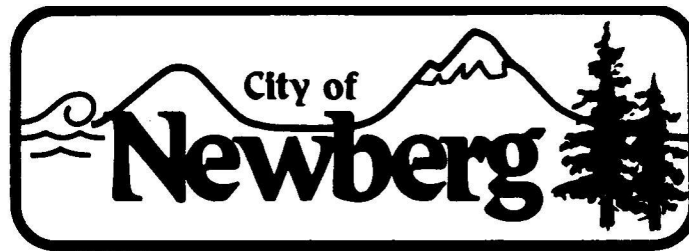


City Manager  
(503) 538-9421

City Attorney  
(503) 537-1206



414 East First St.  
PO Box 970  
Newberg, OR 97132

**CITY OF NEWBERG  
CITY COUNCIL WORK SESSION  
NOVEMBER 7, 2005  
6:00 P.M.**

**NEWBERG PUBLIC SAFETY BUILDING**

THE CITY COUNCIL OF THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO HEAR REPORTS FROM CITY BOARDS, COMMISSIONS, AND COMMITTEES AND TO REVIEW THE NOVEMBER 7TH COUNCIL AGENDA ITEMS. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS.

- CITY FINANCE COMMITTEE
- CITY PLANNING COMMISSION
- CITY TRAFFIC SAFETY COMMISSION
- CITY LIBRARY BOARD
- AD HOC COMMITTEES
- OTHER REPORTS
- REVIEW OF AGENDA ITEMS

PRESENTATION FROM ALAN FOX ON THE NEWBERG DUNDEE BYPASS.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(H) RELATING TO CURRENT LITIGATION OR LITIGATION LIKELY TO HAPPEN - MEASURE 37 WAIVERS BY YAMHILL COUNTY FOR TWO PIECES OF PROPERTY.

THE EXECUTIVE SESSION, WHICH IS LISTED ON THE AGENDA, MAY BE HELD AT THE WORK SESSION IF TIME PERMITS UNDER THE AUTHORITY AND COVERING THE SUBJECT MATTER LISTED ON THE AGENDA. NO DECISIONS WILL BE MADE.

THE WORK SESSION WILL BE FOLLOWED BY THE CITY COUNCIL MEETING TO BE HELD IN THE NEWBERG PUBLIC SAFETY BUILDING BEGINNING AT 7:00 P.M.

DATED THIS 28TH DAY OF OCTOBER, 2005.

JAMES H. BENNETT  
CITY MANAGER

G:\City Council\Work Session Notes\2005\WSNote11072005.doc

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:**

*In order to accommodate persons with physical impairments, please notify the City Manager's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Norma Alley, Deputy City Recorder, at (503) 537-1283. For TDY service please call (503) 554-7793.*

● CITY MANAGER'S OFFICE: e-mail: nctymgr@ci.newberg.or.us Fax: 537-5013 ●  
Building: 537-1240 ● Public Works: 537-1240 ● Finance: 537-1201 ● Fire: 537-1230  
Library: 538-7323 ● Municipal Court: 537-1203 ● Police: 538-8321 ● Maintenance: 537-1233 ● Utilities: 537-1205  
Municipal Court Fax: 538-5393 ● Public Works Fax: 537-1272 ● Library Fax: 538-9720

"Working Together For A Better Community-Serious About Service"

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Council accepts comments on agenda items during the meeting. Please fill out a form and identify the items you wish to speak on and hand this to the Recording Secretary prior to the meeting, if possible. Otherwise, please fill out the form prior to the agenda item you wish to speak on and turn it in to the Recording Secretary. (The exception is formal land use hearings, which requires a specific public hearing process. The agenda items will be identified at the meeting.)

**CITY OF NEWBERG  
COUNCIL AGENDA  
NOVEMBER 7, 2005  
7:00 P.M. MEETING  
PUBLIC SAFETY BUILDING - TRAINING ROOM**

**I. CALL MEETING TO ORDER\***

**II. ROLL CALL**

**III. *PLEDGE OF ALLEGIANCE***

**IV. CITY MANAGER'S REPORT**

**PUBLIC MEETING SECTION**

**V. PUBLIC COMMENTS**

(30 minutes maximum which may be extended at the Mayor or President's discretion; an opportunity to speak for 3 minutes but no more than 5 minutes per speaker allowed)

**VI. CONSENT CALENDAR**

1. Consider approving City Council Regular Session Minutes for October 3, 2005, and October 17, 2005.
2. Consider appointments to the Citizen Rate Review Committee.  
Lon Wall                      Ernie Amundson  
Matson Haug                 Dan Schutter  
Charles Zickefoose

**VII. PUBLIC HEARING**

\*The Mayor reserves the right to change the order of items to be considered by the Council at their meeting.

## **BUSINESS MEETING SECTION**

### **VIII. NEW BUSINESS**

1. Consider a motion directing the City Engineer to prepare an Engineer's Report for a Local Improvement District to construct a water line in Alice Way and to manage the annexation process.
2. Consider a motion to approve a request for a partial waiver of fees for an annexation.
3. Consider a motion to approve Newberg Downtown Revitalization Committee's recommended future land use for 411 E. First St.
4. Presentation on Economic Development Activities.

### **IX. CONTINUED BUSINESS**

### **X. EXECUTIVE SESSION**

1. Executive Session pursuant to ORS 192.660(2)(h) relating to current litigation or litigation likely to happen - Measure 37 Waivers by Yamhill County for Two Pieces of Property.

### **XI. ADJOURNMENT**

## **INDEX OF RESOLUTIONS AND ORDINANCES:**

### **RESOLUTIONS:**

### **ORDINANCES:**

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Manager's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Norma Alley, Deputy City Recorder, at (503) 537-1283.*

\*The Mayor reserves the right to change the order of items to be considered by the Council at their meeting.

**NEWBERG CITY COUNCIL MINUTES  
OCTOBER 3, 2005  
7:00 P.M. MEETING  
PUBLIC SAFETY BUILDING - TRAINING ROOM**

**I. CALL MEETING TO ORDER**

**Mayor Bob Stewart** called the meeting to order.

**II. ROLL CALL**

**Councilors Present:** Mayor Bob Stewart                      Bob Andrews                      Mike Boyes  
                                 Roger Currier                      Dawn Nelson                      Mike McBride  
                                 Robert Soppe

**Staff Present:** James Bennett, City Manager  
                         Terrence Mahr, City Attorney  
                         Dan Danicic, Public Works Director  
                         Kathleen Bochart, Recording Secretary

**Others Present:** Jim Morrison

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**IV. CITY MANAGER'S REPORT**

**Jim Bennett, City Manager** presented staff report. The City County dinner is on the 20<sup>th</sup> of October. There has been a news release from ODOT. They will be holding an open house on the 11<sup>th</sup> of October at 5:30 pm at Newberg High School. This is the next step in the design process for the bypass. Public comment and feedback will be welcomed.

**PUBLIC MEETING SECTION**

**V. PUBLIC COMMENTS**

**Jim Morrison** stated he has been to the City Council and the Traffic Safety Commission. The Traffic Safety Commission recommended him to come back to City Council. The Traffic Safety Commission felt that the road is safe and has no problems as is. Most old streets have no parking on at least one side of the street. He believes the issue falls with the fire department. He received a letter from the Dundee Fire Department. The letter addresses driveway access, which states there must be twelve feet of driving space, four feet on each side, and at least a fourteen foot over head clearance. Mr. Morrison states that he has looked through city ordinances and could not find anything on narrow streets. Developers are still making narrow streets and they all have no parking. Mr. Morrison would like to know why there is not "no parking" on his street.

**Dan Danicic, Public Works Director**, stated that the Traffic Safety Commission has looked at the issue once. Mr. Danicic stated that he believes that they did not make a decision because they

did not have any remedy requested. They will respond to what they have to work with. Mr. Danicic stated he would find out the status of this project and report back to Jim Bennett.

**VI. CONSENT CALENDAR**

None.

**VII. PUBLIC HEARING**

None.

**BUSINESS MEETING SECTION**

**VIII. NEW BUSINESS**

1. Consider approving **Resolution No. 2005-2600** adopting changes to the Water System Development Charge and monthly Fire Fee for Multi-Family Residences equipped with automatic fire sprinkler systems and retroactive reimbursement.

**Mayor Bob Stewart** postponed this item until further notice.

2. Consider approving **Resolution No. 2005-2602** authorizing the City Manager to enter into an Agreement with the State of Oregon to exchange \$184,241.00 federal funds for \$173,187 state funds.

**Dan Danicic, Public Works Director**, stated every year the City is allowed to exchange federal funds for state funds, which will go towards projects such as the northern arterial, Villa Road, and finishing Main Street. The money will be available for a period of two years. Every month the City would submit a statement to the State and be reimbursed.

**Councilor Currier** asked which portion of Main Street would be worked on.

**Dan Danicic** stated the current budget funds only the pre-development design stage.

**Councilor Soppe** asked if the Council would see the proposal before the project happens.

**Dan Danicic, Public Works Director** stated that the Council will hear about is as there will be a lot of public input.

