FAÇADE IMPROVEMENT LOANS**

Property to be improved will be commercial. Improvements will be used to enhance the architectural integrity and character of downtown's historic commercial district by promoting design and materials that are compatible with the existing scale and style of traditional downtown buildings. Loans may be at or below market rates, and assistance can include direct loans or guarantees of loans made by third parties.

One example of the use of financial assistance would be participation in the rehabilitation of substandard commercial buildings into mixed use developments with office and/or residential uses above ground floor retail.

## **C. PUBLIC BUILDINGS**

Because such uses are key to the vitality of the downtown, the Plan authorizes participation in the development and improvement of public buildings, including City Hall. The participation in the development of public buildings as a project shall be proportional to the benefits of the facility to the Area. Anticipated benefits to the Area include increased downtown activity that stimulates commercial and residential development.

Before allocating tax increment funds to the improvements described in this paragraph C, the Commission shall effect a minor amendment to the Plan by resolution, making findings of proportionality and benefits to the Area consistent with this paragraph.

# CITY OF DALLAS

## URBAN RENEWAL DISTRICT ADVISORY COMMITTEE

### STAFF REPORT

**DATE:** June 4, 2024  
**AGENDA ITEM NO.** 4.C  
**TOPIC:** 791 Main Street project  
**PREPARED BY:** updates Charlie Mitchell  
**APPROVED BY:**  
**ATTACHMENTS:** 2024.05.20 URA Meeting DRAFT minutes

**RECOMMENDED ACTION:**

N/A – this item is for information only.

**BACKGROUND:**

The project is moving along with good, steady progress, and some new developments worth sharing.

- Salvage/Demolition phase – Salvage operations wrapped up at the end of May. During the month of June there will be a couple weeks of Police and Fire/EMS training occurring in the building. Beginning in mid-June and ending in mid-July, the structures on the site will be demolished and removed. The City has contracted with Dalke Construction to perform this work.
- Design/market analysis/vision phase – We are finalizing the agreement with the consultant. Staff clarified with the Agency at its May 20, 2024 meeting the roles the Agency and the URDAC will take with this project. See the attached draft minutes from the May 20 meeting and the motion that was made and approved. The project kick-off will be on June 27-28, which will contain stakeholder interviews. URDAC members will be contacted soon to determine your availability on one of those two dates.

**SUMMARY TIMELINE:**

May 2024 - City staff negotiates contract for design/analysis services  
Site salvage phase concludes  
June 2024 - Public safety training onsite  
Demolition begins  
Design/analysis work begins  
July 2024 - Site demolition concludes  
Through May 2025 - Design/analysis work  
May - July 2025 - Design/analysis work concludes; site is marketed and a developer is solicited  
Late 2025-2027 - Redevelopment could begin

**FISCAL IMPACT:**

\$120,000 has been proposed to be budgeted for the demolition work.  
\$120,000 has been proposed to be budgeted for the design/analysis work.  
\$60,000 has been proposed to be budgeted for environmental management consulting (to be reimbursed through a state grant)  
\$10,000 has been proposed as project contingency

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.

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Chair Kenneth L. Woods, Jr.

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Brian Latta, City Manager