



AGENDA

Urban Renewal District Advisory Committee

Tuesday, August 6, 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 JUNE 4, 2024 MEETING MINUTES
 - b. BUDGET & GRANTS REPORT
4. STAFF REPORTS
 - a. DOWNTOWN PARKING STUDY
 - b. 791 MAIN STREET PROJECT
 - c. HISTORIC DISTRICT
5. CHAIR COMMENTS
6. MEMBER COMMENTS
7. OTHER BUSINESS
8. NEXT MEETING AGENDA BUILD
9. ADJOURN

Next meeting:

The Next Regularly Scheduled URDAC Meeting Will Be Held On Wednesday, **September 4, at 4:30 PM** to Accommodate the Holiday and the **791 Main Street Open House Community Meeting at 6:00 PM.**

Dallas City Hall is accessible to all persons with disabilities. Any requests for accommodation should be made at least 48 hours before the meeting to the Administration Department, 503.831.3502 or TDD 503.623.7355.

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

City of Dallas - Urban Renewal District Advisory Committee
Council Chambers
187 SE Court Street, Dallas, OR
June 4, 2024 - 5:30 PM

MINUTES

1 Mr. Rohde presiding, opened the meeting at 5:31 p.m.
2

3 **1. 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 Development Specialist, Tyler Ferrari; Recording Secretary, Benjamin Curry
7

8 **1. PUBLIC COMMENT**

9 There were none.
10

11 **2. CONSENT AGENDA**

12 Mr. Rohde presented the minutes from the regularly scheduled meeting on May 7, 2024. Ms. Cox made a
13 motion to approve the minutes as written. Mr. Petersen seconded the motion. The motion passed
14 unanimously.
15

16 **3. STAFF REPORTS**

17 **a) UR No. 2024-01 - 4 Year Term Limits**

18 Mr. Mitchell shared a housekeeping update from the previous Urban Renewal Agency meeting bringing
19 consistency to all member terms; all terms will now end on December 31st regardless of date of
20 appointment.

21 **b) Downtown Parking Discussion**

22 Mr. Ferrari read from the staff report and presented a slide deck on parking in the downtown. He
23 highlighted areas on the map currently designated for timed parking, untimed parking, and suggested
24 locations for a dedicated long term employee parking lot for downtown businesses. He solicited
25 feedback from the committee on potential options and noted that code requires the dedication of a
26 parking district depending on the approach. He facilitated a Q/A with members regarding ownership of
27 the suggested lots, private vs. public ownership, signage, the need for designating a parking district, and
28 what caused the issue to be raised. Members shared questions they would like answered and data they
29 would like to see regarding how parking is currently working in the district. Mr. Mitchell raised the
30 possibility of using Urban Renewal funds for a parking study of the downtown to help identify current
31 issues and potential mitigation options.

32 Mr. Dufner made a motion to recommend to the Urban Renewal Agency to allocate up to \$20,000 for a
33 parking study. Mr. Petersen seconded the motion. The motion passed unanimously.
34

35 **c) GENERAL UPDATES**

36 **• BIG Program Revision Verbal Update**

37 Mr. Mitchell provided a hand out for the revised Building Improvement Grant program language
38 which was updated with new verbiage from the City Attorney and Urban Renewal Agency meeting
39 on June 3rd, 2024. The proposed language is designed to prioritize funding for businesses that
40 contribute to the economic vitality of the downtown.

41 **• 791 Main Street Project**

42 Mr. Mitchell read from the staff report and provided an update on the 791 Main Street project. He
43 discussed the status of the salvage/demolition phase, shared an update on the parking lot being
44 fenced off, and highlighted the upcoming design and analysis work with the design consultant and
45 planned stake holder interviews.
46
47

48 **4. CHAIR COMMENTS**

49 There were none.

50

51 **5. MEMBER COMMENTS**

52 Mr. Woods provided an update on the banner downtown noting that a part of the new banner pole failed
53 during a high wind event. It is scheduled to be fixed by the end of the week.

54

55 **6. OTHER COMMENTS**

56 There were none.

57

58 **7. NEXT AGENDA BUILD**

59 Mr. Mitchell talked about potential upcoming business incentive programs for the downtown. He
60 recommended that the committee consider the types of businesses they would like to incentivize within the
61 district and come prepared for a future discussion on the topic. Currently, a number of downtown store front
62 businesses are being operated as storage spaces or other uses that do not contribute to the economic vitality
63 of the district. The committee briefly discussed funding sources and types of incentives.