**Councilor Andrews** asked if staff could explain letter F on page two of Exhibit A.

**Mr. Mahr**, stated that it means the City is responsible for anyone we hire to do the work for us, not the State of Oregon.

**MOTION:** to approve **Resolution No. 2005-2602** authorizing the City Manager to enter into an agreement with the State of Oregon to exchange \$184,241 of federal funds for \$173,187 of state funds. (Unanimous) Motion carried.

**IX. CONTINUED BUSINESS**

None.

**X. EXECUTIVE SESSION**

None.

**XI. ADJOURNMENT**

**MOTION** Andrews/Soppe: to adjourn at 7:35 pm. (Unanimous) Motion carried.

**ADOPTED** by the Newberg City Council this 7<sup>th</sup> day of November, 2005.

\_\_\_\_\_  
James H. Bennett, City Recorder

**ATTEST** by the Mayor this 10<sup>th</sup> day of November, 2005.

\_\_\_\_\_  
Bob Stewart, Mayor

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**NEWBERG CITY COUNCIL MINUTES**  
**OCTOBER 17, 2005**  
**7:00 P.M. MEETING**  
**PUBLIC SAFETY BUILDING - TRAINING ROOM**

**I. CALL MEETING TO ORDER**

Mayor Bob Stewart called the meeting to order.

**II. ROLL CALL**

**Councilors Present:** Mayor Bob Stewart                      Bob Andrews                      Mike Boyes  
                                 Roger Currier                      Dawn Nelson                      Mike McBride  
                                 Robert Soppe

**Councilors Absent:** Bob Andrews (excused)

**Staff Present:** James Bennett, City Manager  
Terrence Mahr, City Attorney (arrived at 7:35PM)  
Kathy Tri, Finance Director  
Kathleen Bochart, Recording Secretary

**Others Present:** Darlyn Adams

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**IV. CITY MANAGER'S REPORT**

**James Bennett, City Manager** presented staff report. Mr. Bennett stated that there will be a community night in the commons at Newberg High School on October 18, 2005 starting at 6:30 PM. ODOT, CPRD, NDRC, Newberg Police, Newberg Fire Department and many other committees and groups will be there presenting their current projects. Thursday, October 20, 2005 is the City County Dinner at the Golden Valley Brewery. The dinner will start at 6:30 and run until 8:00PM or 8:30PM.

**PUBLIC MEETING SECTION**

**V. PUBLIC COMMENTS**

**Darlyn Adams, Newberg Animal Shelter Friends**, reported that they have collected 702 stuffed animals for Katrina's Kids. The original goal was for 200. Stuffed animals will be collected until Monday, October 31, 2005. There is currently \$189,576 in the building fund. This year Newberg Animal Shelter Friends has raised \$47,609 and have an end of year goal of \$50,000, which leaves us with \$2,391 left to raise before December 31, 2005. The next

fundraising event is scheduled for December 3, 2005. You will be able to get your picture taken with Santa and your pet. The last fundraising event will be held on December 10<sup>th</sup> and 11<sup>th</sup>. This will be the Annual Christmas Open House and Bake Sale. The next Newberg Animal Shelter Friends meeting will be held on October 27<sup>th</sup>, 2005 at 7:30 PM.

## VI. CONSENT CALENDAR

1. Consider approving City Council Regular Session Minutes for September 19, 2005.

**MOTION: Currier/McBride** to approve City Council Regular Session Minutes for September 19, 2005 as amended. (Unanimous) Motion carried.

## VII. PUBLIC HEARING

1. Consider a motion to approve **Ordinance No. 2005-2624** amending Ordinance No. 1996-2432, an ordinance granting a non-exclusive Gas Utility Franchise to Northwest Natural Gas Company.

**Kathy Tri, Finance Director**, presented the staff report and recommended approval of Ordinance No. 2005-2624. The increase from 3% to 5.94% would increase the City's payment by approximately \$93,056 annually. This has been designated to go towards public safety and help fund the full time staffing of Fire Station 21.

**Councilor Currier** stated that the City of Newberg gained \$204 from the audit. Councilor Currier asked what the cost was to do the audit.

**Kathy Tri** stated that it cost approximately \$5000 for the audit.

**Councilor McBride** asked whom this would affect.

**Kathy Tri** stated that everyone who uses natural gas would be affected.

**Councilor Boyes** asked how long this would be in effect.

**Kathy Tri** stated that this would be in effect until the end of the 20 years. Every 5 years the city has the option to review the amount of the franchise fee.

**Kathy Tri** recommended **Ordinance No 2005-2624** amending Ordinance No. 1996-2432, an ordinance granting a non-exclusive Gas Utility Franchise to Northwest Natural Gas Company

**MOTION: Soppe/** to approve **Ordinance No. 2005-2624** amending Ordinance No. 1996-2432, an ordinance granting a non-exclusive Gas Utility Franchise to Northwest Natural Gas Company. **Failed for lack of second.**

**Councilor Soppe** asked where PGE gets the money to pay the 3.5 % fee.

**Kathy Tri** stated that it comes from the rate payers.

**Mayor Bob Stewart closed public testimony.**

**Councilor Currier** stated that he has talked to some non-profit organizations in Newberg and has suggested to them getting together and agreeing on a donation amount based upon the number of people they serve or land that they have and the money would go towards public safety.

**BUSINESS MEETING SECTION**

**VIII. NEW BUSINESS**

None.

**IX. CONTINUED BUSINESS**

None.

**X. EXECUTIVE SESSION**

1. Executive Session pursuant to ORS 192.660(2)(d) relating to a real property transaction – McKillip Property located at 8015 NW Hash Rd.

The executive session was held during the City Council work session. No action was taken.

**XI. ADJOURNMENT**

**MOTION: Currier/Soppe** to adjourn at 7:55PM (Unanimous) Motion carried.

**ADOPTED** by the Newberg City Council this 7<sup>th</sup> day of November, 2005.

\_\_\_\_\_  
James H. Bennett, City Recorder

**ATTEST** by the Mayor this 10<sup>th</sup> day of November, 2005.

\_\_\_\_\_  
Bob Stewart, Mayor

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# REQUEST FOR COUNCIL ACTION

**DATE ACTION REQUESTED: 2005, December 5**

<b>Ordinance _____ No.</b>	<b>Resolution ____ No.</b>	<b>Motion ____</b>	<b>Information</b>
--------------------------------	--------------------------------	--------------------	--------------------

<p style="text-align: center;">Date Submitted: October 20, 2005</p> <p><b>SUBJECT: Citizen Rate Review Committee Appointments</b></p>	<p><b>Contact Person (Preparer) for this Resolution: Kathy Tri, Finance Director</b></p> <p><b>Dept.:</b></p> <p><b>File No.:</b> <i>(if applicable)</i></p>
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**RECOMMENDATION:**

Appoint citizens to fill vacancies or expired terms to the Citizen Rate Review Committee.

**BACKGROUND:**

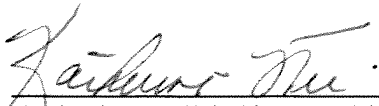
1. Two positions expired in December 2004 (Jeff Ratcliffe and Lon Wall) and three positions expire December 31, 2005 (Ernie Amundson, Matson Haug, and Dan Schutter).
2. Jeff Ratcliffe has notified me that they are moving out of town and cannot re-apply.
3. Lon Wall, Ernie Amundson, Dan Schutter and Matson Haug have notified me that they are seeking reappointed to their expired positions.
4. Charles Zickefoose has asked to be appointed to the committee. I recommend that he be appointed to Jeff Ratcliffe's position.


**FISCAL IMPACT:** None

**STRATEGIC ASSESSMENT:** The Citizens Rate Review Committee is scheduled to review water, sewer and storm water rates this winter. It is important to have a full complement of members present for this review.

**SUBMITTED BY:**

**APPROVED BY:**

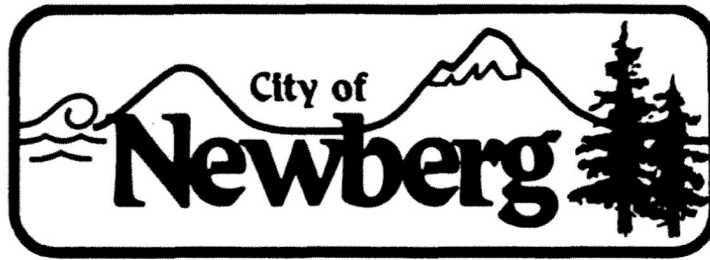
  
 \_\_\_\_\_  
 Katherine L. Tri, Finance Director

  
 \_\_\_\_\_  
 James H. Bennett, City Manager

Attachments: News Release, Current Committee List,  
 Applications/e-mails

City Manager  
(503) 538-9421

City Attorney  
(503) 537-1206



PO Box 970  
Newberg, Oregon 97132

## **NEWS RELEASE**

---

City of Newberg  
401 East Third Street  
Newberg, OR 97132

October 3, 2005

Contact: Kathy Tri  
Finance Director

For Immediate Release

### **SUBJECT: Citizen Rate Review Committee Openings – Deadline Extended**

The City of Newberg is seeking applicants to serve on the Citizens Rate Review Committee. Committee members serve three year terms.

