

AGENDA

Urban Renewal District Advisory Committee

Wednesday, March 5, 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 JANUARY 3, 2024 MEETING MINUTES
 - b. BUDGET & GRANTS REPORT
4. STAFF REPORTS
 - a. 791 Main Street Project
 - b. GENERAL UPDATES
 - Tim's Automotive Conditional Use Permit
 - 430 Main Street Dallas Fuel/Apartments Project
 - New Business Activity
5. CHAIR COMMENTS
6. MEMBER COMMENTS
7. OTHER BUSINESS
8. NEXT MEETING AGENDA BUILD
9. ADJOURN

Next meeting: April 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
January 3, 2024 - 5:30 PM

MINUTES

1 Mr. Rohde presiding, opened the meeting at 5:33 p.m.
2

3 **1. CALL TO ORDER**

4 Members Present: Sam Dufner, Rich Rohde, Trevor Petersen, Tory Banford, Bob Brixius
5 Members Not Present: Ken Woods, Marlene Cox
6 Staff Present: Public Works Supervisor, Tom Gilson; Economic Development Specialist, Tyler Ferrari;
7 Recording Secretary, Benjamin Curry
8

9 **2. ELECTION OF OFFICERS**

10 Mr. Dufner made a motion to nominate Mr. Rohde to continue as Chair.
11 There were no other nominations. By acclamation Mr. Rohde was elected as Chair.
12 Mr. Rohde made a motion to nominate Mr. Banford to continue as Vice Chair.
13 There were no other nominations. By acclamation Mr. Banford was elected as Vice Chair.
14

15 **3. PUBLIC COMMENT**

16 Brian Dalton, representing the Dallas Downtown Association (DDA), spoke on the letter presented by the
17 DDA requesting an increase to the MIG program. He provided additional context and recommendations for
18 how to meet the proposal as well as spoke on the value to the community.
19

20 **4. CONSENT AGENDA**

21 Mr. Rohde presented the minutes from the regularly scheduled meeting on December 5, 2023.
22 Mr. Dufner made a motion to remove the minutes from the consent agenda. The motion passed unanimously.
23 Mr. Petersen made a motion to remove the Grants report from the consent agenda. The motion passed
24 unanimously. Mr. Dufner made a recommendation to correct the minutes to reflect that he was not present.
25 Mr. Banford moved to approve the minutes with corrections, Mr. Brixius seconded the motion. The motion
26 passed unanimously.
27

28 Mr. Petersen asked staff about the allocation of grant funds on Attachment A. Budget and Grants Report.
29 Mr. Ferrari replied that the amounts in question represented funds that were pledged and not yet awarded,
30 and that projects had to be completed within 1 calendar year of the signed grant agreement. Mr. Petersen and
31 Mr. Rohde requested that for future grant reports, the dates that the grants were awarded be provided. He
32 also asked if there is sufficient funds in the budget to extend the Minor Improvement Grant (MIG) program
33 and where the additional funds would come from. Mr. Ferrari said the funds would be pulled from
34 Professional Services which is earmarked for consulting and contracting services for the 791 Main Street
35 Bank building project. Mr. Petersen made a motion to approve the Budget and Grants Report. Mr. Banford
36 seconded the motion. The motion passed unanimously.
37

38 **5. STAFF REPORTS – MINOR IMPROVEMENT GRANT(MIG) PROGRAM BUDGET**

39 Mr. Ferrari read from the staff report and shared the letter was received from the Dallas Downtown
40 Association requesting an increase of the MIG program budget from \$5,000 to \$10,000 for the remainder of
41 FY 23-24. He provided an update on the current number of completed and pending grants, noting that all
42 funds have been pledged. If approved, the proposal would allow staff to reallocate funds within the internal
43 administrative budget from Professional Services to increase the available funds for the MIG program. Staff
44 recommendation is neither in favor, nor against, the proposal.

45 Mr. Petersen asked if the reallocation of funds from would impact the project milestones of the 791 Main
46 Street Bank project. Mr. Ferrari noted that it's unlikely to have a substantive impact because the timeline for
47 the bank project has been shifted and that the proposal would only provide extra funding to the MIG

48 program through the end of the fiscal year, and not continue year over year, while spending from
49 Professional Services is not expected until FY 24-25. Mr. Dufner asked if staff had to deny any applications
50 due to lack of funds. Mr. Ferrari shared that general policy is to not receive any new applications when funds
51 are not available, but did not believe any applicant has been denied due to lack of funds. The committee
52 discussed additional questions regarding the proposal including the outcome of any unspent funds if
53 approved, the types of projects that have been funded, and potential abuse of the program. Mr. Ferrari noted
54 that any future proposed adjustments to the program would also come before the URDAC in the future for
55 discussion.

56
57 Mr. Rohde opened the floor to a motion, the proposal died due to a lack of a motion.

58
59 **6. CHAIR REPORTS**

60 There were none.

61
62 **7. MEMBER COMMENTS**

63 There were none.

64
65 **8. OTHER BUSINESS**

66 Mr. Gilson provided a presentation on the Public Works Annual Report.

67
68 **9. ADJOURN**

69 Chair Rich Rohde adjourned the committee at 6:26 p.m.

70 Next meeting: March 5, 2024 5:30 p.m.

DRAFT



CITY OF DALLAS

URBAN RENEWAL DISTRICT ADVISORY COMMITTEE

STAFF REPORT

DATE: March 5, 2024
AGENDA ITEM NO. Consent
TOPIC: Budget & Grants Report
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: Attachment A – January 2024 budget + Grants detail

RECOMMENDED ACTION:

N/A – This item is information sharing only.

BACKGROUND:

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

For the month of January:

- Revenue: \$1,091.55 – property taxes
\$4,244.65 – interest
\$5,336.20
- Expenses: \$1,457.74 – personnel expenses
\$283.70 – Misc. expenses
\$406.82 – property acquisition
\$2,148.26

Year to Date:

