



Council Work Session Agenda

Kenneth L. Woods, Jr., Presiding

Monday, January 2, 2024

6:00 pm

Dallas City Hall, 187 SE Court St, Dallas, OR 97338

COUNCIL

Mayor

Kenneth L Woods, Jr.

Council President

Michael Schilling

Councilor

Nancy Adams

Councilor

Carlos Barrientos

Councilor

Larry Briggs

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Kirsten Collins

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Brian Latta

Asst. City Manager

Emily Gagner

City Attorney

Lane Shetterly

Police Chief

Tom Simpson

Fire & EMS Chief

April Wallace

Economic &

Community

Development Director

Charlie Mitchell

Public Works Director

Gary Marks

Library Director

Mark Johnson

Finance Director

Cecilia Ward

City Recorder

Kim Herring

AGENDA ITEM

1. ROLL CALL

2. Economic & Community Development Department Annual Report,
Part 1


p.2

3. OTHER BUSINESS

4. ADJOURNMENT



**CITY COUNCIL WORK SESSION
STAFF REPORT**

MEETING DATE: January 2, 2024
AGENDA ITEM NO. 2
TOPIC: Economic & Community Development Department Annual Report, Part I
PREPARED BY: Charlie Mitchell, Economic & Community Development Director
APPROVED BY:  City Manager
ATTACHMENTS: None

RECOMMENDED ACTION:

Information only. No action is recommended.

BACKGROUND:

Economic & Community Development Director Charlie Mitchell will present the 2023 annual report for his department. The annual report is broken down into two parts. Part I will include Planning, Code Services and Historic Preservation. Part II will include Building Inspection, Economic Development and Urban Renewal.

SUMMARY TIMELINE:

January 2, 2024 - presentation of E&CD report, part one
January 16, 2024 – presentation of E&CD report, part two

FISCAL IMPACT:

N/A

RECOMMENDED MOTION:

Information only. No action is recommended.

City of Dallas Economic & Community Development Department

PART ONE - Code Services, Planning,
Historic Preservation

Jan. 2, 2024



Economic & Community Development Department

Overview

- **What we do**
- **Who we are**
- **What we've accomplished**
- **What we plan to accomplish**

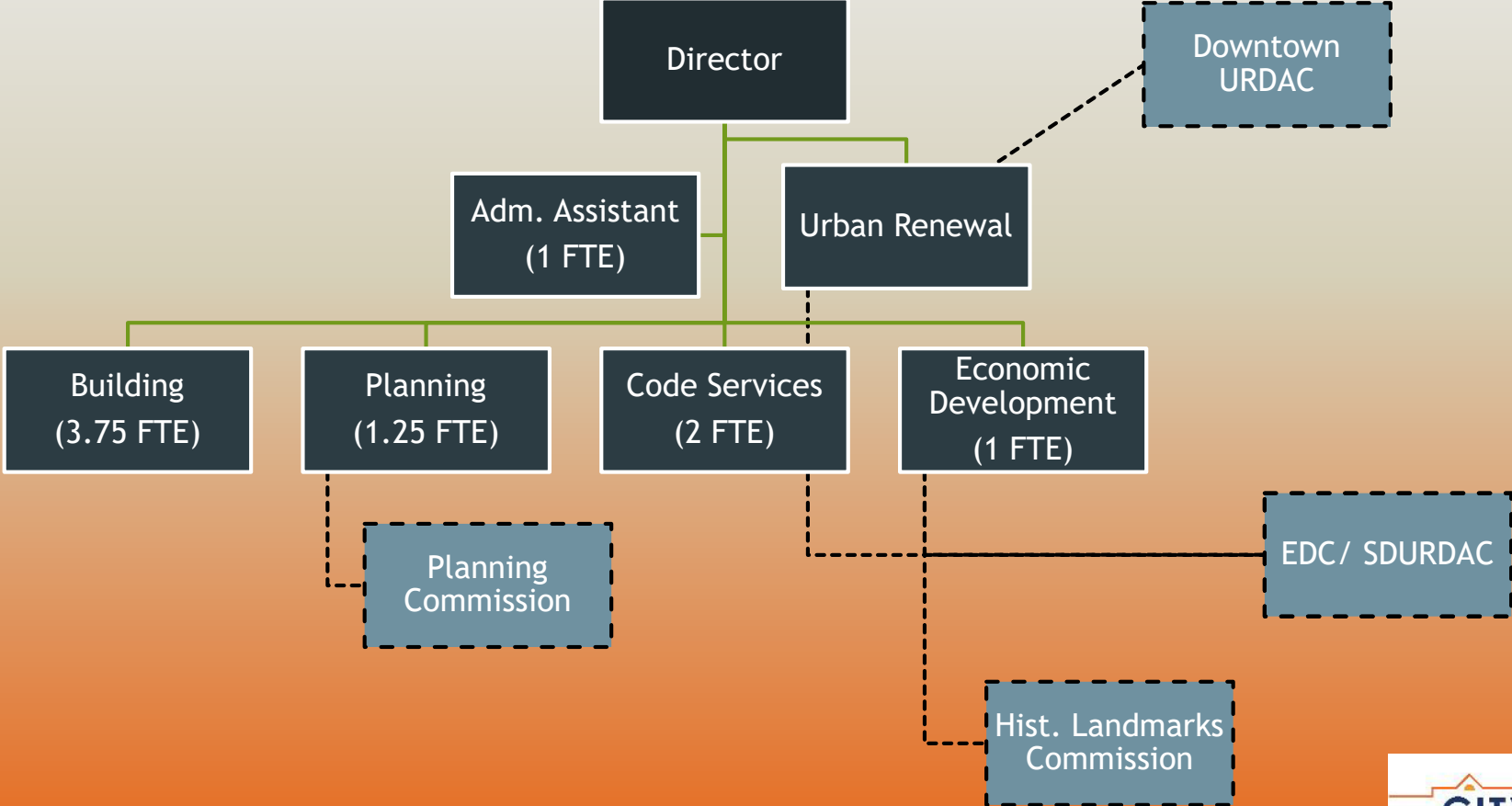
Economic & Community Development Department