The committee meets annually to review water, sewer and storm water rates and related systems development charges. The Committee recommends rate changes to the City Council based on a cost to serve analysis. Meetings continue until the updates are done or as needed. The Committee reviews all utility rates at least every two years.

More information and applications may be obtained by contacting Kathy Tri at (503) 537-1216. A completed must be received by October 20, 2005. The City Council will be filling these positions as its November 7, 2005 meeting. Applicants should plan on attending the Council meeting to respond to Mayor and Council questions.

● CITY MANAGER'S OFFICE: e-mail: [nctymgr@ci.newberg.or.us](mailto:nctymgr@ci.newberg.or.us)  
● FINANCE: 537-1201; Fax: 538-5393; e-mail: [nfin@ci.newberg.or.us](mailto:nfin@ci.newberg.or.us)  
Building: 537-1240 ● Community Development: 537-1240 ● Fire: 537-1230 ● Police: 538-8321  
Library: 538-7323 ● Municipal Court: 537-1203 ● Public Works: 537-1233 ● Utility Billing: 537-1205  
● Community Development Fax: 537-1272 ● Library Fax: 538-9720

**"Working Together For A Better Community-Serious About Service"**

**CITIZENS RATE REVIEW COMMITTEE LIST  
2004**

**Member**

Jeff Ratcliffe  
1405 N Hoskins St.  
Newberg OR 97132  
(H) (503) 554-9805 (W) (503)268-8702  
[Jeff.Ratcliffe@latticesemi.com](mailto:Jeff.Ratcliffe@latticesemi.com)

Term: 3 years (replaced R. Ratcliffe)  
Appointed: 2/2/04  
Expires: 12/31/04  
Class: Residential

Lon Wall  
625 N Morton St  
Newberg OR 97132  
(H) 503-538-7684 (W) 503-434-1648  
[lonwall@corvairunderground.com](mailto:lonwall@corvairunderground.com)

Term: 3 years  
Appointed: 2/03  
Expires: 12/31/04  
Class: Residential

Ernie Amundson, Jr.  
2901 E 2<sup>nd</sup> St, space 70  
Newberg, Oregon 97132  
(H) 503-538-6320 (W) 503-538-7478  
[imelkhunter@hotmail.com](mailto:imelkhunter@hotmail.com)  
[Ernie.Amundson@a-dec.com](mailto:Ernie.Amundson@a-dec.com)

Term: 3 year  
Appointed: 2/20/01, reappointed 2/03  
Expires: 12/31/02, 13/31/05  
Class: residential

Matson Haug  
1524 Hess Creek Court  
Newberg, OR 97132  
(H) 538-1186 (W) 520-4398  
[matson\\_haug@mentorg.com](mailto:matson_haug@mentorg.com)

Term: 3 years (replaced Reinhardt)  
Appointed: 4/6/98, reappointed 2/03  
Expires: 12/31/02, 13/31/05  
Class: Residential

Dan Schutter  
2216 Thorne St.  
Newberg, OR 97132  
(H) (503) 538-6097 (H)(503) 554-2014  
[dschutter@georgefox.edu](mailto:dschutter@georgefox.edu)

Term: 3 years (replaced Ferrell) (chair)  
Appointed: 1/4/99, reappointed 2/03  
Expires: 12/31/02, 12/31/05  
Class: large user (GFU)

Lou Larson  
PO Box 954  
Newberg, OR 97132  
(503) 537-0782  
[FMRRVR@aol.com](mailto:FMRRVR@aol.com)

Term: 3 year  
Appointed:  
Expires: 12/31/06  
Class: residential

David Maben  
308 E 8<sup>th</sup> St  
Newberg, Oregon 97132  
(H) 503-538-4578 (W) 503-538-9471 x2411

Term: 3 years  
Appointed: 2/20/01  
Expires: 12/31/06  
Class: Business - ADEC

Blane Hansen  
201 Holiday Ln  
Newberg, Oregon 97132  
(503) 537-9628 (H); (503) 538-1946  
blane@compassbuilders.com

Term: 3 year  
Appointed: 2/2/04  
Expires: 12/31/06  
Class: residential

**Staff Members**

Katherine Tri, Finance Director  
(503) 537-1216  
trik@ci.newberg.or.us

Dan Danicic, City Engineer  
(503) 537-1238  
[danicid@ci.newberg.or.us](mailto:danicid@ci.newberg.or.us)

Jim Bennett, City Manager  
(503) 537-1207  
[bennetj@ci.newberg.or.us](mailto:bennetj@ci.newberg.or.us)

Mayor Bob Stewart, Ex Officio

CITY OF NEWBERG

APPLICATION FOR POSITION ON  
CITIZEN RATE REVIEW COMMITTEE

NAME: Charles [Chuck] Zickefoose \_\_\_\_\_

HOME PHONE: 503-538-8047

ADDRESS: 1201 Fulton #9 \_\_\_\_\_

WORK PHONE: 503-244-7005

Newberg, OR 97132

E-Mail ADDRESS: czicky@comcast.net

Are you eligible to be a registered voter? Yes

Do you live within the City limits? Yes \_\_\_\_\_ How long? 16 months

How long have you lived at the above address? 16 months

Previous Address: 750 Kapiolani Blvd. # 3405, Honolulu, HI 96813 How long? 10 yrs.

Occupation: Retired Environmental Consultant

Employer: Aerotek

7-6-05  
(Date)

*C. Zickefoose*  
Signature

Why do you want this position? (Continue on back or separate sheet, if necessary):

I have been associated with municipal entity work most of my career either as an employee or a consultant. An adequate rate structure either paid my wages or our consulting fees. In planning for, designing and overseeing implementation of municipal water and wastewater systems, it was also necessary to examine the capabilities of the community to adequately fund the construction and operation of the facilities.

Now, as a rate payer in this community, I feel an obligation to assure that necessary tax supported facilities are adequately funded, but also to be assured that the funds are wisely spent. I feel my background allows me to participate on and contribute to this committee's activities.

RETURN THIS FORM TO THE OFFICE OF THE CITY RECORDER

## Kathy Tri

---

**From:** Ernie Amundson [ernieamundson@yahoo.com]  
**Sent:** Wednesday, October 05, 2005 9:19 AM  
**To:** Kathy Tri  
**Subject:** Re: reappointment to rate committee

Hello Kathy, I would be willing to continue on if you & the committee are willing to have me?? Let me know.. Thanks

*Kathy Tri* <kathy.tri@ci.newberg.or.us> wrote:

Your terms expire at the end of December. I need to know if you want to continue since we are planning on pulling the rate committee together, starting in November, to review all three rates (water, sewer, and storm). I need to get your re-appointments to the Council as soon as possible.

Kathy Tri, Finance Director  
City of Newberg  
PO Box 970  
Newberg OR 97132  
trikath@ci.newberg.or.us  
(503) 537-1216; Fax: (503) 538-5393

---

Yahoo! for Good  
[Click here to donate](#) to the Hurricane Katrina relief effort.

## Kathy Tri

---

**From:** Matson Haug [matson\_haug@mentor.com]  
**Sent:** Friday, September 30, 2005 11:08 AM  
**To:** Kathy Tri  
**Cc:** Norma Alley  
**Subject:** Re: reappointment to rate committee

Kathy,

I would like to continue, but I will be out of the country for two weeks starting from November 29th on a medical mission to Peru.

So, I will probably miss the City Council meeting when re-appointments are made.

How can we work that out?

Mat

Kathy Tri wrote:

> Your terms expire at the end of December. I need to know if you want  
> to continue since we are planning on pulling the rate committee  
> together, starting in November, to review all three rates (water,  
> sewer, and storm). I need to get your re-appointments to the Council  
> as soon as possible.

>

>

>

> Kathy Tri, Finance Director

>

> City of Newberg

>

> PO Box 970

>

> Newberg OR 97132

>

> trikath@ci.newberg.or.us

>

> (503) 537-1216; Fax: (503) 538-5393

>

>

>

## Kathy Tri

---

**From:** Dan Schutter [dschutte@georgefox.edu]  
**Sent:** Wednesday, October 19, 2005 10:29 AM  
**To:** Kathy Tri  
**Cc:** Clyde Thomas  
**Subject:** RE: reappointment to rate committee

Kathy,

sorry for the delay in response to your request. I would appreciate very much your submitting my name to the Council for another term on the Rate Review committee.

Thank you very much.

Dan S.

-----Original Message-----

**From:** Kathy Tri [mailto:kathy.tri@ci.newberg.or.us]  
**Sent:** Friday, September 30, 2005 10:46 AM  
**To:** Dan Schutter; ernieamundson@yahoo.com; matson\_haug@mentorg.com  
**Cc:** Dan Danicic; Norma Alley  
**Subject:** reappointment to rate committee

Your terms expire at the end of December. I need to know if you want to continue since we are planning on pulling the rate committee together, starting in November, to review all three rates (water, sewer, and storm). I need to get your re-appointments to the Council as soon as possible.

