



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, May 20, 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 the September 5, 2023 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Resolution No. UR 2024-01 amending the Urban Renewal District Advisory Committee Rules established by Resolution No. 2014-01; and repealing Resolution No. UR 2020-06 p.3	ROLL CALL VOTE
4.	Building Improvement Program p.5	MOTION
5.	791 Main Street Project p.11	MOTION
6.	ADJOURNMENT	

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS
Tuesday, September 5, 2023**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Tuesday, September 5, 2023 at 8:46 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:** City Manager Brian Latta, Finance Director Cecilia Ward, Fire & EMS
9 Chief April Wallace, Police Chief Tom Simpson, City Attorney Lane Shetterly, Economic and
10 Community Development Director Charlie Mitchell, Library Director Mark Greenhalgh-
11 Johnson, Public Works Director Gary Marks and City Recorder Kim Herring.

12 **APPROVAL OF August 21, 2023 MEETING MINUTES**

13 It was moved by Director Adams and seconded by Director Shein to approve the minutes as pre-
14 sented. The vote was taken and passed with a vote of 8-0.

15 **Resolution No. UR2023-03 Amending the Washington Street Streetscape Project under the**
16 **Dallas Downtown Urban Renewal Plan**

17 Mr. Latta presented the staff report. Mayor Woods called for a roll call vote for Resolution No.
18 UR 2023-03 and it passed with a vote of 8-0 with Directors Adams, Barrientos, Briggs, Collins,
19 Fitzgerald, Jantz, Schilling and Shein voting yes.

20 **791 Main Street Update**

21 Charlie Mitchell reviewed the staff report covering the Project Task List and timeline.

22 **ADJOURNMENT: 8:53 pm**

Read and approved this 20th day of May 2024.


Chair Kenneth L. Woods, Jr.

Brian Latta, City Manager



Urban Renewal Agency Board of Directors

STAFF REPORT

MEETING DATE: May 20, 2024
AGENDA ITEM NO. 3
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:  City Manager
ATTACHMENTS: Attachment A – Resolution No. 2024-01

RECOMMENDED ACTION:

Staff recommends that the Agency adopt the resolution by a roll call vote to set the expiration date for members of the URDAC to December 31st of their term year.

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. Staff recommends approving 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.

SUMMARY TIMELINE:

May 20, 2024: Resolution presented for adoption

FISCAL IMPACT:

n/a

RECOMMENDED MOTION:

n/a – Resolutions are adopted by a roll call vote.

ATTACHMENTS:

A – Resolution No. UR 2024-01

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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



Urban Renewal Agency Board of Directors

STAFF REPORT

MEETING DATE: May 20, 2024
AGENDA ITEM NO. 4
TOPIC: Proposed revisions to the Building Improvement Grant program
PREPARED BY: Charlie Mitchell
APPROVED BY:  City Manager
ATTACHMENTS: A – Program guidelines with proposed changes

RECOMMENDED ACTION:

Staff recommends the Agency approve the recommendation from the Urban Renewal District Advisory Committee (URDAC) to make revisions to the Building Improvement Grant program.

BACKGROUND:

The Agency has in place a Building Improvement Grant program which provides matching grants for minor building improvement projects in the Urban Renewal District. This program has been dormant for the past two fiscal years due to insufficient resources in the Urban Renewal Fund due to debt service obligations. Fortunately, we were able to essentially continue the program with ARPA funding over the past two years. Now that one of our two debt service obligations has been fully paid, we have sufficient cash flow to restart the program in the next fiscal year, and it is included in the approved Fiscal Year 2024-25 budget.

Upon restart, we have the opportunity to perform some “fine-tuning” to the program policy to improve efficiency and success. The URDAC, at its May 7 regular meeting, voted to support these proposed changes and have recommended to the Agency Board to adopt these proposed changes.

A summary of the proposed changes is as follows:

- Clarification that applicants must obtain all necessary permits and have no outstanding fines or other payments due to the City
- Clarification and addition of eligible uses and activities
- Addition of a clear list of ineligible activities
- Addition of requirements that ensure the building is occupied within nine months of the grant reimbursement

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- Restriction of funding to one building per property owner, even if they own multiple properties
- Capping maximum grant awards at \$15,000 (the proposed \$75,000 program budget would then allow for a minimum of five projects each year) (previously, our maximum grant awards were \$20,000, but they have historically changed over time)

SUMMARY TIMELINE:

May 7, 2024 - URDAC meets to vote in favor of recommended changes to the Building Improvement Grant program

May 20, 2024 - Agency Board considers changes to the Building Improvement Grant program

June 17, 2024 - City Council/Agency Board considers budget adoption

June 18, 2024 - Applications open to be received by staff

FISCAL IMPACT:

Up to \$75,000 is in the proposed Downtown Urban Renewal Fund for this program

RECOMMENDED MOTION:

I move to approve the URDAC’s recommendation and direct staff to modify the Building Improvement Grant program criteria as reflected in **Attachment A**.