What we do: Department Mission

- “Helping build a stronger, healthier community through customer service.”
- Our department goal is to provide the very best customer service possible by ensuring timeliness, accuracy, and diligence in response to your questions and issues.
- We facilitate safe managed growth that supports the economic, social and environmental needs of our community.

Economic & Community Development Department

Who we are: Organizational Structure/ Components



Economic & Community Development Department

What we've accomplished: 2023 Accomplishments

- (Finally!) underway with the Mill Site Area Redevelopment Plan - TGM grant project
- “Phase One” of the La Creole Node master plan revision project complete & approved
- Purchased the property at 791 Main & began salvage operations
- Closed out 2022 ARPA BIG projects; half-way through 2023 projects
- Launched the Dallas Business Inventory project
- New DDA & Chamber/Explore Dallas agreements

Economic & Community Development Department

What we've accomplished: 2023 Accomplishments *(cont.)*

- Application submitted for Dallas Downtown National Historic District
- RARE member/ Dallas Farmers Market planning
- Minor Improvement Grants
- Business Resource Guide
- Development Code updates
- Preparing for TSP update in 2024
- A YEAR OF STABILITY!



CODE SERVICES 2023 - ANNUAL REPORT

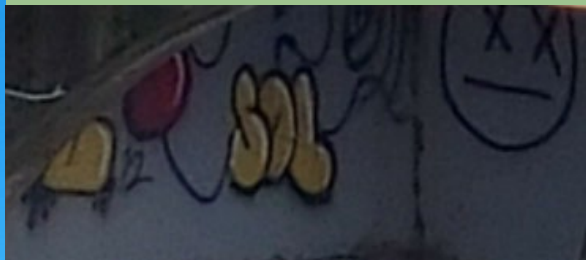
January 2023



A new year, but we came back to work to discover that the rash of graffiti in December had continued into the new year....



The year started out as it ended last year, with a rash of graffiti. All incidents were shared via a google spreadsheet with Dallas Police Department and property owners were contacted.