Kathy Tri, Finance Director  
City of Newberg  
PO Box 970  
Newberg OR 97132  
trikath@ci.newberg.or.us  
(503) 537-1216; Fax: (503) 538-5393

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: 2005, November 7

Ordinance \_\_\_\_\_ Resolution \_\_\_\_\_ Motion XX Information \_\_\_\_\_  
No.

Date Submitted: October 21, 2005

**SUBJECT: Motion directing the City Engineer to prepare an Engineer's Report for a Local Improvement District (LID) to construct a water line in Alice Way, and to manage the annexation process.**

Contact Person (Preparer) for this Motion: Bob Knorr, PM/E.I.T.

Dept.: City Engineering Division

File No.:  
*(if applicable)*

## RECOMMENDATION:

Direct the City Engineer to prepare an Engineer's Report for a Local Improvement District (LID) for the City of Newberg to construct a water line in Alice Way, and to manage the annexation process.

## BACKGROUND:

1. Alice Way is currently an unimproved gravel road serving an area that includes a combination of properties under the jurisdiction of Yamhill County. The City surrounds the properties on all sides. The City does not serve the area with any services. Several property owners have expressed an interest to explore the option of creating a Local Improvement District to build a water line and to be annexed into the City of Newberg. See Exhibit A.
2. There are several residents using one "shared" well owned by Zola Heinzman (TL 3217BA 01100). Mrs. Heinzman is concerned about neighbors who are receiving water, but not paying for the water. Moreover, she has liabilities by virtue of providing water to other residences. She is also concerned with the long-term viability of the well to serve so many households. Before the death of Mrs. Heinzman's husband, Bill Heinzman, the neighborhood had begun the process of forming a water district at the instigation of the Heinzmans, but the water district was never created. Mrs. Heinzman had informed the neighbors that water was to be shut off to the neighborhood in May of 2005. However, with the onset of a neighborhood discussion to explore the possibility of annexing into the City, she has delayed shutting off the water.
3. The LID process is laid out in the Local Improvement District Ordinance (Newberg City Code Section 36.40 to 36.56). In this instance, for the LID to be formed the following shall apply: Obtain Council authorization to prepare an Engineer's Report; Acquire County approval to prepare an assessment or estimated assessment for the properties benefited;

Obtain Council approval to form the LID; After construction is completed, obtain Council approval of the final assessments. See Exhibit B for a step-by-step summary of the LID process.

4. City Staff met with affected property owners in the area on April 12, 2005 to outline the process and to explain the feasibility of forming an LID. Residents have shared their reservations about the costs, the time, and the uncertainty involved in the process. Staff informed the neighbors that any City assistance with the annexation outside the normal application process would require Council approval. Property owners are also interested in changing the zoning as part of this process. All of the properties are primarily residential and have been used as such for over 30 years. The residents would ask that, when coming into the City, they not be forced to become light industrial zoned and that some form of residential use of the properties will be provided them into the foreseeable future. None of the owners wish to be forced to remove their residence in order to get water.
5. Residents have expressed that they would like to include annexation costs in the LID. Formation of the LID would be contingent upon a successful annexation application by property owners in the area. The City Planner has indicated that annexation and the LID are essentially linked. The properties need to be annexed in order to benefit from the LID, and the LID needs to be formed in order to meet the service availability standards needed for annexation.
6. If the Council moves to proceed, staff will prepare a preliminary report for the improvements, which will include a detailed engineer's estimate of the costs for the improvements and the estimated assessments for each property.

**FISCAL IMPACT:**

The immediate fiscal impact would be the cost of preparing the preliminary Engineer's Report. The cost of this report is estimated to be \$5,000.


**STRATEGIC ASSESSMENT:**

The properties along Alice Way are within Yamhill County jurisdiction. They are an "island" surrounded by the City. The homeowners are requesting the City to assist them with receiving City services and help alleviate problems associated with the acquisition of water to each of their residences. Annexation will be a necessary part of the process and one that will help provide further cohesiveness to the City's jurisdiction and available services.

SUBMITTED BY:

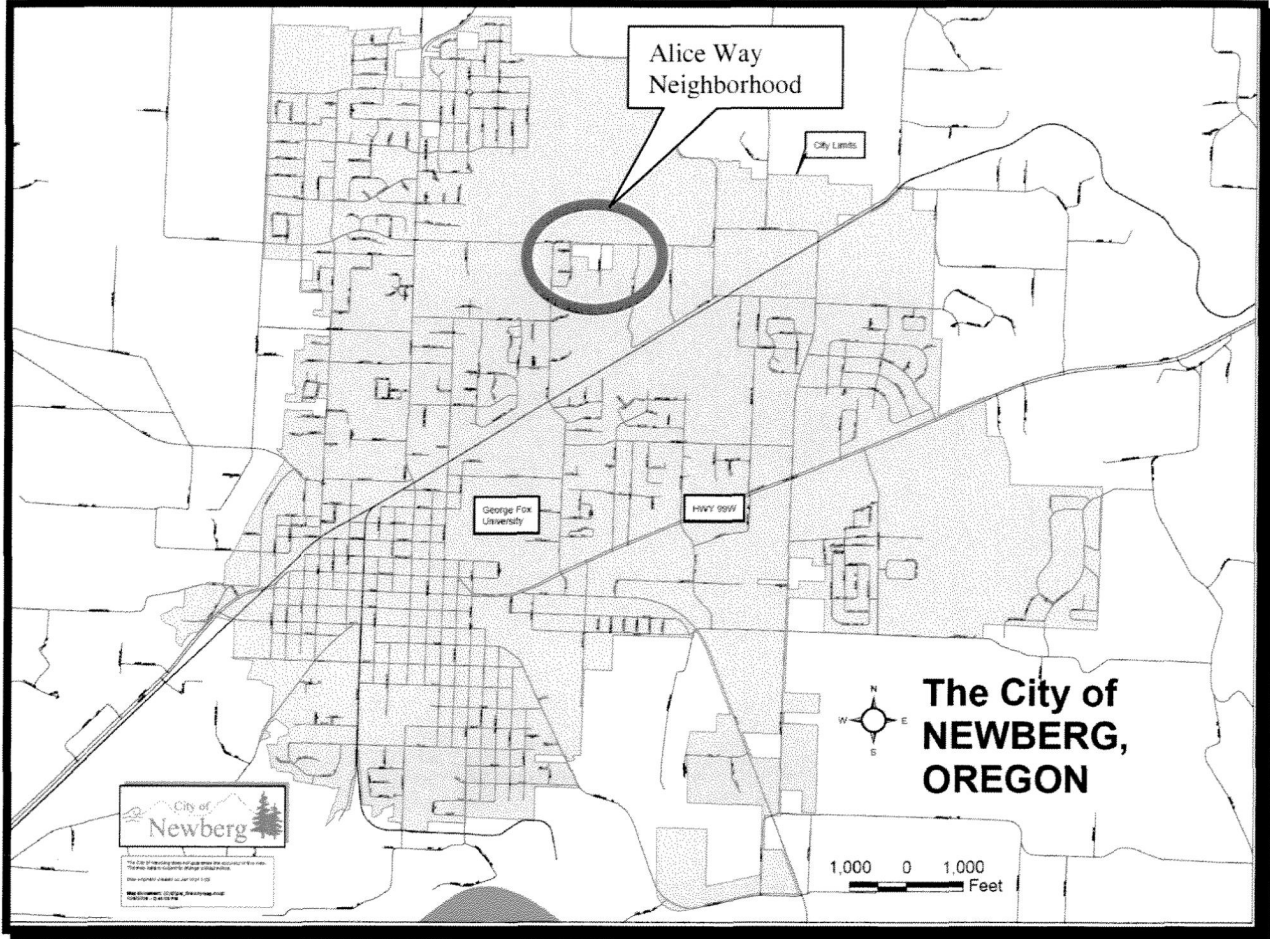
  
Dan Danicic, P.E., Public Works Director

APPROVED BY:

  
James Bennett, City Manager

# EXHIBIT "A"

## Newberg Vicinity Map





## EXHIBIT "B"

### LID Public Process

1. **Council** decides whether to direct the City Engineer to prepare an Engineer's Report on the proposed LID improvements. The engineer's report will include a project cost estimate, recommended assessment methodology, and estimated individual assessments.
2. After reviewing the Engineer's Report, **Council** decides whether to propose the formation of an LID at a Public Hearing. If Council decides to propose the LID, a Public Hearing date is set.
3. **Council** holds a Public Hearing and then decides whether to form the LID.
4. City Engineering Division completes site survey and construction plans and calls for contractor bids.
5. Individual assessments are recalculated based on the low bid amount. **Council** holds another meeting to approve the bid. However, if the new assessments are 20% higher, or more, than the assessments estimated in the Engineer's Report, Council will set a date for another Public Hearing.
6. Improvements are constructed.
7. Final assessments are prepared based on the final total cost of the project. **Council** holds a Public Hearing and sets the final assessments. Within 10 days, the final assessments are published in the newspaper and certified notice is sent to LID participants. If LID participants wish to finance the assessment through the City, they must, within 10 days of notice, make application to the City, or pay assessments within 30 days of notice.