- Revenue: \$616,649.24
- Expenses: \$110,986.89

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

	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	985.47	202,208.91	-32,791.09 13.95 %
29-450-00-4110	DELINQUENT PROPERTY TAXES	3,000.00	3,000.00	106.08	2,754.48	-245.52 8.18 %
	State LB Report: 90 - Property Taxes Total:	238,000.00	238,000.00	1,091.55	204,963.39	-33,036.61 13.88 %
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	4,244.65	22,652.40	12,652.40 226.52 %
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	4,244.65	411,685.85	81,685.85 24.75 %
	Revenue Total:	568,000.00	568,000.00	5,336.20	616,649.24	48,649.24 8.57 %
Expense						
State LB Report: 01 - Personnel Services						
29-019-50-6051	SALARIES	5,500.00	5,500.00	995.21	6,966.25	-1,466.25 -26.66 %
29-019-50-6061	FRINGE BENEFITS	3,500.00	3,500.00	462.53	3,515.35	-15.35 -0.44 %
	State LB Report: 01 - Personnel Services Total:	9,000.00	9,000.00	1,457.74	10,481.60	-1,481.60 -16.46 %
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	4,000.00	6,000.00 60.00 %
29-019-50-6600	MISCELLANEOUS	2,000.00	2,000.00	283.70	332.12	1,667.88 83.39 %
	State LB Report: 02 - Materials and Services Total:	49,450.00	49,450.00	283.70	8,003.37	41,446.63 83.82 %
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	406.82	6,134.54	98,865.46 94.16 %
	State LB Report: 03 - Capital Outlay Total:	115,000.00	115,000.00	406.82	6,134.54	108,865.46 94.67 %
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	2,148.26	110,986.89	457,013.11 80.46 %
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND Surplus (...)		0.00	0.00	3,187.94	505,662.35	505,662.35 0.00 %

ATTACHMENT A.

URA GRANTS REPORT – 2023-24, THROUGH 2/29/2024

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:

\$1,000 – 123 MILL STREET – Work must be completed by 6/20/2024

\$1,000 – 131 MILL STREET – Work must be completed by 6/20/2024

\$1,000 – 135 MILL STREET – Work must be completed by 6/20/2024

\$1,000 – 139 MILL STREET – Work must be completed by 6/20/2024

\$1,000 – 745 MAIN STREET – Work must be completed by 6/29/2024

\$1,000 – 375 MAIN STREET – Work must be completed by 11/7/2024

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

DATE: March 5, 2024
AGENDA ITEM NO.
TOPIC: 791 Main Updates
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: 791 Main survey results

RECOMMENDED ACTION:

N/A – This item is information sharing only

BACKGROUND:

Bank property project update (791 Main Street).

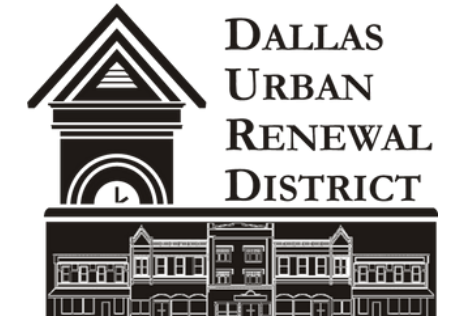
- Staff developed a short survey which was distributed to targeted interest groups (URDAC, EDC, Chamber board, DDA board & design committee, local realtors, etc.) and was solicited from Dec. 15 – Jan. 15 to reestablish project vision sideboards. Staff will discuss results with URDAC via presentation (attached).
- Salvage/Demolition phase – Salvage operations will wrap up by the end of May. Dallas Facilities staff is working on a cost analysis to determine the best course of action for the structure demolition – whether to put the project out to bid in the private sector or to have the National Guard. At issue is over all costs and timing and coordination with other activities.
- Design/feasibility/vision phase – An RFQ for a consultant to lead this phase was issued on March 1 with proposals due by April 1. The RFQ will be listed on the City’s website and has been direct emailed to consultants who have been in contact with the City and have expressed interest in the project. Staff is in the process of developing a list of likely proposed Technical Advisory Committee members for this project. We would suggest the URDAC at a future meeting (or at this meeting), appoint a member to represent the URDAC on this committee. Staff’s suggestion is Tory Banford, given his experience with similar public/private mixed-use downtown projects in Salem. Copies of the RFQ can be found on the City’s website. A digital version will be available for viewing and discussion at the URDAC meeting.

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

N/A



791 MAIN ST.

INITIAL SURVEY RESULTS

General Purpose

Redevelopment

This survey was sent out to an initial group of stakeholders to garner high level feedback on what general direction the beginning stages of the project should take