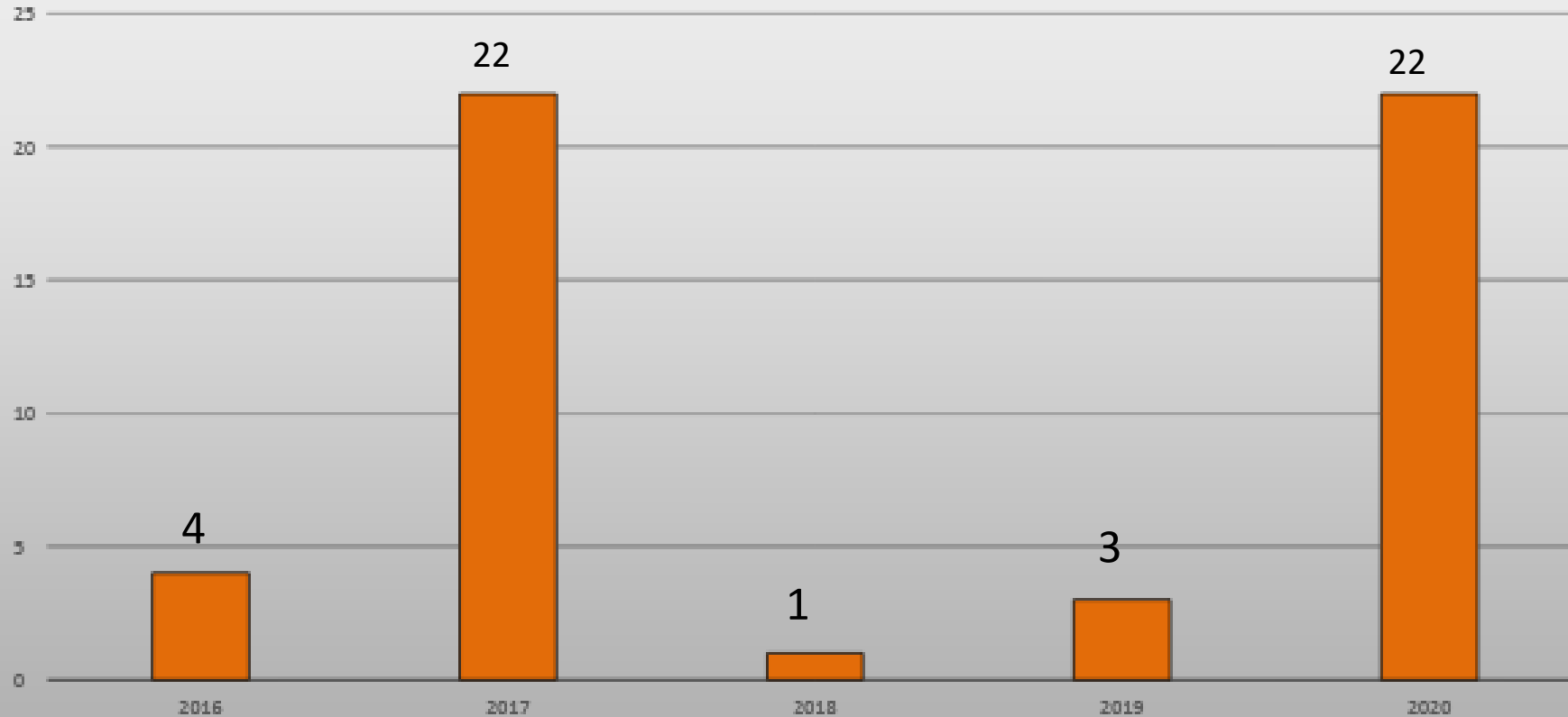


Many times, the graffiti was still wet therefore Code Services was able to remove the graffiti. We documented 99 cases of graffiti in January. Some cases involved multiple incidents. These are two cases where we were able to remove the still wet paint.



In prior years graffiti has been an small issue.

GRAFFITI CASES 2016-2020

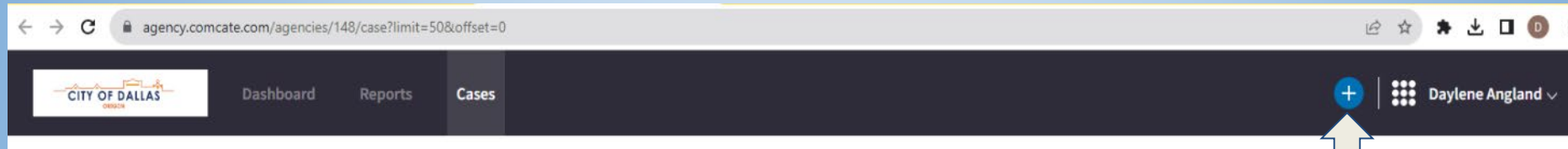


In 2022 there were 85 cases.

So far there have been 100 reported cases this year.

This is a substantial increase from prior years.

We have been using Comcate Software since August of 2022. We are able to create, work, and document our cases while in or out of the office. This has streamlined our workflow.



Clicking on the blue plus sign creates a case

Create A Case

Once the address is entered property owner information is automatically loaded.

Select Location

A screenshot of the 'Create A Case' form. The left side shows a map of Dallas with a blue pin on SE Washington St. The right side contains a form with the following fields:

Street Address *	City *	State
164 Southeast Washington Street	Dallas	OR
Zip *	APN	Assessor's Address
97338	7533BC16000	OR
Flagged? No <input type="checkbox"/>	Census Tract	Block Group
	020203	410530202031
CDBG Eligible? No <input type="checkbox"/>	CDBG Approved? No <input type="checkbox"/>	
Owner Name <input type="checkbox"/>	Owner's Address <input type="checkbox"/>	Owner's Mailing Address <input type="checkbox"/>
CITY OF DALLAS	187 Court St Se, DALLAS, OR 97338	187 Court St Se, DALLAS, OR 97338

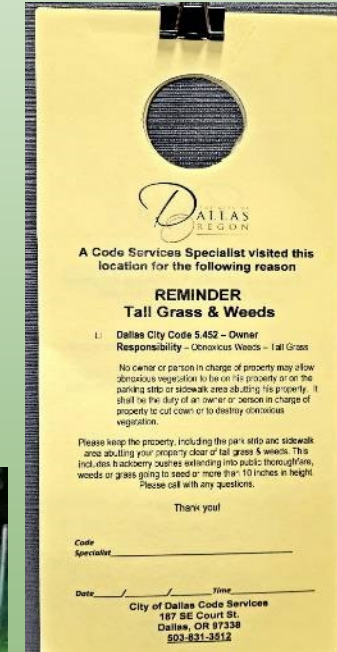
At this location: 5 Cases (5 Closed)

During Weed Abatement Season we will make contact with property owners and/or tenants and give a warning and then if not compliant when we return we will post for abatement.