## EXHIBIT "C"

### Alice Way Neighborhood - Citizen Letter of Request

June 3, 2005

Barton Brierly,  
Planning and Building Director  
City of Newberg  
414 E. First St.  
Newberg, OR 97132

RECEIVED  
JUN 06 2005  
BY: \_\_\_\_\_

Dear Barton,

Thanks so much for hosting an information meeting on behalf of the City of Newberg and the Planning and Building Department. The meeting was very informative and timely and greatly appreciated by a number of those who attended. Several have asked that I draft a letter to the city on our behalf. Certainly I cannot represent that there is a unified response on the part of the Alice Way group to come into the city at this time. Still, we all recognize that there is a problem with water, even if there is serious disagreement among the group about the legalities of the matter.

Presently, by my reckoning, there are perhaps 8 "residences" using one "shared" well owned by Zola Heinzman. Zola feels she has been taken advantage of by the neighbors who are receiving water, but not paying monthly fees nor paying utility bills on the water. Moreover, she has liabilities by virtue of providing water to other residences. She is also concerned with the long-term viability of the well, serving so many households. Before the death of Zola's husband, Bill Heinzman, the neighborhood had begun the process of forming a water district at the instigation of Bill and Zola, but for a variety of reasons that process has stalled at present. Zola has informed us that water is to be shut off to the neighborhood by about May 1, 2005.

At the meeting with you April 12, 2005 and again at the the meeting last evening (April 13, 2005) to discuss the feasibility of a water district, Zola told us that if we would explore the possibility of coming into the city, she would not shut off the water while these discussions were taking place.

Given the above situation, it appears that the Alice Way group needs to realistically explore the option of coming into the City of Newberg. Your discussion with us gave us hope that the process could perhaps proceed in a way that would not force people to leave their homes on Alice Way because of expenses beyond our means to pay.

There are also two other residences and a third property, two of which are owned by the Austins and one owned by Larry and Ida Mae Hartman, which would need to be included in any plan of water hook-ups and potentially sewer hook-ups, even though these properties are not on the shared well. Across the creek, on Mountain View is the Thorn property. We ask that if you bring them into the city you do not require the Thorn property to pay any costs of utilities accrued on Alice Way.

## EXHIBIT "C"

We are asking you to begin a process of good faith exploration of annexing the Alice Way group into the City of Newberg as follows:

1. Please examine whether the Alice Way group are entitled to exercise "hardship" exception to allow us to come into the city without doing all of the routine upgrades. We do not believe we could afford pavement, curb and gutter, and sidewalks. Please also explore using some city funds or grants to offset some of the costs in this hardship case.
2. We need water services. We understand water is available at Mountain View. Please do an engineering survey to tell us the specific costs of hooking all residences up to water. Specifically, we need an itemized breakdown of All costs associated with hooking up the Alice Way homes to city water based on a 'worst case' and a 'best case scenario.'
3. We do not think sewer services are necessary at this time. However, please let us know
  - a. If it is possible to forego sewer service and under what conditions
  - b. What it would cost at this time to hook up all residences to sewer services.
4. Form an LID. Please inform us of options on forming the LID. Who would be eligible to vote (and who would have more than one vote), how would payment be divided up, and the total cost per property, and the cost each six months on the payments on the LID.
5. Change the zoning. As you know, all the properties north of the Austin's properties and including Zola Heinzman's property are currently primarily residential and have been used as such for over 30 years. We would ask that in coming into the city we be assured that we will never be forced to become light industrial zoned and that some form of residential use of the properties will be assured into the foreseeable future. You can understand how none of the owners wishes to be forced to remove their residence in order to get water.
6. Include annexation costs in the LID. Include all costs in the LID.
7. What changes might this mean for residents in monthly payments (water/sewer?).
8. What change might this mean for residents in yearly taxes?

If my reckoning is correct that eight households currently share the well and two more properties would have city water (and perhaps sewer) available by city improvements, then the costs could surely be shared by ten property units of various sizes. Please let us know as soon as possible what is the most cost-effective and timely plan the city could accomplish for Alice Way residents/owners and help us in this hardship case.

Sincerely,

Jay Beaman on behalf of Residents/owners of Alice Way properties.

*Jay Beaman*

*Zola V. Heinzman*  
Zola V. Heinzman  
2151 N. Alice Way  
Newberg, Or. 97132

*K.D. Clemmens*  
*(Dor)*  
*Sandy B. Walker*

*Jim Brown*  
*Mrs. Denise Brock*  
*Robert J. Long*

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# REQUEST FOR COUNCIL ACTION

**DATE ACTION REQUESTED: 2005, November 7**

<b>Ordinance</b> ___ <b>No.</b>	<b>Resolution</b> ___ <b>No.</b>	<b>Motion</b> <u>XX</u>	<b>Information</b>
------------------------------------	-------------------------------------	-------------------------	--------------------

<p style="text-align: center;">Date Submitted: October 21, 2005</p> <p><b>SUBJECT: Request for partial waiver of fees for annexation request</b></p>	<p>Contact Person (Preparer) for this Motion: <b>Barton Brierley, AICP Planning and Building Director</b></p> <hr/> <p>Dept.: <b>Planning and Building</b></p> <hr/> <p>File No.: <u><b>ANX-05-040</b></u> <i>(if applicable)</i></p>
--	---

**RECOMMENDATION:**

Approve a partial waiver of annexation fees. Approve a reduction of the required fee from \$18,410 down to \$3,110.

**BACKGROUND:**

1. Chehalem Park and Recreation District has filed a request to annex 100 acres of property it owns on the south side of Fernwood Road. The District's intent is to develop this property as the second nine holes of the Chehalem Glen Golf Course.
2. The City's fee for an annexation is \$1410 + \$170 per acre. This fee is designed to recover the cost of processing an annexation application. The costs include staff time in preparing reports for and holding two hearings (Planning Commission and City Council), in preparing ballot titles and other election materials, in filing annexation documents with the State, and in modifying maps and other records.
3. The fee is specifically designed to be a sliding scale to recognize the varying complexities in applications. An annexation for one small lot generally takes little additional time to analyze and process, and thus a smaller fee is justified (Even so, the fee for a small annexation usually does not fully cover the costs). In contrast, a large annexation that anticipates a great deal of development may require multiple hearings, extended public involvement and complex planning of land uses, streets and utilities. The larger fee is intended to cover these costs.
4. In this annexation request, the lot area is 100 acres. This would normally require a fee of \$1,410 + (100 acres x \$170/acre) = \$18, 410. This fee would be appropriate if the proposed use were a complex residential or commercial development. However, because the entire site is proposed to be developed as one single recreational use, the complexity of the application is much less, and the fee would be significantly greater than the application would cost to process.
5. CPRD has requested that the City partially waive the fees. They are willing to (and have) paid the \$1,410 base fee, but are requesting that the Council waive the "per acre" charge (100 acres x 170/acre = \$17,000).
5. Staff estimates that the application would be roughly as complicated as an annexation request

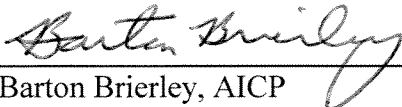
for a school, church, or other institutional use that normally would site on about 10 acres. The processing cost would be similar, also. Thus, staff recommends that the Council charge the same "per acre" charge as a 10 acre annexation. With this, the total fee would be reduced from \$18,410 down to \$3,110.


**FISCAL IMPACT:** The waiver would cost the City \$15,300 in permit center revenues. However, the \$3,110 fees collected would cover the processing costs, so the City would incur no actual financial loss.

**STRATEGIC ASSESSMENT:** The fees are generally calculated to recover the costs of processing applications. This is an unusual situation where the calculated fees would be much higher than the processing costs, so a partial waiver is appropriate.

SUBMITTED BY:

APPROVED BY:

  
\_\_\_\_\_  
Barton Brierley, AICP  
Planning and Building Director

  
\_\_\_\_\_  
James H. Bennett  
City Manager

Attachments:

- A: Fee Waiver Request
- B: Location map
- C: Concept site development plan

**Attachment A**

**BROWN, TARLOW, BRIDGES & PALMER, P.C.**  
**Attorneys at Law**

ALLYN E. BROWN  
DONALD O. TARLOW  
JOHN BRIDGES  
STEPHEN C. PALMER  
TRUMAN A. STONE

515 EAST FIRST STREET  
NEWBERG, OREGON 97132  
PHONE: (503) 538-3138  
FAX: (503) 538-9812

September 27, 2005

Barton Brierley, AICP  
Planning and Building Director  
City of Newberg  
P.O. Box 970  
Newberg, OR 97132

Re: CPRD Annexation Application Fee

Dear Barton:

As you are aware while I was preparing for the above referenced annexation application, I calculated the fees for the application. The fee chart provided by the city to me, provides for an annexation fee of \$1,410 plus \$170 per acre. The CPRD's application includes one hundred acres. Their resultant fee under your schedule would be \$18,410. That fee in our opinion is excessive for this application.