64

65 **8. ADJOURN**

66 Chair Rich Rohde adjourned the committee at 6:30 p.m. Next meeting: July 2, 2024 5:31 p.m.

DRAFT



CITY OF DALLAS
URBAN RENEWAL DISTRICT ADVISORY COMMITTEE
STAFF REPORT

DATE: August 6, 2024
AGENDA ITEM NO. Consent
TOPIC: Budget & Grants Report
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: Attachment A – June 2024 budget + Grants detail

RECOMMENDED ACTION:

N/A – This item is information sharing only.

BACKGROUND:

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

For the month of June 2024:

- Revenue: \$4,409.77 – property taxes
\$4,210.59 – interest

\$8,620.36

- Expenses: \$0

\$0.00

Year to Date:

- Revenue: \$275,974.57
- Expenses: \$182,366.46

Budget Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND						
Revenue						
State LB Report: 90 - Property Taxes						
29-450-00-4100	CURRENT PROPERTY TAXES	235,000.00	235,000.00	4,179.21	212,904.16	-22,095.84 9.40 %
29-450-00-4110	DELINQUENT PROPERTY TAXES	3,000.00	3,000.00	230.56	3,807.32	807.32 126.91 %
	State LB Report: 90 - Property Taxes Total:	238,000.00	238,000.00	4,409.77	216,711.48	-21,288.52 8.94%
State LB Report: 91 - Resources Except Property Taxes						
29-400-00-5900	BEGINNING BALANCE	300,000.00	300,000.00	0.00	389,033.45	89,033.45 129.68 %
29-480-00-4610	INTEREST ON INVESTMENTS	10,000.00	10,000.00	4,210.59	44,275.09	34,275.09 442.75 %
29-480-00-4830	MISCELLANEOUS REVENUE	20,000.00	20,000.00	0.00	14,988.00	-5,012.00 25.06 %
	State LB Report: 91 - Resources Except Property Taxes Total:	330,000.00	330,000.00	4,210.59	448,296.54	118,296.54 35.85%
	Revenue Total:	568,000.00	568,000.00	8,620.36	665,008.02	97,008.02 17.08%
Expense						
State LB Report: 01 - Personnel Services						
29-019-50-6051	SALARIES	5,500.00	5,500.00	0.00	5,971.04	-471.04 -8.56 %
29-019-50-6061	FRINGE BENEFITS	3,500.00	3,500.00	0.00	3,052.82	447.18 12.78 %
	State LB Report: 01 - Personnel Services Total:	9,000.00	9,000.00	0.00	9,023.86	-23.86 -0.27%
State LB Report: 02 - Materials and Services						
29-019-50-6210	MATERIALS AND SUPPLIES	250.00	250.00	0.00	0.00	250.00 100.00 %
29-019-50-6465	PROFESSIONAL SERVICES	35,000.00	35,000.00	0.00	5,140.00	29,860.00 85.31 %
29-019-50-6473	BUILDING IMPROVEMENT GRANT P...	2,200.00	2,200.00	0.00	2,131.25	68.75 3.13 %
29-019-50-6484	MINOR IMPROVEMENT GRANT	10,000.00	10,000.00	0.00	4,000.00	6,000.00 60.00 %
29-019-50-6600	MISCELLANEOUS	2,000.00	2,000.00	0.00	767.98	1,232.02 61.60 %
	State LB Report: 02 - Materials and Services Total:	49,450.00	49,450.00	0.00	12,039.23	37,410.77 75.65%
State LB Report: 03 - Capital Outlay						
29-019-50-6507	SPECIAL PROJECTS	10,000.00	10,000.00	0.00	1,611.76	8,388.24 83.88 %
29-019-50-6553	PROPERTY AQUISION	105,000.00	105,000.00	0.00	10,804.23	94,195.77 89.71 %
	State LB Report: 03 - Capital Outlay Total:	115,000.00	115,000.00	0.00	12,415.99	102,584.01 89.20%
State LB Report: 05 - Transfers						
29-019-50-6908	TRANSFER TO GF-DEBT SERVICE	148,915.00	148,915.00	0.00	148,887.38	27.62 0.02 %
	State LB Report: 05 - Transfers Total:	148,915.00	148,915.00	0.00	148,887.38	27.62 0.02%
State LB Report: 06 - Contingencies						
29-019-50-6980	OPERATING CONTINGENCIES	96,720.00	96,720.00	0.00	0.00	96,720.00 100.00 %
	State LB Report: 06 - Contingencies Total:	96,720.00	96,720.00	0.00	0.00	96,720.00 100.00%
State LB Report: 07 - Reserves and Special Payments						
29-019-50-6955	DEBT SERVICE RESERVE	148,915.00	148,915.00	0.00	0.00	148,915.00 100.00 %
	State LB Report: 07 - Reserves and Special Payments Total:	148,915.00	148,915.00	0.00	0.00	148,915.00 100.00%
	Expense Total:	568,000.00	568,000.00	0.00	182,366.46	385,633.54 67.89%
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND Surplus (...)		0.00	0.00	8,620.36	482,641.56	482,641.56 0.00%

ATTACHMENT A.