Numerous attempts were made to make contact with the owner with no response.

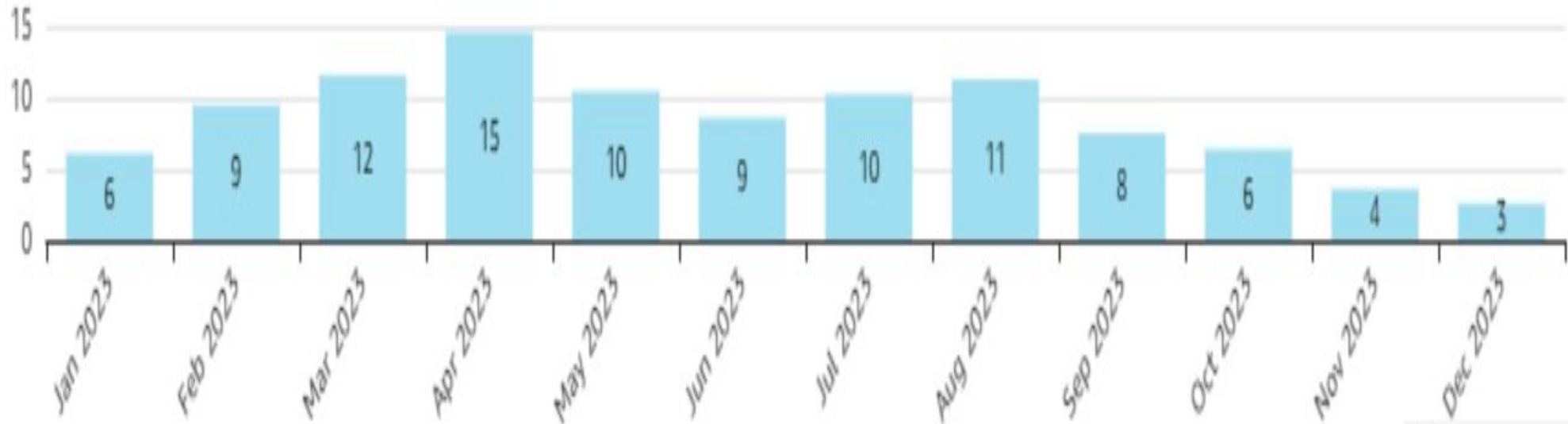


Property is unoccupied and has been for a few years. It was abated in 2022 at the cost of \$500 due to several years of neglect.



The cost to abate the property for 2023 was \$250.

Average Resolution Time



Most cases are resolved in a few days when it relates to minor violations. When you have multiple violations on a single property it can take some time to get them all resolved.

**We had 3 cases that had been open for a few years.
We are happy to announce that 2 of these have been able to
finally be resolved.**

This was a property maintenance case that was opened May 6, 2021.

Before:

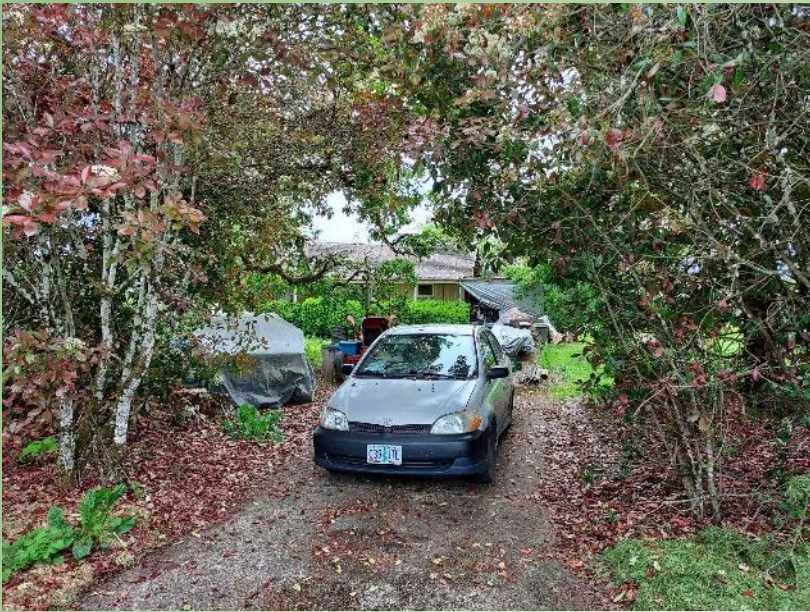


After:



This Chronic Nuisance case was opened with a complaint in April 2019.