As you are aware, the Newberg Comprehensive Plan contains within its Goals and Policies a section entitled Public Facilities and Services, which provides the park facility's policies. It indicates that the city "in conjunction with the Chehalem Park and Recreation District, will provide park facilities consistent with the city's recreational needs." § II-G(4) contains the City's recreational policies. Here again it indicates that recreational facilities and services will expand to meet the growing needs of the community and that the city will work in cooperation with CPRD to assess, plan and facilitate the provision of these recreational needs. It also indicates in § II-G (4)(d) that a high priority shall be given to recreational facilities that will provide for high density areas, opportunities for persons of limited mobility and finances, and meet area needs. § I-G(4)(i) and (k) also provide that the city will cooperate with the park district in providing these services.

Page 2

Letter to Barton Brierly

Re: CPRD Annexation Application Fee

September 27, 2005

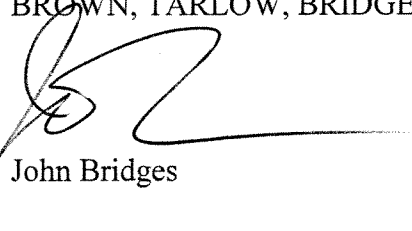
We would ask that the city waive all but \$1, 410 of the application fee in fulfillment of their commitment to their comprehensive plan policies of cooperation with the park district. The fees are understandable in the context of the significant infrastructure analysis that is necessary for say 400 homes, however, from a more practical standpoint, this application is not like an annexation of residential property. It is merely an expansion of an already existing golf course which will have fairly little infrastructure impact other than water. There is probably little need to collect such a large application fee because the city will not have to engage in as much of an analysis of this application as they would in a residential application.

This letter will also serve to memorialize our agreement that you will accept this application without the filing fee. As a result we are on track for the May 2006 ballot.

Thank you in advance for your consideration on this matter.

Yours very truly,

BROWN, TARLOW, BRIDGES & PALMER, P.C.