Building Improvement Grant Program Guidelines and Overview

Purpose:

The Dallas Urban Renewal agency is investing directly into downtown buildings and businesses with the Building Improvement Grant Program. Each year, the Agency allocates funding from the Urban Renewal District for projects across the district, including this program. This program will strive to carry out the goals and objectives outlined in the Dallas Downtown Urban Renewal Plan. Financial assistance is available for projects within the Urban Renewal District, meeting the following goals of the Urban Renewal Plan:

1. Promote development of a unified and cohesive downtown.
2. Promote a mix of retail, commercial and residential uses oriented to pedestrians.
3. Promote high quality design and development compatible with the historic architectural theme of Dallas' Central Business District.
4. Increase employment and business activity in the downtown.
5. Increase the tax base in the downtown and throughout the Urban Renewal District

Roles:

- **Applicant** – The property owner or tenant of the building where the project is to occur. If the applicant is the tenant, an application shall include property owner consent.
- **Grant Administrator** – The City Manager or designee shall be the Grant Administrator, and is the public contact for information about the program. The Administrator is responsible for assembling city staff to review grant applications for compliance with applicable provisions of City and State codes and ordinances.

Approval Criteria

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.

Eligible Activities include but are not limited to:

1. Exterior painting IF painting is a part of a larger project; painting alone is NOT an eligible activity
2. Permanent signs. (Must be attached to the building in a permanent fashion)
3. Alteration, replacement, or repair to exterior facades, including windows and doors
4. Exterior lighting, IF this is a part of a larger project; exterior lighting alone is NOT an



Building Improvement Grant Program Guidelines and Overview

eligible activity

5. Utility infrastructure (e.g. plumbing, electrical, mechanical and HVAC)
6. Roof repair or replacement
7. Awnings, or other pedestrian weather protection measures
8. New construction or structure additions
9. Seismic upgrades requiring a structural permit
10. Interior structural improvements
11. ADA Improvements to entryways, exits, and restroom facilities

Targeted Activities

Projects may receive priority consideration if one or more of the following activities are functions of the application:

- **Upper story reutilization.** Project must be for a currently unused space above street level and must lead to occupancy.
- **Vacant building reutilization.** Project must be for a currently unused structure or a portion of a structure of at least 1,000 square feet and must lead to occupancy.
- **New construction on vacant land or as a building addition.** Project must be for a new structure or an addition to an existing structure of at least 1,000 square feet and must lead to occupancy.

Non-Eligible Activities

1. Purchase of appliances/equipment that can be removed from the building when the use changes (kitchen equipment, washers/dryers, cleaning equipment, etc)
2. Interior improvements designed for a specific use (ex: temporary walls for dividing large spaces into smaller offices)
3. Improvements to spaces used primarily for permanent or temporary storage of personal or business goods, items, etc. All improvements must either be in a building that is occupied or the owner must present a plan for how the space will be occupied after these improvements.

Grant Awards and Matching Funds

Grant awards are up to \$15,000, and require 50% private matching funds. Matching funds must be in cash (no in-kind match like volunteer work is allowed.)

The minimum total project value for eligibility is \$10,000.

Grant Requirements (minimum):

1. Grant funds are disbursed on a reimbursement basis only.
2. Grant recipients are required to sign a Grant Approval Agreement prepared by the city, prior to commencing work. Work performed prior to signing the agreement is not eligible for reimbursement.
3. Projects must be completed within 12 months of signing the Grant Approval Agreement.
4. At least one (1) competitive quote must be submitted for service estimates that exceed



Building Improvement Grant Program Guidelines and Overview

\$500. Cost estimates are to be itemized. These quotes must be submitted with the application.

5. The City will award no more than one grant to any one property owner during any one fiscal year. If a property owner owns multiple properties, they are eligible for only one grant during the fiscal year. The same property owner may become eligible for grant approval in the subsequent fiscal year, if all work associated with a prior grant is complete and has received final inspection approval from the City.
6. Grants distributed to unoccupied buildings must be occupied at the end of the project or have a plan to occupy the building within 9 months of the grant reimbursement. Failure to comply may result in forfeiture of funding.

Grant Application Submittal

- City staff, under the direction of the Grant Administrator, will receive applications on a rolling basis as long as there is funding available in the program. If funding is exhausted before the end of the fiscal year, applications will no longer be accepted.
- Applications must meet applicable building design standards (currently under Chapter 2, Section 2.3.080 of the Dallas Development Code).
 - In cases where the applicant's plans do not meet applicable design standards, applicants will be afforded an opportunity to adjust plan elements accordingly for compliance with the standard(s). Plans that do not comply with the design standard(s) will not be awarded a grant.