URA GRANTS REPORT – 2023-24, THROUGH 6/30/2024

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

URA GRANTS REPORT – 2024-25, THROUGH 7/26/2024

BUILDING IMPROVEMENT GRANTS (BUDGET = \$75,000)

-0-

Pending:

\$8,700 - New Morning Bakery – 788 Main Street; URA presentation 8/19/24

\$15,000 - B2 Community Care – 124 SW Walnut Street; URA presentation on 8/19/24

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

\$1,000 - Hertel; 1042 Main; Awarded 7/18/24; HVAC unit

\$1,000 - Fast; 670 Main; Awarded 7/18/24; insulation

Pending:

144 SW Washington St – Awaiting further materials

976 Main St – Awaiting further materials

994 Main Street – Awaiting further materials



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

DATE: August 6, 2024
AGENDA ITEM NO. 4.a
TOPIC: Downtown Parking Study
PREPARED BY: Tyler Ferrari, Economic Development Specialist
APPROVED BY:
ATTACHMENTS:

RECOMMENDED ACTION:

N/A – Information Only

BACKGROUND:

At the July 15th meeting of the Urban Renewal Agency, the Agency approved URDAC's recommendation to allocate up to \$20,000 for a Parking Study. On July 24th, the RFP for this study was opened, and will be open until August 24th. Once a consultant is selected, they will begin work on the project and present their findings to URDAC and the Urban Renewal Agency. These findings will also be shared with the 791 Main Street Project team to better inform potential parking needs with new construction on that site.

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

Up to \$20,000 from Professional Services budget line.

ATTACHMENTS:

N/A

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

DATE: August 6, 2024
AGENDA ITEM NO. 4.b
TOPIC: 791 Main Street project updates
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS:

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. Demolition was officially completed on July 18. The site is ready for the next phase.
- Design/market analysis/vision phase – The consultant, Forum Placemaking, conducted stakeholder interviews with 26 individuals in person in late June, with several other interviews conducted via telephone. The consultants are scheduled to share with staff preliminary site design concepts on July 31. A community survey will be launched in mid-late-August. The consultant team will present at **the next URDAC meeting on September 4, which will begin one hour earlier, at 4:30 pm. A community open house will immediately follow from 6-7:30 pm.**
- Current conditions – between now and when the property is sold for redevelopment, the property will not be publicly accessible and will be posted as “no trespassing” but will be made available upon request and permit through the City Manager’s office on a case-by-case basis for community events, such as Dallas Days or the Farmers Market. A photo of the site is posted below.



SUMMARY TIMELINE:

- July 18, 2024 - Site demolition concluded
- Sept. 4, 2024 - URDAC presentation & community open house
The URDAC meeting start time will be moved up 1 hour to begin at 4:30 p.m.
- 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:

\$119,472.00 has been spent for the demolition work.

\$11,038.79 has been spent to date on miscellaneous project costs.

\$120,000 has been 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



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

DATE: August 6, 2024
AGENDA ITEM NO. 4.c
TOPIC: Downtown Historic District
PREPARED BY: Tyler Ferrari, Economic Development Specialist
APPROVED BY:
ATTACHMENTS:

RECOMMENDED ACTION:

N/A – Information Only

BACKGROUND:

The Dallas downtown National Historic District is now “fully” established. The City hosted a celebration for the district on August 6th at 10AM. Stakeholders and community members were invited to celebrate this occasion with presentations from local dignitaries as well as a ribbon cutting and unveiling ceremony.

With this process complete, staff plans to continue working on having signs installed on Highways 22 and 99 to draw travelers off the highway and into the district. The Historic Preservation Commission is also working on creating educational content that will be placed into a map that residents and visitors can use to go on a self-guided tour of downtown.

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

\$1,611.76 – street signs

Consultant fees for the application were paid out of a state grant.

ATTACHMENTS:

N/A