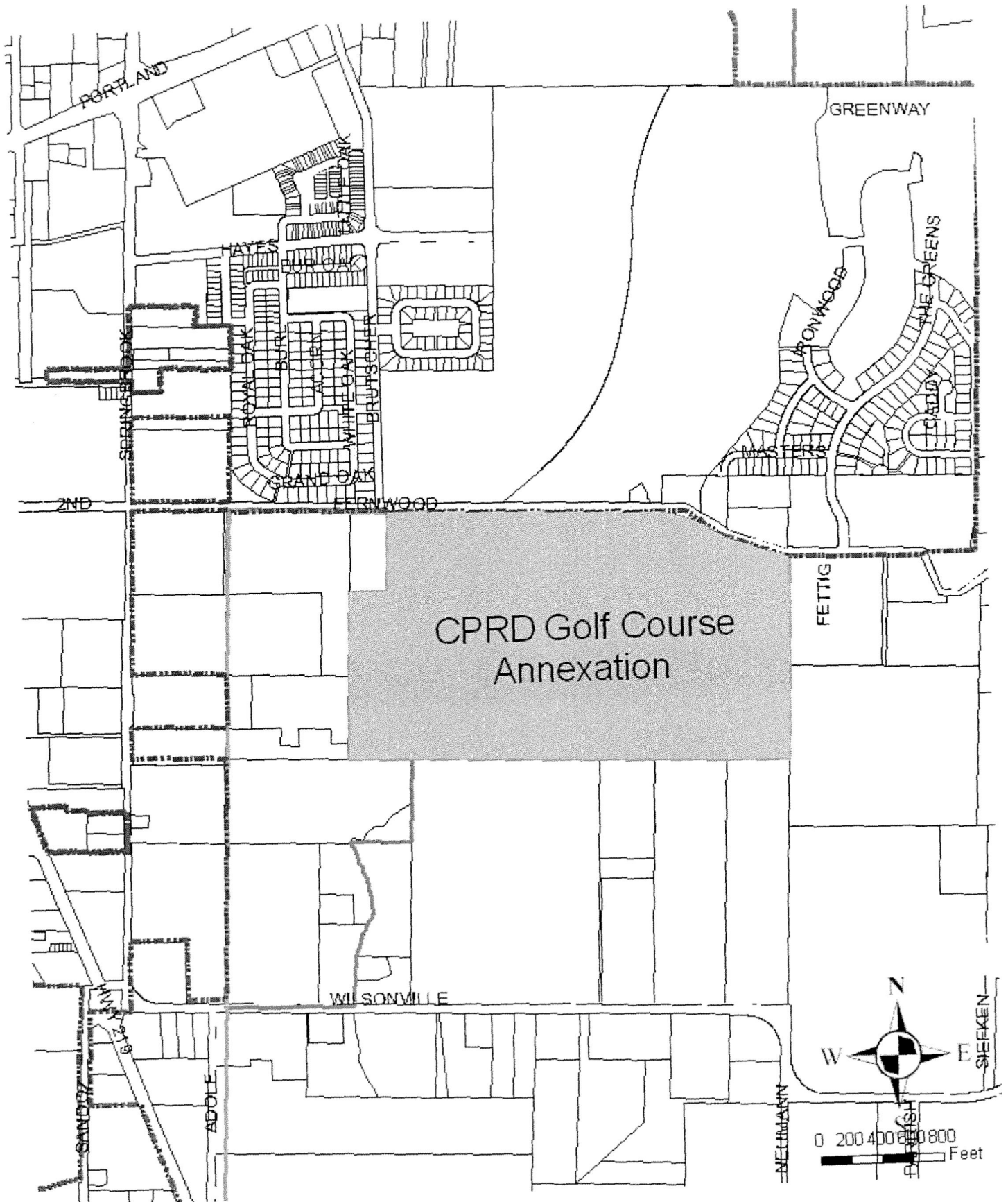
John Bridges

JTB:cml

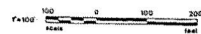
Enclosure

cc: Don Clements

# CPRD Golf Course Annexation Attachment B

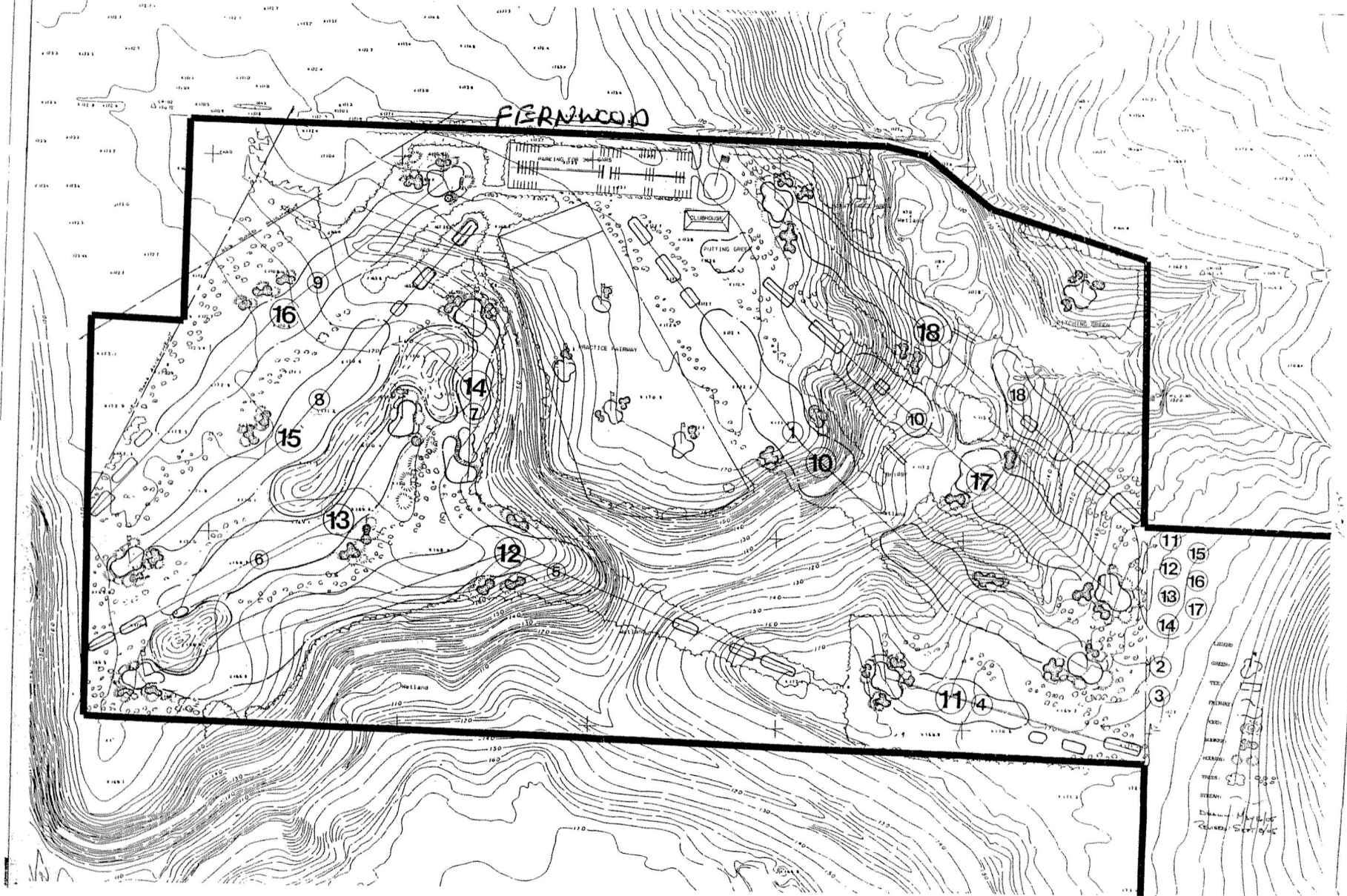


NEWBERG, OREGON  
 PROPOSED SECOND NINE HOLES  
 CHEHALEM PARK & RECREATION DISTRICT



HOLE	BLAZE	BLUE	WHITE	SILVER	RED	FEET
10	580	560	540	520	490	5
11	230	210	190	170	150	5
12	400	370	330	310	280	5
13	350	330	310	300	270	4
14	145	140	135	130	110	5
15	420	400	380	360	350	4
16	440	420	400	380	350	4
17	400	380	360	340	320	4
18	420	400	390	360	340	4
TOT	1545	1410	1325	1270	1120	34

Attachment C



# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: 2005, October 21

Ordinance \_\_\_ Resolution \_\_\_ Motion \_\_\_ Information **XX**  
No. No.

Date Submitted: November 7, 2005

**SUBJECT: Newberg Downtown Revitalization Committee's (NDRC) recommended future land use for 411 E. First Street (former Loren Berg Chevrolet dealership site.)**

Contact Person (Preparer) for this Motion: **David A. Beam, AICP  
Economic Development  
Coordinator/Planner**

Dept.: **Planning and Building**

File No.: **G-119-05**  
*(if applicable)*

**RECOMMENDATION:** Consider NDRC's recommendation in Exhibit B.

## BACKGROUND:

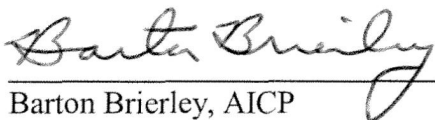
1. In October 2002, the City of Newberg was awarded grant funding to demolish the building located at the subject site and cleanup environmental contamination. Exhibit A provides a description of this project.
2. In the spring of 2005, the City Manager requested that the NDRC provide the Council with a recommendation on the future land use for the subject site. Exhibit B provides such a recommendation (a three-story, mixed use building, with conditions), along with a description of the Committee's process to reach that recommendation.

**FISCAL IMPACT:** The NDRC's recommended land use would provide additional tax revenues to the City.

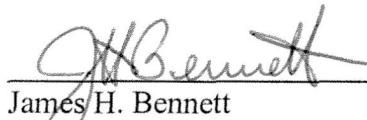
**STRATEGIC ASSESSMENT:** The NDRC's recommended land use would enhance the City's desire to continue with the revitalization of our historic downtown.

SUBMITTED BY:

APPROVED BY:



Barton Brierley, AICP  
Planning and Building Director



James H. Bennett  
City Manager

City of Newberg  
414 E. First Street  
P.O. Box 970  
Newberg, OR 97132

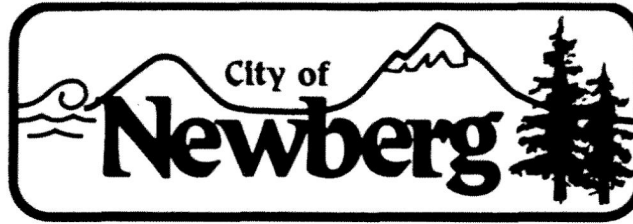


Exhibit A

City Manager  
(503) 538-9421

(503) 537-5013 FAX

## Planning & Building Department

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • (503) 537-1240 • Fax: (503) 537-1272

### **Downtown Property Cleanup and Remediation Project**

**Project Location: 411 E. First Street**

#### **Project Description**

In October 2002, the City of Newberg was awarded a Community Development Block Grant from the State of Oregon in the amount of \$281,000. The grant is to be used for demolishing the building on the subject site and cleaning up the existing environmental contamination on the property. Demolition and cleanup work began in September 2003.

The property was first developed in 1934. It was used as a site for auto sales and maintenance. A gas station also operated at the southeast corner of the lot. Sometime in the early 1950s, the gas station was replaced with expanded facilities for the auto dealership, a capacity in which the site served until April 2001. The property was "sold" to the City of Newberg (for \$1) by its former owner, Howard Butler, in December 2001. Prior to the City of Newberg taking possession of the subject property, Phase I and II environmental assessments were performed on the site. The Phase II was performed by the Oregon Department of Environmental Quality in 2001 through their Targeted Brownfield Assessment program. Based on sampling conducted for the assessment, environmental contamination was determined to be present as follows:

1. Benzene, toluene, and xylenes were detected in soil concentrations exceeding screening levels for both residential and non-residential scenarios.
2. Groundwater contamination with volatile organic compounds also exceed screening levels.
3. Asbestos-containing materials were identified in building flooring and in the basement boiler room.
4. Finally, old fluorescent light fixtures in the buildings contain polychlorinated biphenyls, an identified carcinogenic.

An additional analysis for hazardous materials was made on the exterior of the building during the summer of 2003. Roofing materials were found to contain asbestos.

A contractor (Brownfield Environmental Construction) was hired by the City to implement the demolition/clean up project. To ensure compliance with existing state and federal environmental cleanup guidelines, a consultant (Klienfelder, Inc.) was hired to advise the City and to ensure that procedures suggested by the contractor were consistent with our goal of a "clean" site, suitable for future use.

Asbestos materials, both inside and outside the building, were removed from the property as well as PCB items located within the building. Building materials were recycled as much as possible. This extended the time required for the demolition as there was a period of "deconstruction" to allow the salvage. The salvage included doors, structural wood beams, some windows and doors, steel and concrete for fill.

Projects of this nature inevitably encounter unexpected surprises. For example, the number, condition and location of old USTs was a surprise. Two tanks were fairly well documented prior to the demolition. Other tanks were suspected, due to the site's past service station operation. That suspicion was confirmed when three additional abandoned fuel tanks were found under the showroom floor. Due to a lack of knowledge regarding the construction details of the building, a second floor containing unexpected asbestos materials was discovered under an upstairs office floor. Moreover, concrete floors were found to be in layers, with one area containing three layers. As a result, an additional vehicle hoist was discovered under one floor.

The project site was restored with an engineered fill and then covered with sod. In addition, groundwater monitoring wells were installed at the site in the summer of 2004 to help gauge the degree of cleanup success. The City of Newberg has entered into a regulatory program by the Oregon Department of Environmental for this project. The state program is overseeing the clean up of the site's environmental contamination. The wells will be sampled and tested regularly for a minimum of one year.

Future use of the site is undetermined at this time. Whatever future use is determined for this site, the City will ensure that it will be of the greatest benefit for the downtown and the Newberg community.

For more information, please contact David Beam, Economic Development Coordinator/Planner at 503-537-1213.

TO: Newberg Mayor, City Council and City Officials

FROM: Newberg Downtown Revitalization Committee

DATE: September 14, 2005

SUBJECT: Future of empty downtown city property

The Newberg Downtown Revitalization Committee (NDRC) would like to thank you for taking the time to review this recommendation regarding the green space just north of City Hall (former Chevrolet dealership site.) As you are aware, on July 19<sup>th</sup>, the NDRC held a lunchtime block party at this site. The block party was a terrific success, with an estimated 500 people attending the event. The purpose of the event was two-fold: (1) celebrate the environmental cleanup of the site; and, (2) solicit input from the public as to what type of future development they may like to see on the site.

Artist renditions of four different development options were presented at the event (Attachment A). These options were determined by the NDRC prior to the block party. The public was asked to vote on their preferred option. We received 174 votes in this exercise. The following is a list of the development options and the results of the vote by the public:

Option 1 (3 story, mixed-use)	46 votes
Option 2 (2 story, mixed-use)	5 votes
Option 3 (Public square)	86 votes
Option 4 (Urban park, like Francis Square)	3 votes

The participants were also given the opportunity to provide additional comments regarding the future development of the property (Attachment B).