The path to the front door was almost completely blocked.



This chronic nuisance case with the court has been closed but we maintain contact with property owner at his and the courts request to ensure the property owner does not fall out of compliance. This is the condition at the property now.



Chronic Nuisance Case that was opened September 17, 2019. At one time there were over 30 rabbits and a bunch of chickens.



This chronic nuisance case has come a long way and we are scheduled for closure by the court possibly in May 2024.



Almost Closed

All of the chickens have been rehomed and property owner now has 4 only rabbits.



Most cases are complaint driven but, there are times when we do not wait for a complaint to come in. These are those type of cases.



Furniture or items discarded in the curb strip on in the street.



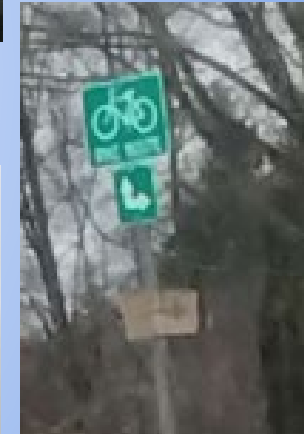
Obstructing a fire hydrant



Car stripped and abandoned wrong side of street.



Signs attached to poles or traffic control devices.



These cases came in as complaints through our online *Report-a-Concern*.

Scattering Rubbish & Junk:



Junk:



Houseless People

We have made it our policy to make contact with any houseless people in the community and introduce ourselves and learn their names.

- Educate about resources & City codes
- Goal is to NOT issue citations; warnings often provide resolution
- Citations have been issued when all other options have been unsuccessful.

Houseless People

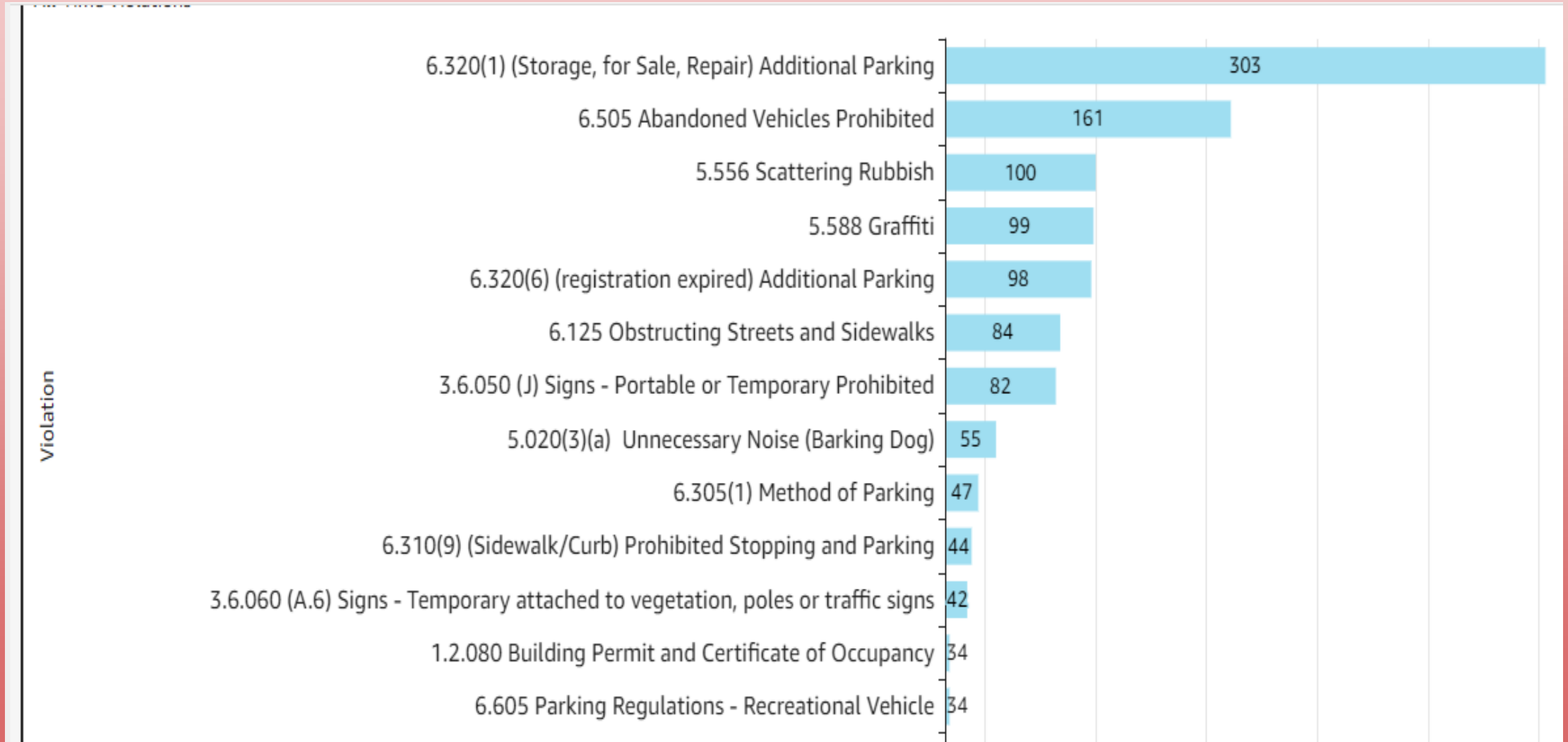
We often encounter the houseless people in our community. We provide them with resource contacts and advise them of Dallas City Codes in regard to areas we can and will enforce.