Grant Application Evaluation

- The Grant Administrator will inform all grant applicants of application complete/incomplete status within one week of receiving the application.
- Once an application is deemed complete, the application will be referred to the Dallas Development Commission (Urban Renewal Agency Board of Directors).
- The Commission will make a decision based upon the approval criteria. The Commission may impose conditions of approval, which shall be included in the Grant Approval Agreement.
- NOTE: The Urban Renewal Agency Board typically meets the first and third Mondays of each month. Applications should be submitted at least TWO WEEKS prior to the next scheduled meeting in order to be considered for approval. Please call 503-831-3571 for more information.

Performance Evaluation

- Grant Administrator is responsible for monitoring the progress of work performed under grant approval and for trouble-shooting problems as they arise.
- If Building Permits are necessary through the City or County, the project must receive final inspection approval from the City and/or County Building Official before grant funds are issued.
- If an applicant is seeking grant award consideration under a Targeted Activity based on tenant occupancy, the applicant must provide proof of occupancy at the time of grant



Building Improvement Grant Program Guidelines and Overview


disbursement. Disbursements may be withheld until proof of occupancy is provided.

- City staff, under the direction of Grant Administrator, will determine finished project compliance with plans associated with grant approval. Funds are then to be issued within 30 days from the date paid invoices and receipts for work performed are received.
- For projects that are performed by the applicant or that do not use a licensed contractor, only material costs will be eligible for reimbursement. For the purpose of this section, shipment cost, tools/machinery and labor are not “material costs” and will not be reimbursed.

Funding for this program varies from year to year, depending on revenue to the Urban Renewal District



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

MEETING DATE: May 20, 2024
AGENDA ITEM NO. 5
TOPIC: 791 Main Street project
PREPARED BY: Charlie Mitchell
APPROVED BY:  City Manager

RECOMMENDED ACTION:

Staff recommends the Agency provide direction to the role of the Urban Renewal District Advisory Committee (URDAC) with the 791 Main Street project design consultant. Within the proposed scope of work, URDAC is the primary advisory body to the Agency, with three planned consultant meetings; the Agency will meet with the consultant twice.

BACKGROUND:

On June 8, 2023, the Agency officially purchased the property at 791 Main Street, the site of the former Bank of America. The Agency purchased this property for the purposes of facilitating future redevelopment and reuse of the site to add tax increment and new investment in the downtown and to add economic vibrancy to a key downtown location that has long been vacant and neglected. An Action item in the City’s Strategic Plan includes this project: “Prepare the site at 791 Main Street for redevelopment with the overriding goal of maximizing new tax increment upon project completion.” The Plan further calls for structure demolition and completion of the vision/design process with public engagement.

The below timeline estimates some of the key milestones ahead. At this time staff is preparing to move forward with a contractor to demolish the structures on the property. Concurrently, staff is working with a consultant to lead the design and market analysis phase, proceeding to securing a developer to transform the site into a signature downtown project. We have selected a consultant and we are finalizing a contract currently. The draft Scope of Work provided by the consultant calls an approximately 12-month project, which includes several meetings with the Agency and several meetings with the URDAC, as well as stakeholder interviews and several community meetings.

Specifically, staff is seeking clarification and direction from the Agency regarding the role it desires for itself and for the URDAC, as well as how often the consultant presents to the Agency. The consultant has proposed three onsite meetings with the Agency and two virtual meetings with the URDAC, along with two onsite community Public Open Houses. Additionally, there will be an onsite project kickoff meeting with the consultant and one or two rounds of stakeholder interviews.

Staff’s recommendation is to hold three consultant URDAC meetings (two onsite and one virtual) and two Agency meetings (one virtual and one onsite). One or both of the Open Houses may be held on the same dates as the URDAC meetings.

SUMMARY TIMELINE MOVING FORWARD:

Through the end of May 2024:	Salvage operation wraps up
June 2024:	Police/Fire training operations
June - July 2024:	Building demolition
June 2024 – June 2025:	Design/ market analysis phase
2025-26:	Developer solicitation
2026-28:	(Estimated) Construction could begin

FISCAL IMPACT:

The demolition is estimated to cost \$120,000. The design/market analysis is also estimated to cost \$120,000. The City has previously secured a \$60,000 brownfield development grant from the state to offset any environmental oversight or mitigation costs, if needed.

RECOMMENDED MOTION:

I move to utilize the URDAC as the primary advisory body for the 791 Main Street redevelopment project; with a scope of work including three consultant meetings with the URDAC, two consultant meetings with the Agency and two public open houses. The URDAC will provide project recommendations to the Agency for consideration and approval.