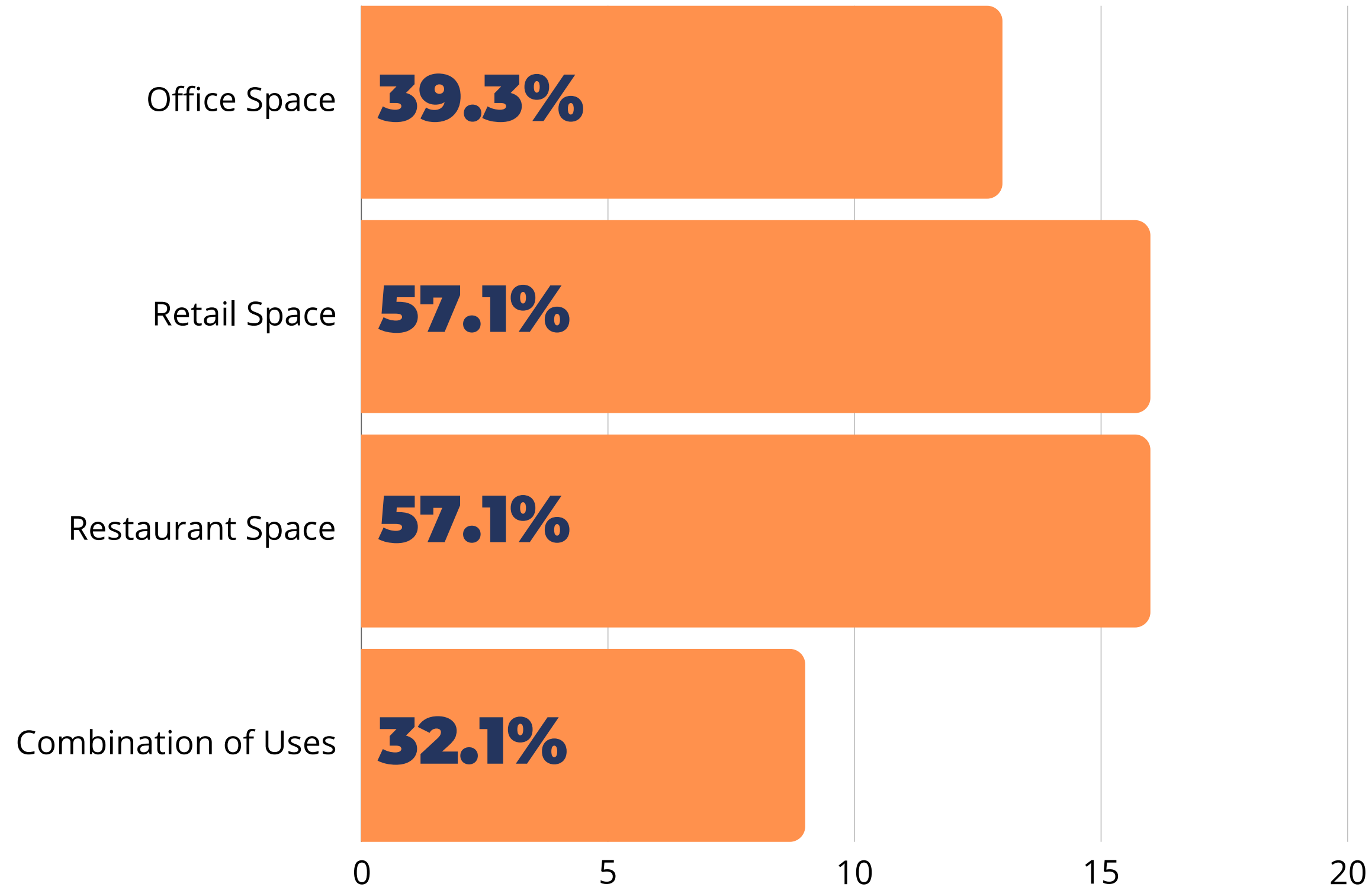
We had 28 total respondents

Stakeholder Groups

- City of Dallas Economic Development Commission
- Dallas Urban Renewal Advisory Committee
- Dallas Area Chamber of Commerce
- Dallas Downtown Association
- Polk County Association of Realtors



Uses and Scope



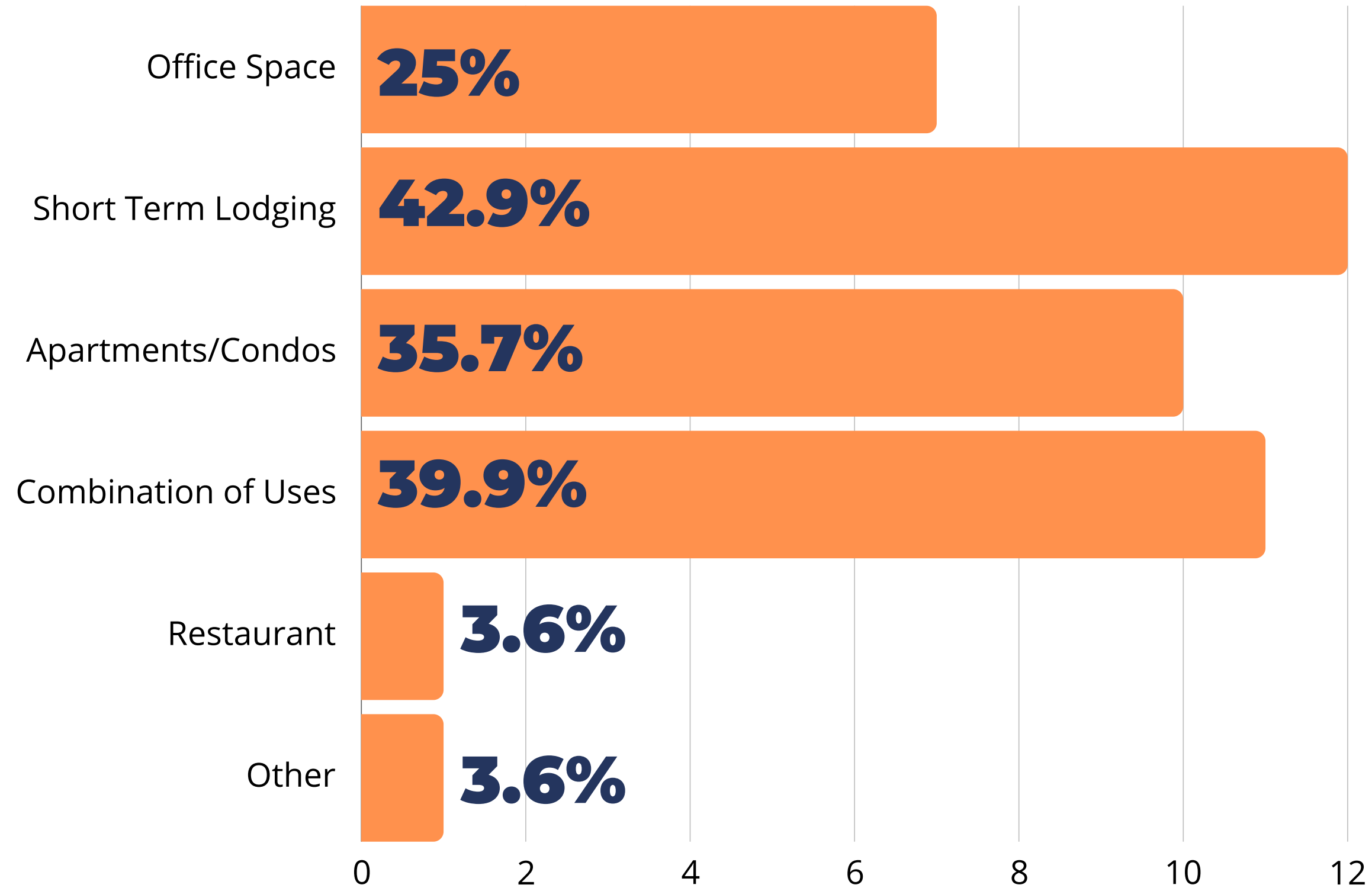
Question:

The zoning of the Central Business District requires that the ground floor of a building be for commercial uses. What uses would you prefer on the ground floor of the new development

Notes

- More than one option could be selected

Uses and Scope



Question:

The zoning of the Central Business District requires that the ground floor of a building be for commercial uses. What uses would you prefer on the stories above the first floor?