- 4.704 Prohibitions Littering
- 5.556 Scattering Rubbish
- 5.582 Junk
- 5.584 Inoperable Motor Vehicles And Recreational Vehicles
- 6.125 Obstructing Streets And Sidewalks
- 6.126 Encroachments Into Public Right-Of-Way



PARKING

One of the most common complaints we receive is regarding parking. Vehicles being stored on the street, unregistered, abandoned, blocking the sidewalk or on the curb.



Vehicles Towed from our City Streets in 2023



This vehicle was filled with garbage and flies.



Hazardous vehicles we towed.



- **Vehicle owner had attempted to make this un-towable.**
- **It was braced on the sidewalk with a 2 x 4 to keep it from collapsing.**
- **Dallas Public Works helped to brace the sides and make this towable.**
- **Owner was cited**



Center
Brace

Bracing was added to the sides, corners, back, and center to be able to tow this. We followed behind the tow truck and picked up any debris that came off the vehicle.

Property Maintenance

A neighbor called in a complaint about the house not being maintained. There were areas across the face of the house where there was bare wood showing.

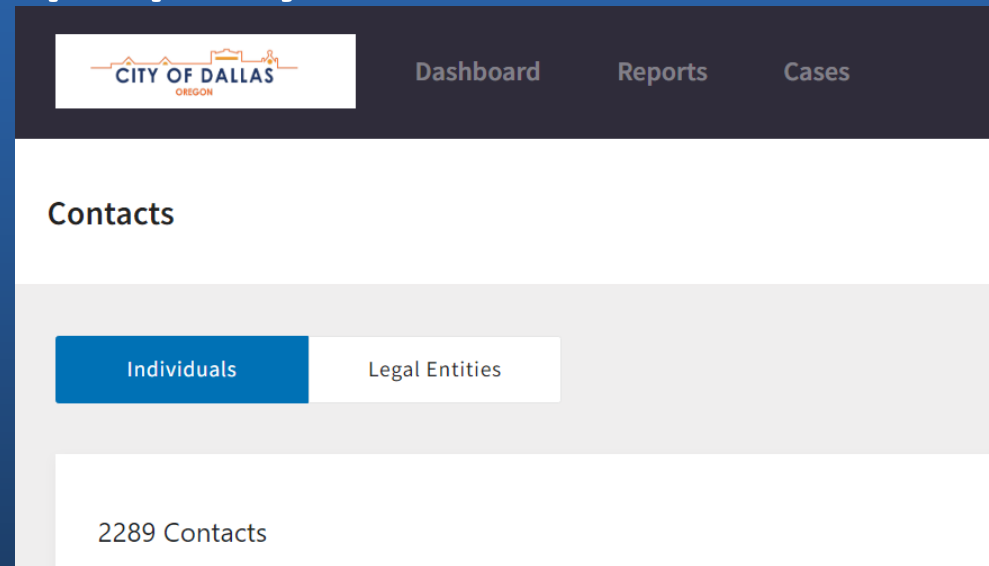
The property owner does not live in the area and did not know the condition of the house. It took some time to locate a contact number since we were not getting a response to notices. Once we finally made contact, the property owner hired a management company.



The management company took over and they kept in contact with Code Services and got the house painted. Contact information has been added for this property.

It can be difficult to locate contact information to resolve violations but our system saves the information and now we have a database of 2289 contacts and growing for tenants and property owners.

This allows us to make contact when a violation occurs and allows for quicker resolution.



Some minor complaints can now be addressed by a phone call and we find this is building goodwill and a better relationship with our fellow citizens.

THANK YOU FOR WATCHING

Code Services Specialists

Daylene Angland

and

Lexi Murphy



Daylene moved to Dallas in 2010. She has a background in Customer Service, Building Inspection and School Bus Driving. Daylene joined Code Services in August of 2021.



Lexi is a Dallas native and has extensive knowledge of vehicle and parking regulations. Lexi joined Code Services in October of 2022.

Our goal is to bring about compliance with Dallas City Codes by educating the public and working with them towards compliance.

