



AGENDA

Urban Renewal District Advisory Committee

Wednesday, December 5, 2023 - 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 NOVEMBER 7, 2023 MEETING MINUTES
 - b. BUDGET & GRANTS REPORT
4. STAFF REPORTS – UPDATES
5. CHAIR COMMENTS
6. MEMBER COMMENTS
7. OTHER BUSINESS
8. NEXT MEETING AGENDA BUILD
9. ADJOURN

Next meeting: January 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.

City of Dallas - Urban Renewal District Advisory Committee
Council Chambers
187 SE Court Street, Dallas, OR
November 7, 2023 - 5:30 PM

MINUTES

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

2
3 **1. CALL TO ORDER**

4 Members Present: Sam Dufner, Rich Rohde, Trevor Petersen, Marlene Cox, Tory Banford

5 Members not in Attendance: Bob Brixius, Ken Woods

6 Staff Present: E&CD Director, Charlie Mitchell; E&CD, Tyler Ferrari; Recording Secretary, Benjamin Curry

7 **2. PUBLIC COMMENT**

8 Brian Dalton, representing the Dallas Downtown Association (DDA), provided an update on current and
9 upcoming events downtown, highlighting the success of the scarecrow contest which had over 40
10 participants. He stated that the DDA would be providing a formal letter of concern to the city regarding the
11 damaged banner pole downtown requesting a replacement as soon as possible. He shared the DDA's
12 intention to provide testimony to the Planning Commission regarding land-use application CUP 23-10 at the
13 upcoming public hearing.

14 **3. APPROVAL OF MINUTES**

15 Mr. Rohde presented the minutes from the regularly scheduled meeting on October 3, 2023.

16 Mr. Banford motioned to approve the minutes as written. Mr. Petersen seconded the motion. The motion was
17 passed unanimously.

18 **4. CHAIR REPORTS**

19 Mr. Rohde requested that staff provide a status update on the damaged banner pole replacement at the next
20 meeting.

21 Mr. Rohde initiated a discussion of land-use application CUP 23-10 for 188 SW Washington Street. Mr.
22 Banford notified the URDAC that as a sitting member of the Planning Commission, he would recuse himself
23 from participation on the topic. Mr. Rohde proceeded by stating his opposition to the proposed application,
24 citing a conflict with the goals of the Urban Renewal Plan, environmental concerns, and the value of the
25 proposed use. Mr. Dufner offered a rebuttal, highlighting the need to remain business friendly, jurisdictional
26 concerns, and a preference for tax revenue from the lease as opposed to a vacant lot. Ms. Cox suggested the
27 business would be better suited to an industrial location outside of the walkable downtown area and would
28 prefer to see more commercial or retail businesses operating in that space. She also highlighted the need for
29 a coherent vision for revitalization efforts within the downtown. Mr. Rohde requested that the minutes from
30 this meeting be sent to the Planning Commission. Mr. Banford advised that members should attend the
31 public hearing in an unofficial capacity if they wished to offer testimony on the issue.

32 **5. MEMBER COMMENTS**

33 There were none.

34 **6. Dallas Mill Station & Carson Commons Presentation**

35 **Polk Community Development Corporation (PolkCDC) – Rita Grady, Amanda Donofrio,**
36 **Kimberly Lyell, Kevin Ruhland.**

37 Rita Grady and her team provided a presentation utilizing a PowerPoint slide deck. Her team
38 collectively walked through the proposed floor plans, exterior renderings, design considerations and
39 challenges, architecture, and project status followed by a Q/A session. The committee discussed next
40 steps, historical considerations, the proposed residential use and lack of ground-floor commercial,
41 property taxes, future ownership of the completed project, streetscape work, and the role of the URDAC
42 in future development of the area.

43 **7. ADJOURN**

44 Chair Rich Rohde adjourned the committee at 6:36 p.m.

45 Next meeting: Tuesday December 5, 2023 5:30 p.m.



CITY OF DALLAS
URBAN RENEWAL DISTRICT ADVISORY COMMITTEE
STAFF REPORT

DATE: December 5, 2023
AGENDA ITEM NO. Consent
TOPIC: Budget & Grants Report
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: Attachment A – October 2023 budget + Grants detail

RECOMMENDED ACTION:

N/A – This item is information sharing only.

BACKGROUND:

Attachment A is the budget report for October 2023. The attachment also includes an update on the two grant programs – Building Improvement Grants and Minor Improvement Grants.