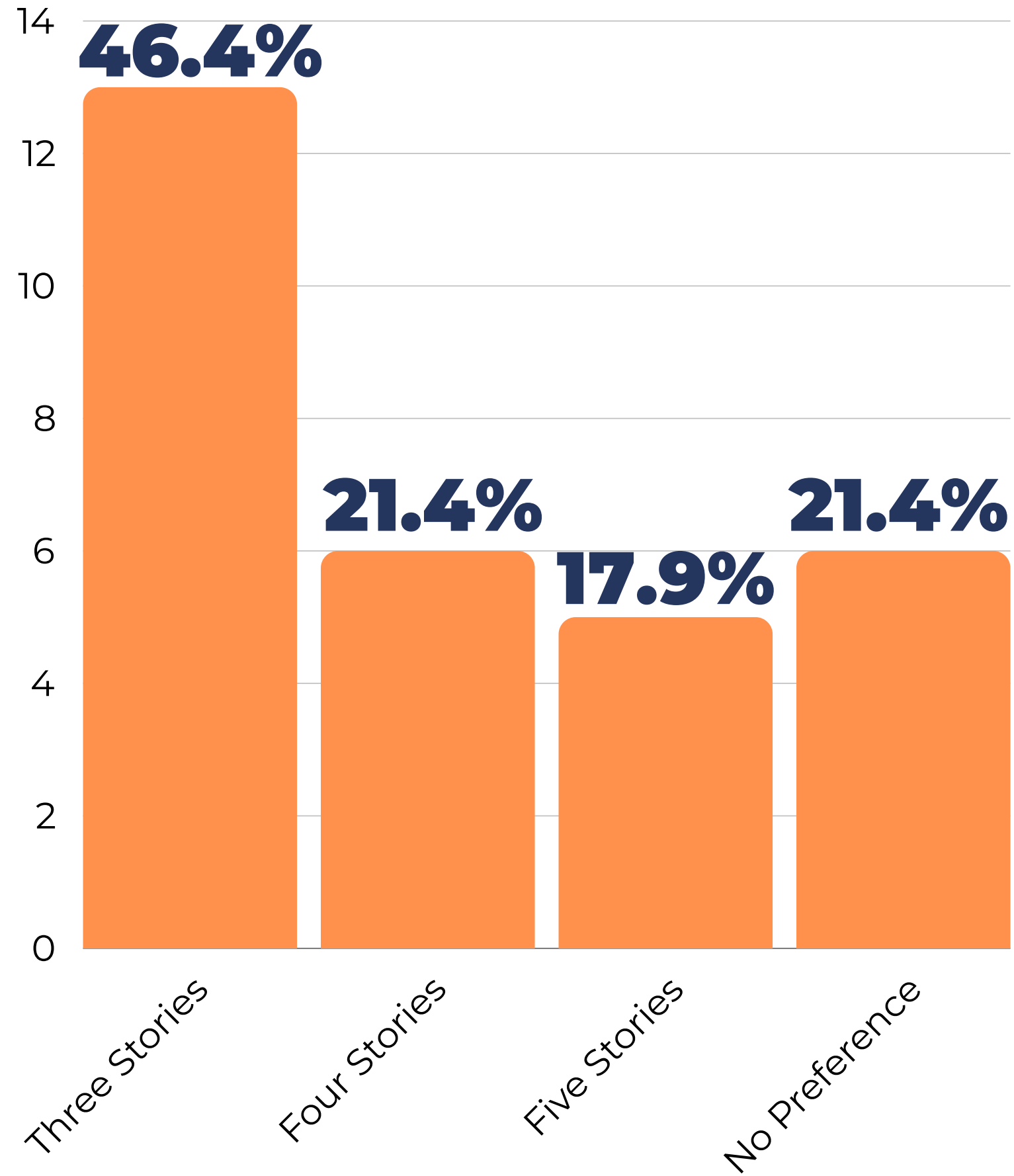
Notes

- More than one option could be selected

Staff Recommendation

Staff recommends focusing on having a variety of commercial spaces on the first floor. This variety should likely include general retail space, and space specific to a restaurant (space for a commercial kitchen)

Uses and Scope - continued



Question:

What number of stories is best for this building?

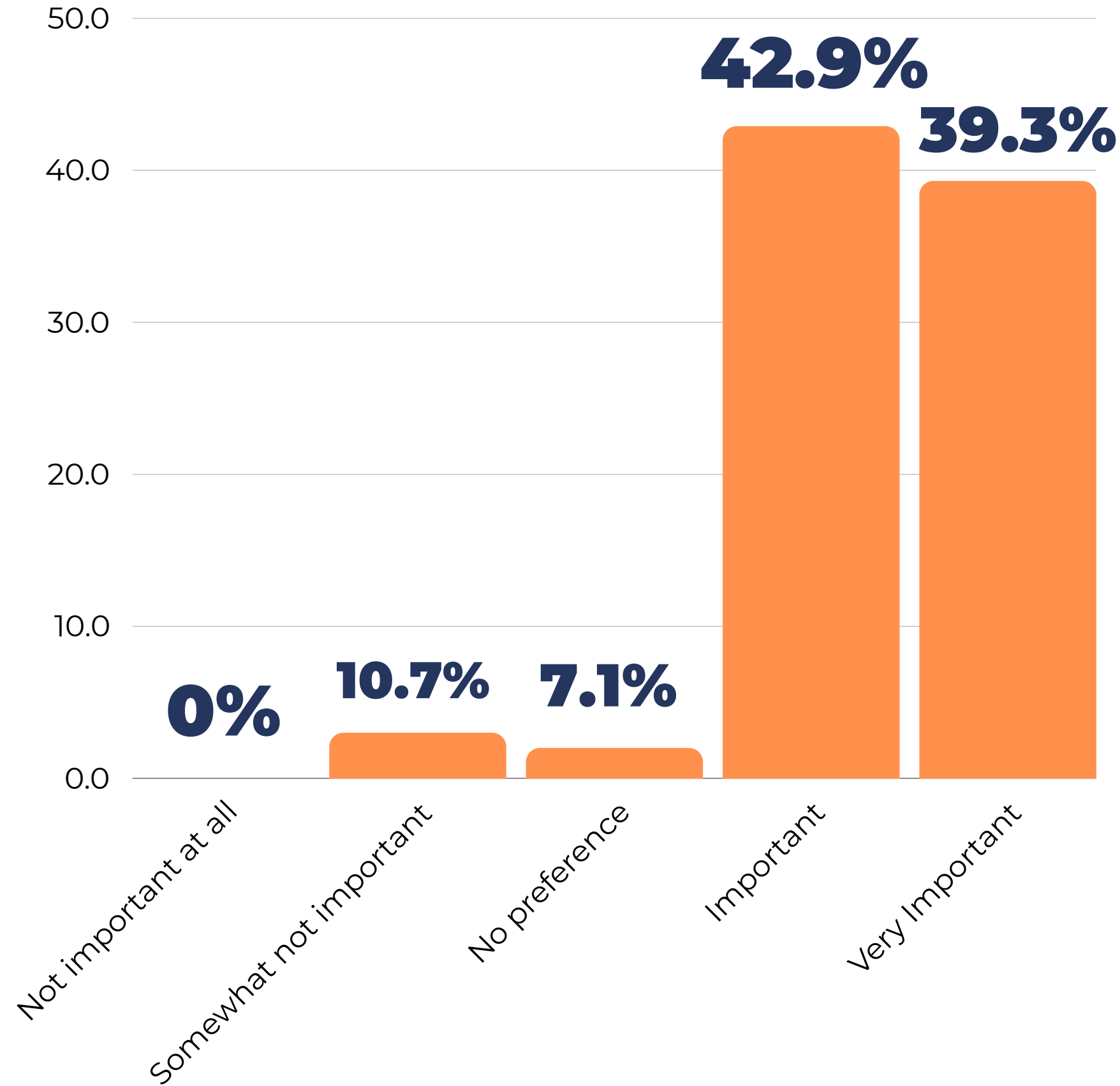
Notes

- The Central business district requires that buildings be at least two stories.