CITY OF DALLAS

OREGON



PLANNING

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2023 - ANNUAL REPORT

City of Dallas Planning Division

Purpose:

- Planning for the current and future growth of the city
- Assist the Planning Commission and City Council in preparing and maintaining the Dallas Comprehensive Plan
- Review and process various land use applications
- Review new building permits for compliance with zoning standards
- Provide informative and useful customer service to the general public, including homeowners, realtors, and developers

PLANNING COMMISSION

Planning Commission Members

Chair

John Swanson

Vice Chair

Andy Groh

Mary Newell

Carol Kowash

Rich Spofford

John Schulte

Tory Banford



City Council Work Session
January 2, 2024
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PLANNING COMMISSION

- The seven members of the Planning Commission are appointed by the City Council to serve as the land use decision making body for the City.
- The Commission makes recommendations to the City Council on comprehensive plan amendments, zoning code amendments, and zone changes.
- The Commission also considers studies and reports regarding land use issues.

Land Use Applications

Application Process Types

Type 1	Decided by city staff
Type 2	Decided by staff following 14 day public comment period
Type 3	Decided by Planning Commission following public hearing
Type 4	Decided by City Council following public hearing



2023 Planning Stats



2023 Land Use Applications

Address Change	-	3
Annexations	-	1
Conditional Use Permits	-	12
Comprehensive Plan Amendments	-	1
Floodplain Development Permits	-	1
Home Occupations	-	3
Partitions	-	8
Pre-Applications	-	16
Property Line Adjustments	-	1
Sign Permits	-	13
Site Design Review	-	3
Subdivisions	-	2
Variances / Adjustments	-	9
Zone Changes	-	2
Zoning Compliance Review	-	51
Total	-	126

2023 Planning Stats

Subdivision Applications

Miller Ave.	-	12 lots
Forest Ridge 5	-	35 lots
JENRAE	-	25 lots
Total	-	65 lots
Total Last 3 Years	-	373 lots

Other Applications

Multi-family development	-	1 application for 16 units
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City of Dallas Historic Preservation 2023 Annual Report