For the month of October:

- Revenue: \$241.10 – property taxes
 \$2,976.42 – interest

 \$3,217.52

- Expenses: \$1,441.53 – personnel expenses
 \$413.87 – property acquisition (791 Main electricity)

 \$1,855.40

****NOTE:**

\$190,810.37 OF PROPERTY TAXES HAVE BEEN RECEIVED IN NOVEMBER 2023, THROUGH 11/28

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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	0.00	1,366.10	-233,633.90 99.42 %
29-450-00-4110	DELINQUENT PROPERTY TAXES	3,000.00	3,000.00	241.10	1,683.33	-1,316.67 43.89 %
	State LB Report: 90 - Property Taxes Total:	238,000.00	238,000.00	241.10	3,049.43	-234,950.57 98.72 %
State LB Report: 91 - Resources Except Property Taxes						
29-400-00-5900	BEGINNING BALANCE	300,000.00	300,000.00	0.00	0.00	-300,000.00 100.00 %
29-480-00-4610	INTEREST ON INVESTMENTS	10,000.00	10,000.00	2,976.42	10,808.94	808.94 108.09 %
29-480-00-4830	MISCELLANEOUS REVENUE	20,000.00	20,000.00	0.00	0.00	-20,000.00 100.00 %
	State LB Report: 91 - Resources Except Property Taxes Total:	330,000.00	330,000.00	2,976.42	10,808.94	-319,191.06 96.72 %
	Revenue Total:	568,000.00	568,000.00	3,217.52	13,858.37	-554,141.63 97.56 %
Expense						
State LB Report: 01 - Personnel Services						
29-019-50-6051	SALARIES	5,500.00	5,500.00	995.25	3,980.46	1,519.54 27.63 %
29-019-50-6061	FRINGE BENEFITS	3,500.00	3,500.00	446.28	2,296.33	1,203.67 34.39 %
	State LB Report: 01 - Personnel Services Total:	9,000.00	9,000.00	1,441.53	6,276.79	2,723.21 30.26 %
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	1,540.00	33,460.00 95.60 %
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	3,000.00	7,000.00 70.00 %
29-019-50-6600	MISCELLANEOUS	2,000.00	2,000.00	0.00	48.42	1,951.58 97.58 %
	State LB Report: 02 - Materials and Services Total:	49,450.00	49,450.00	0.00	6,719.67	42,730.33 86.41 %
State LB Report: 03 - Capital Outlay						
29-019-50-6507	SPECIAL PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
29-019-50-6553	PROPERTY AQUISION	105,000.00	105,000.00	413.87	5,345.03	99,654.97 94.91 %
	State LB Report: 03 - Capital Outlay Total:	115,000.00	115,000.00	413.87	5,345.03	109,654.97 95.35 %
State LB Report: 05 - Transfers						
29-019-50-6908	TRANSFER TO GF-DEBT SERVICE	148,915.00	148,915.00	0.00	86,367.38	62,547.62 42.00 %
	State LB Report: 05 - Transfers Total:	148,915.00	148,915.00	0.00	86,367.38	62,547.62 42.00 %
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	1,855.40	104,708.87	463,291.13 81.57 %
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND Surplus (...)		0.00	0.00	1,362.12	-90,850.50	-90,850.50 0.00 %

ATTACHMENT A.

URA GRANTS REPORT – 2023-24, THROUGH 10/31/23

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

\$1,000 - WASHINGTON STREET STEAKHOUSE – 125 SW WASHINGTON

\$1,000 - WORLD GYM – 887 MAIN ST.

\$3,000.00

Pending:

\$1,000 – 123 MILL STREET

\$1,000 – 131 MILL STREET

\$1,000 – 135 MILL STREET

\$1,000 – 139 MILL STREET

\$1,000 – 745 MAIN STREET

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

DATE: December 5, 2023

AGENDA ITEM NO.

TOPIC: General Updates

PREPARED BY: Charlie Mitchell

APPROVED BY:

ATTACHMENTS:

RECOMMENDED ACTION:

N/A – This item is information sharing only

BACKGROUND:

Bank property project update (791 Main Street).

- Staff will be developing a short survey which will be distributed to very targeted interest groups (URDAC, EDC, Chamber board, DDA board & design committee, local realtors, etc.) planned for Dec. 15 – Jan. 15 to reestablish project vision sideboards. Staff will discuss results with URDAC in February.

Property tax revenues.

- They are starting to trickle in – just under \$191,000 had been received as of 11/28/23. \$238,000 is the budgeted property tax revenue for the fiscal year.

Main Street banner pole.

- The new poles are scheduled to be under construction soon; both had to be replaced due to damage. Old poles were not insured, but new ones will be. Replacement costs will be borne by the City of Dallas Street Fund, not Urban Renewal. Installation date is TBD.

Wells Fargo Building.

- Dallas Community School has submitted early-stage plans for an expansion to place a high school in this building.

Other updates.

- 2022 ARPA projects:
 - All projects are completed
- 2023 round of ARPA projects
 - 5 of 9 projects completed

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

N/A