Staff Recommendation

Staff recommends that future work with a professional consultant include an economic study to better provide insight on how many stories could be economically supported by the project, given current and future economic conditions. However, three stories or more would be ideal for the site.

Design



Question:

How important is it to you that the architecture of this new building match the look of historic buildings in downtown Dallas?

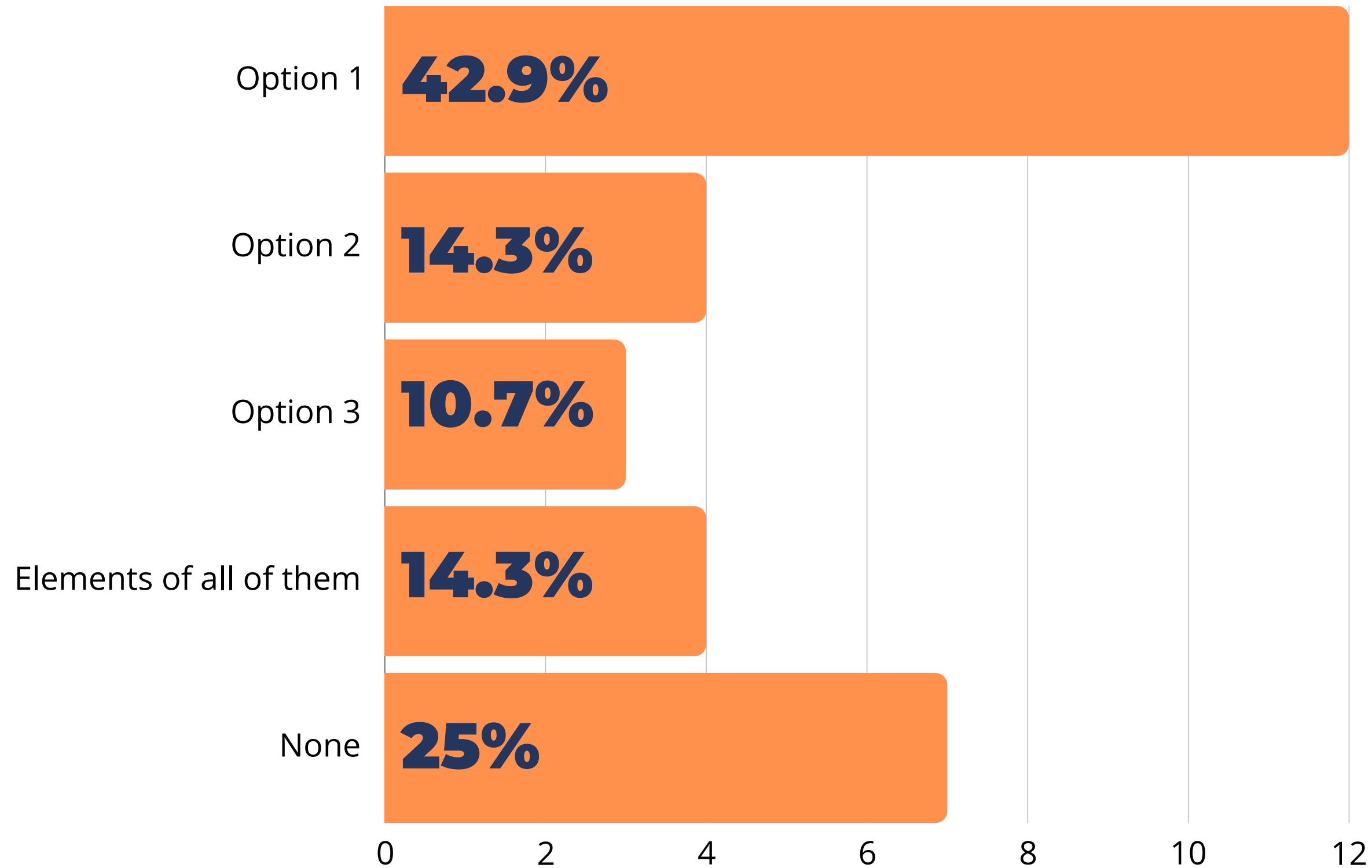
Staff Recommendation

Staff recommends that any design work on the building focus on best matching the look and feel of other historical buildings in downtown Dallas, while also taking into account the cost of building materials that may increase the cost of the project

Design - continued

Question:

Which of these building designs appeal to you the most?



Design - continued

Question:

Which of these building designs appeal to you the most?