Historic Landmarks Advisory Commission

Sue Rohde
Brian Dalton
Jim Foster



The Local Landmarks Commission



Brian Dalton Sue Rhode Jim Foster

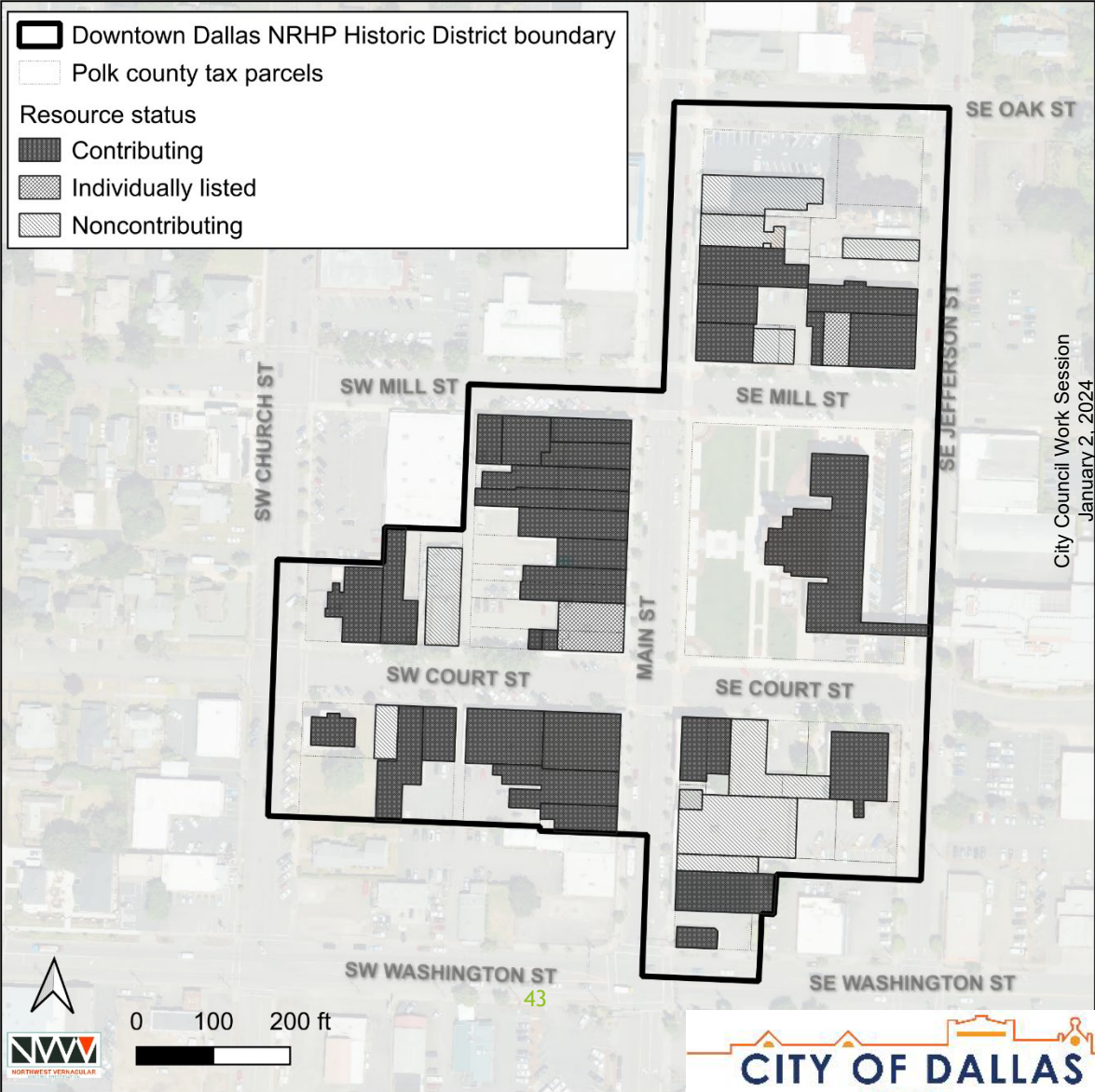
City of Dallas Historic Preservation

Historic Landmarks Advisory Commission - Purpose:

- “...The Commission shall create and maintain a Historic Resource Survey consistent with the standards of the Oregon State Historic Preservation Office...”
- “...The Landmark Commission shall recommend that the Planning Commission designate qualifying historic resources to the Local Landmark Register.”
- “The Landmark Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community’s needs and interests.”
- “...The Landmark Commission may advise the City Council or Planning Commission on local, state, or federal issues, laws, and information requests relating to historic preservation.”
- “The Landmark Commission will review and comment on nominations to the National Register of Historic Places. The review process will include opportunity for public notification and comment.”

City of Dallas Historic Preservation

2024 will mark the final steps to create a new National Historic District in Downtown Dallas!



Historic District

- ▶ The City of Dallas successfully applied for and received a \$15,000 Certified Local Government (CLG) Grant from the Oregon Department of Parks and Recreation to cover some of the cost of hiring a professional consultant to write the application for the Downtown Historic District, and to also host a celebration of the designation of the district once approved
- ▶ We executed a successful RFP Process and Selected Northwest Vernacular Historic Preservation as our consultant for the project



Historic District

- ▶ In cooperation with the Local Landmarks Commission, our consultants completed their application and submitted the application in October 2023.
- ▶ Before this submission was finalized, we hosted two public meetings encouraging conversation about the process and what this designation would mean for downtown businesses and building owners. These meetings were held in May and September.

CITY OF DALLAS
OREGON

Downtown Dallas Historic District
Public Information Meeting

What does a Historic District Mean for Downtown Dallas?

May 10th
2:30PM

Featuring a presentation by

City Council Chambers
187 SE Court Street

NW
NORTHWEST VERNACULAR
HISTORIC PRESERVATION

View our FAQ on our Website:
www.dallasor.gov/eod/page/dallas-historic-district

For more information, please contact tyler.ferrari@dallasor.gov

DALLAS
DOWNTOWN ASSOCIATION

MEMBERSHIP MEETING

"Dallas Downtown Historic District"

WEDNESDAY
SEPT 20
6:00 PM

DALLAS CIVIC CENTER
945 SE JEFFERSON ST

The Dallas Downtown Association invites our members to learn about the upcoming application that the City of Dallas will be sending to the State of Oregon to designate the Downtown Dallas area as a National Historic District

Historic District

- ▶ Now that the application is submitted, it awaits approval from the State of Oregon, and later the National Parks Service. Once these are both complete, the district will be established.



Historic Interpretive Signs

- ▶ In March, the Chamber of Commerce hosted a ribbon cutting for the new historic interpretive signs in downtown Dallas. These signs were a partnership with the Urban Renewal Advisory Commission (URDAC).



Code Changes

In the proposed Development Code Changes, there are changes to the role of the Local Landmarks Commission

- ▶ The Commission's name will be changed to "Historic Preservation Commission" to best reflect the changed priorities of the Commission
- ▶ The code now includes changes to better formalize design approval processes for any major changes to historic buildings

These changes will help ensure the integrity of the newly established historic district in 2024, but there's not an expectation that these new processes will be used often, if at all.

Future Projects

- ▶ **First Courthouse Monument** - The monument that was donated by Daughters of the American Revolution (DAR). Once the next round of grant funding is available, the goal is to apply for a grant to restore and move the monument.
- ▶ **Additional Historic Signage** - The Local Landmarks Commission will soon be finalizing a list of potential new locations to put additional historic interpretive signs in Dallas.

Economic & Community Development Department

THANK YOU!

WE LOOK FORWARD TO GREAT THINGS IN 2024.

**DON'T MISS PART TWO -
COMING JANUARY 16!**

(ECONOMIC DEVELOPMENT, URBAN RENEWAL, BUILDING INSPECTIONS)