Option 1



Option 2



Option 3



These are not proposals, just examples of building designs

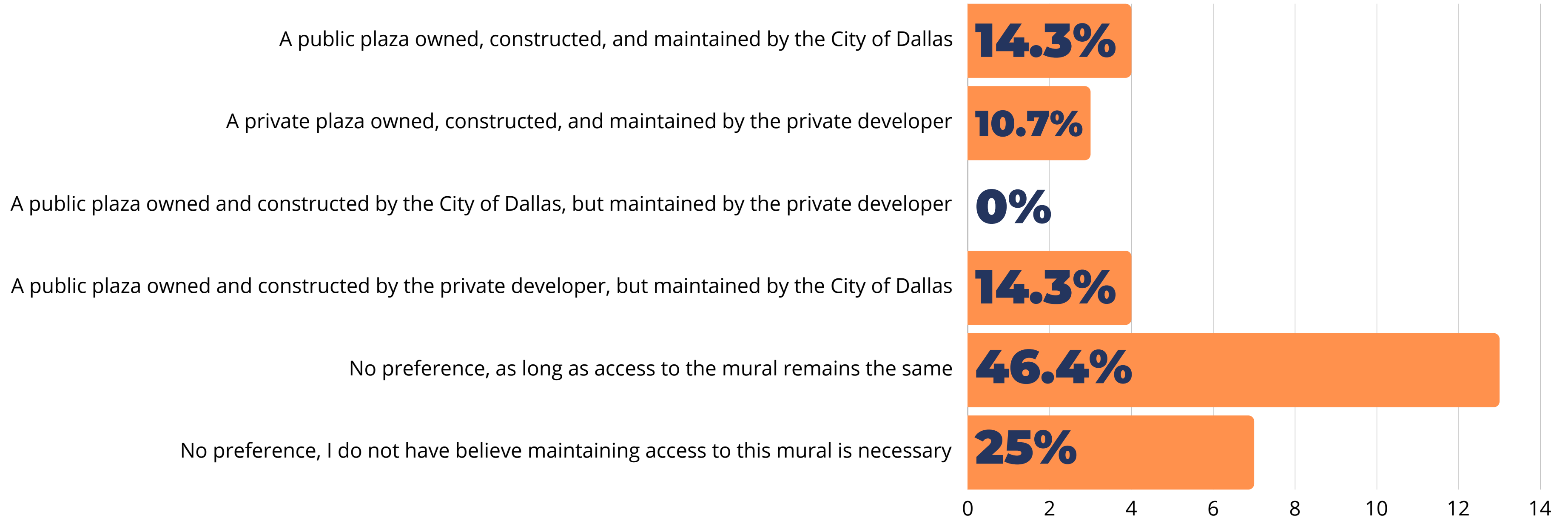
Staff Recommendation

Staff recommends moving forward with option one as a starting point for a potential architect to build off of while focusing on having the design best match the historic downtown architecture.

Design - continued

Question:

The train mural below is painted on the building adjacent to the 791 Main Property. In order to maintain visual access to this mural, which one of these options would you prefer?



Notes

- In the options where the City of Dallas owns and maintains a plaza, that plaza would be considered public property, much like a park, and would be accessible to anyone in the community.

Design - continued

Question:

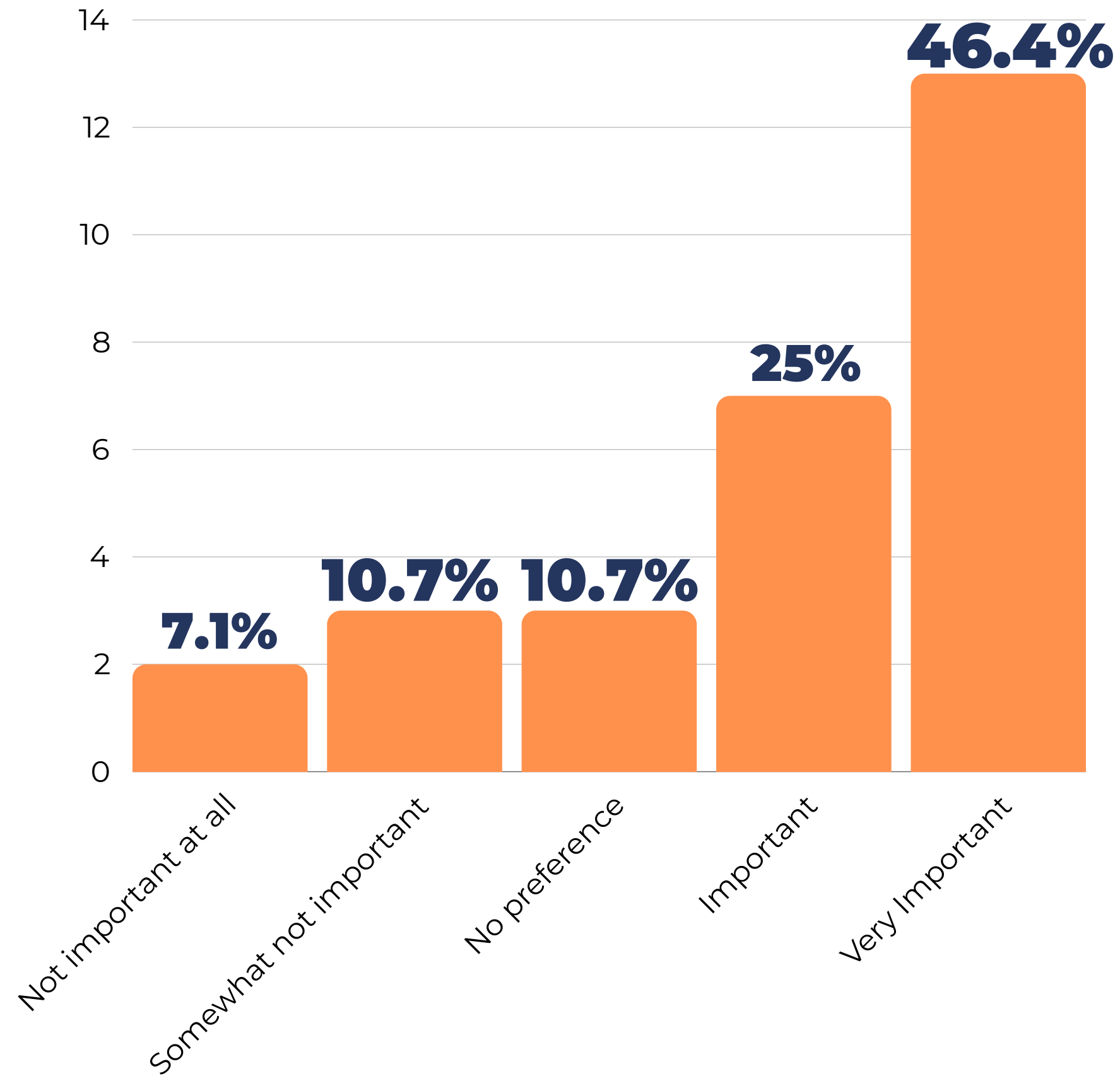
The train mural below is painted on the building adjacent to the 791 Main Property. In order to maintain visual access to this mural, which one of these options would you prefer?



Staff Recommendation

Staff recommends including some kind of pedestrian access to the mural, but leaving open the preference of access to the building developer. This would also depend on the uses on the first floor. If a restaurant is the predominant use, then the access could take the shape of an outdoor patio for the restaurant

Building/Construction



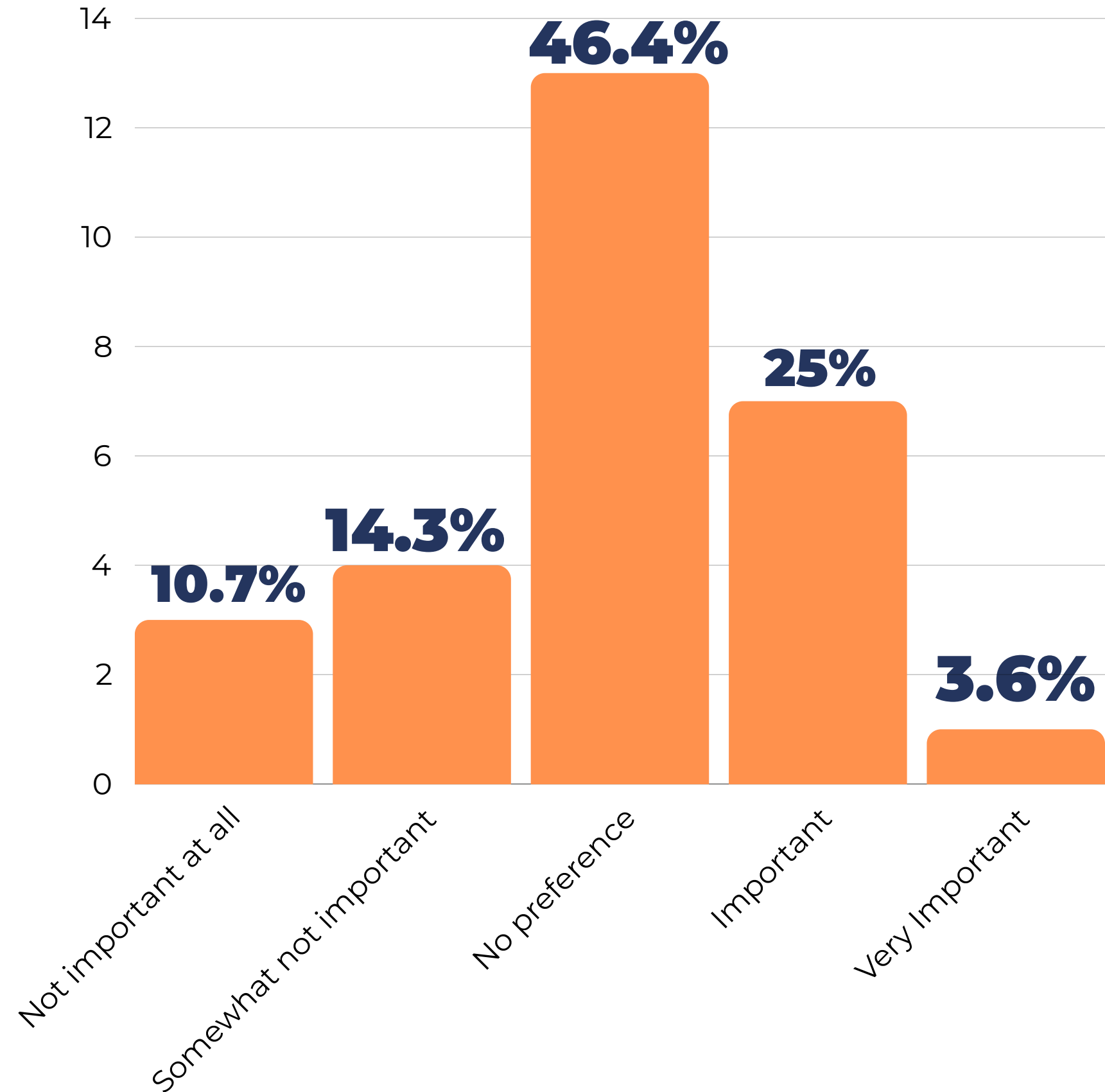
Question:

How important is it to you that the building be built by an Oregon-based developer?

Staff Recommendation

Staff recommends moving forward with the RFP process when time is appropriate, but in that process noting that familiarity with and/or being headquartered in the community would be an additional consideration if there are two similar proposals

Building/Construction - continued



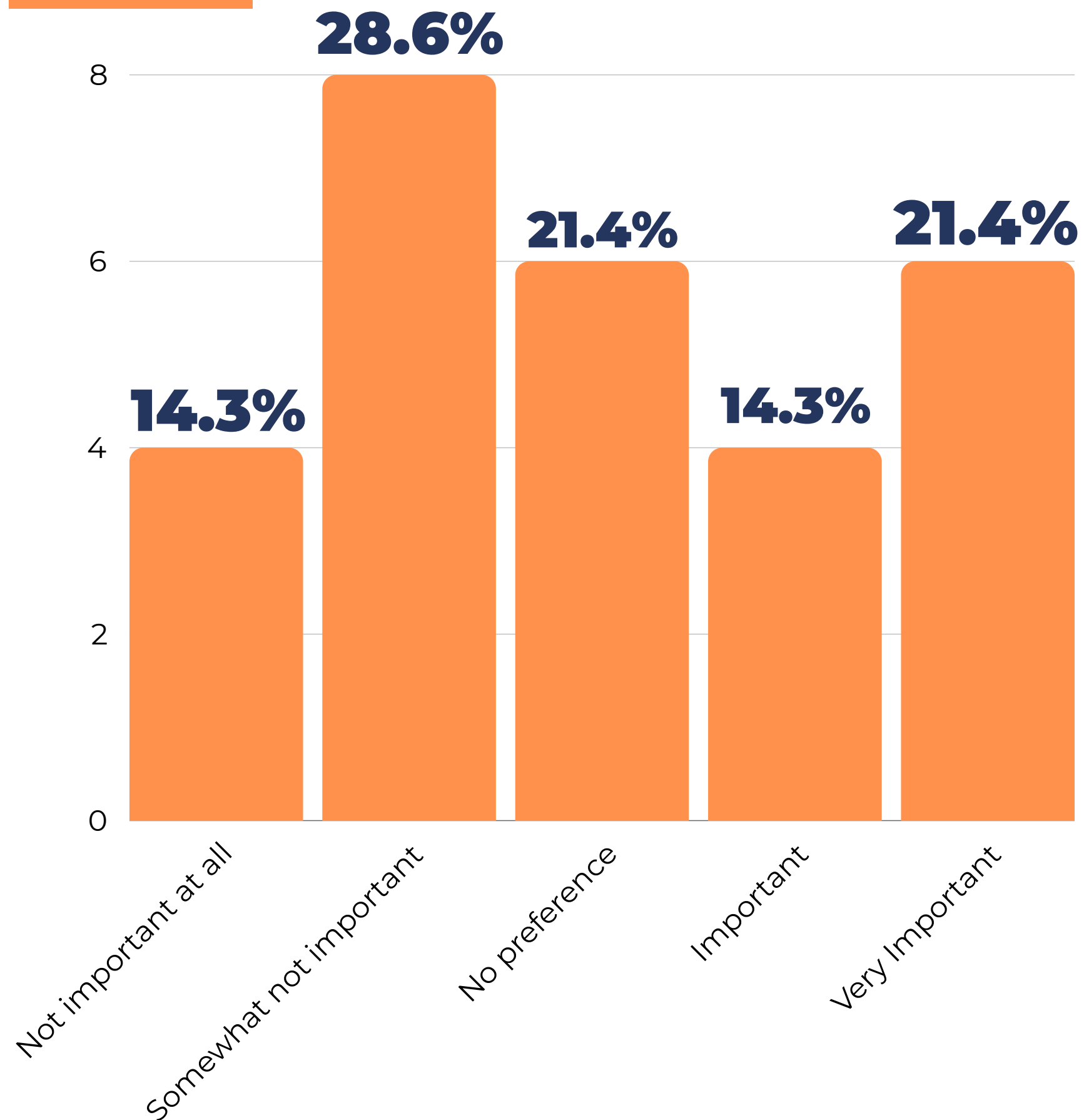
Question:

How important is it to you that the building obtain LEED or other sustainable (environmentally friendly) certifications?

Staff Recommendation

Staff recommends that this type of certification should be considered, if the builder is able to access funding to help offset the costs of this type of construction. If this type of construction is too costly for the project, then the certification should not be considered

Other Potential Uses



Question:

How important is it to you that the building contain a community "flex space" or meeting room that can be used by nonprofits or other organizations?

Staff Recommendation

Staff recommends reaching out to local nonprofits and other entities to gauge interest in this type of space. If there is a need, then that consideration should be made. However, it is important to note that the nonprofit status may impact potential property tax revenues for the Urban Renewal District.

Temporary Uses

Excerpts of Responses

Question:

What would you like to see the property used for between demolition of the old building and construction of a new building?

Farmers Market

Short Term Rental Uses

Food Truck Area

Outdoor Community Event Space

Pop-up Market

Parking

Youth Facility

Public Gathering Space

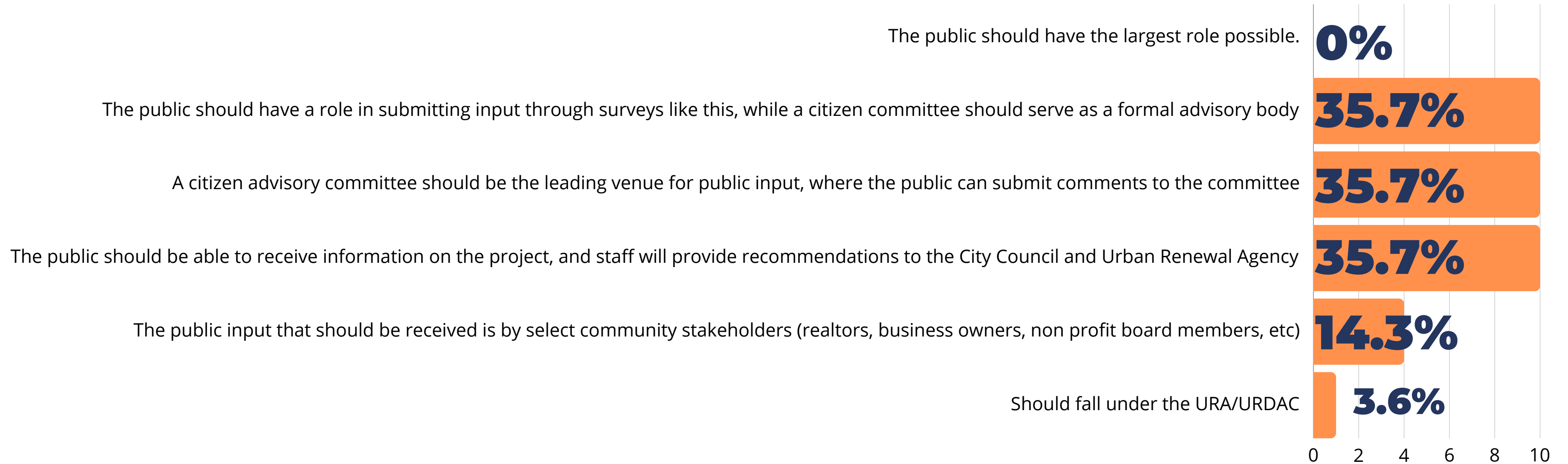
Notes

- Orange highlight represents ideas mentioned more than once

Staff Recommendation

Staff recommends evaluating the site after demolition to best find a good fit for the temporary use of the site. Since this use would only be temporary, staff cautions against using the site for a regularly occurring event and/or for parking, since these will be disrupted once the building is constructed.

Public Role



Question:

What role do you believe the public should have in crafting the vision for this project?

Notes

- More than one option could be selected

Staff Recommendation

Staff recommends the formation of a committee whose sole focus is this project. This committee will consist of a variety of different stakeholders.

It is important to note that this will be an advisory committee, not an official decision-making body.

Overall Staff Recommendations

- Move forward with the project
- Conduct a robust public outreach process with the committee and open house-style meetings
- Contract with an architect to design a building that fits the community
- Reinforce that the economic feasibility of the project is the #1 priority
- Recruit potential developers for project
- Assess potential increased parking needs from the project and address them during the design period.

CITY OF DALLAS URBAN RENEWAL DISTRICT ADVISORY COMMITTEE STAFF REPORT

DATE: March 5, 2024
AGENDA ITEM NO.
TOPIC: General Updates
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS:

RECOMMENDED ACTION:

N/A – This item is information sharing only

BACKGROUND:

Tim’s Automotive Conditional Use Permit

- Tim’s, located at 188 SW Washington Street, was required to obtain a Conditional Use Permit following the business expansion onto the adjacent vacant lot to the west at the corner of Church & Washington. The Dallas Planning Commission in November denied the CUP. Tim’s filed an appeal, heard by the Dallas City Council in February. The Council overturned the Planning Commission’s decision and approved the CUP for an outdoor storage lot, subject to conditions of approval. The conditions will require Tim’s, working with City Public Works and Tim’s general contractor, to make improvements to the sidewalk along the lot’s frontages on Washington and Church. There will also be two new street trees planted on Washington and a sight-obscuring fence installed along the two frontages. All work is expected to be completed within five months.

430 Main Street project

- The City has conducted a pre-application conference with the owners of 430 Main Street, three parcels totaling 1.18 acres in the CG zone within the boundaries of the Downtown URD. The proposal calls for a five-story building to be constructed on the site, which would include a 50-unit apartment building above the ground floor commercial space. The existing gas pumps would remain, but all else currently on the site would be removed. The developers anticipate construction could commence as early as 2025.

New business activity

- The department has recently been contacted by a bakery from Independence that is interested in relocating to Dallas. Staff has connected them with local property owners and realtors to show local properties that may be available in our downtown area.

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

N/A