After the block party, the NDRC, reviewed the public input from the event and discussed how they felt the site could best be developed to benefit our downtown area. In a 3-2 vote, the NDRC would like to recommend that the City Council pursue a development strategy like Option 1 for the site. Some supporting reasons for this recommendation include:

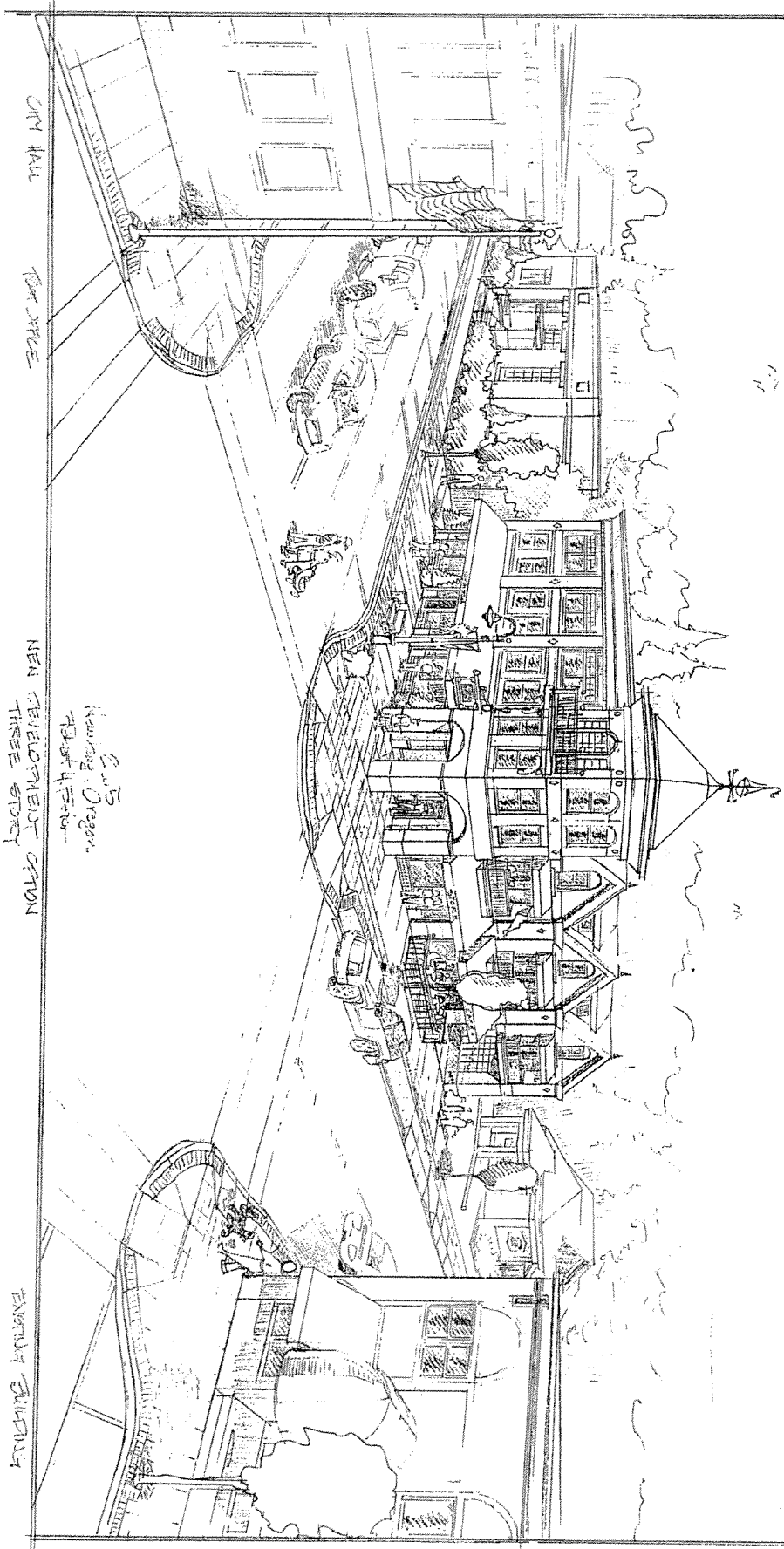
- ◆ This type of development would develop a source of revenue for the City. If the City owned the building, it would receive lease/rental income. If owned by a private party, the City would receive revenue the sale of property as well as the property taxes.
- ◆ Public restrooms that would be open during reasonable business hours could be integrated into the development. The lack of public restrooms has long been a concern of both downtown businesses and customers. Having these facilities

would be an attractive convenience for shoppers as well as participants of downtown events.

- ◆ If the development is constructed with high architectural standards such as those shown in the artist rendition, it would be an aesthetic improvement to our historical downtown and complement existing structures.
- ◆ The commercial space on the ground floor and office space on the upper floors (which could also be residential space) would provide locational opportunities for additional downtown enterprises. This could attract additional customers, adding to a critical mass that is essential for a downtown to be successful.

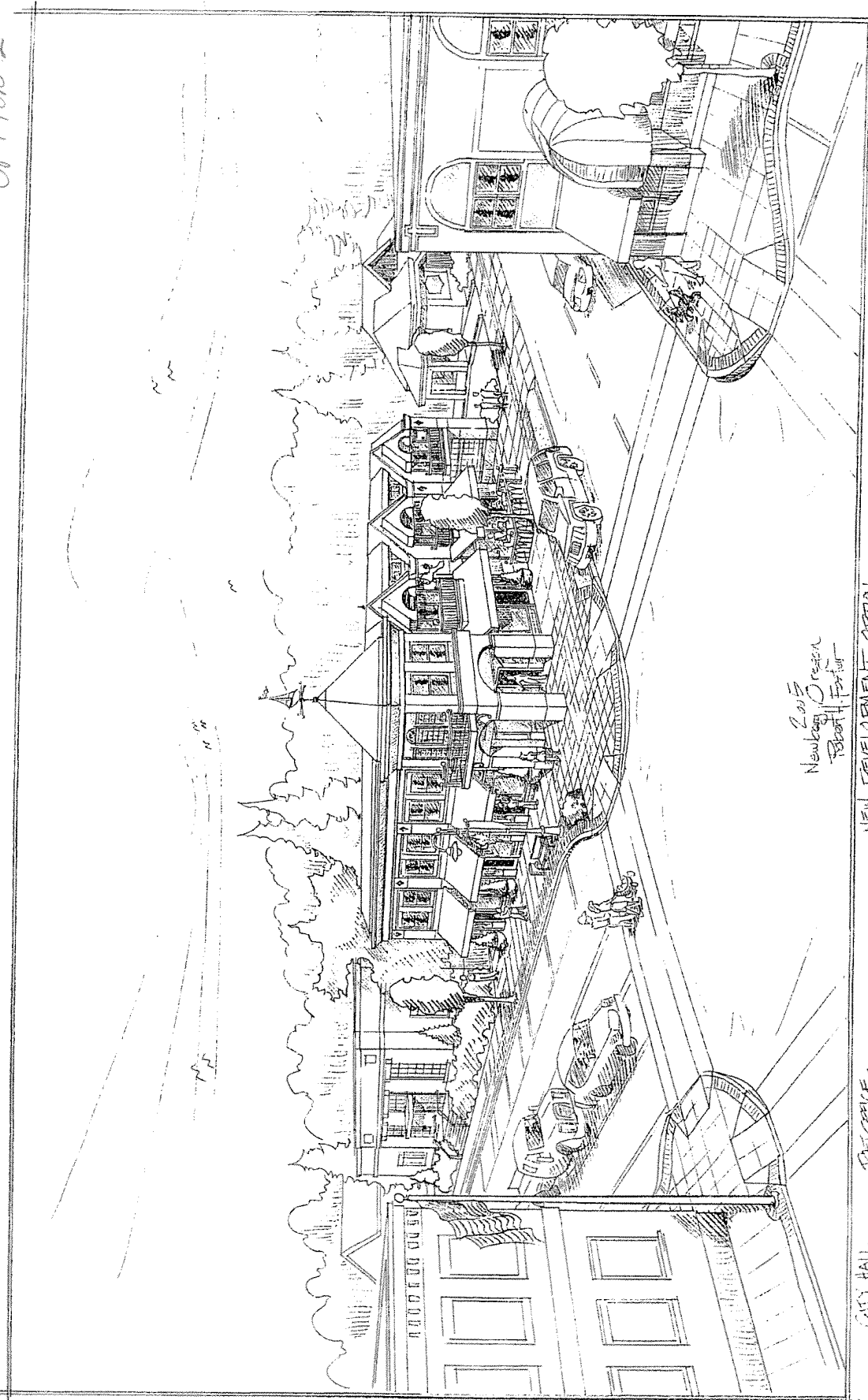
The NDRC had two conditions to this recommendation that are significant enough that if they are not included, the recommendation would be different. The first is that the building has public restrooms that are available during shopping and dining hours. This is an absolute necessity for businesses.

The second is that the built space not be used for government offices. The building is an economic opportunity for the City and the location is of vital importance to the economic development of the downtown. The City Hall recently has been renovated and was done in a manner to provide extra space capacity for future expansion of city government service when needed. When the City Hall building has reached its capacity in the future, other downtown sites could be examined for the city government's expansion needs. The VFW building/site to the south of City Hall has been suggested by some as a potential property for future space needs.



OPTION 1

OPTION 2



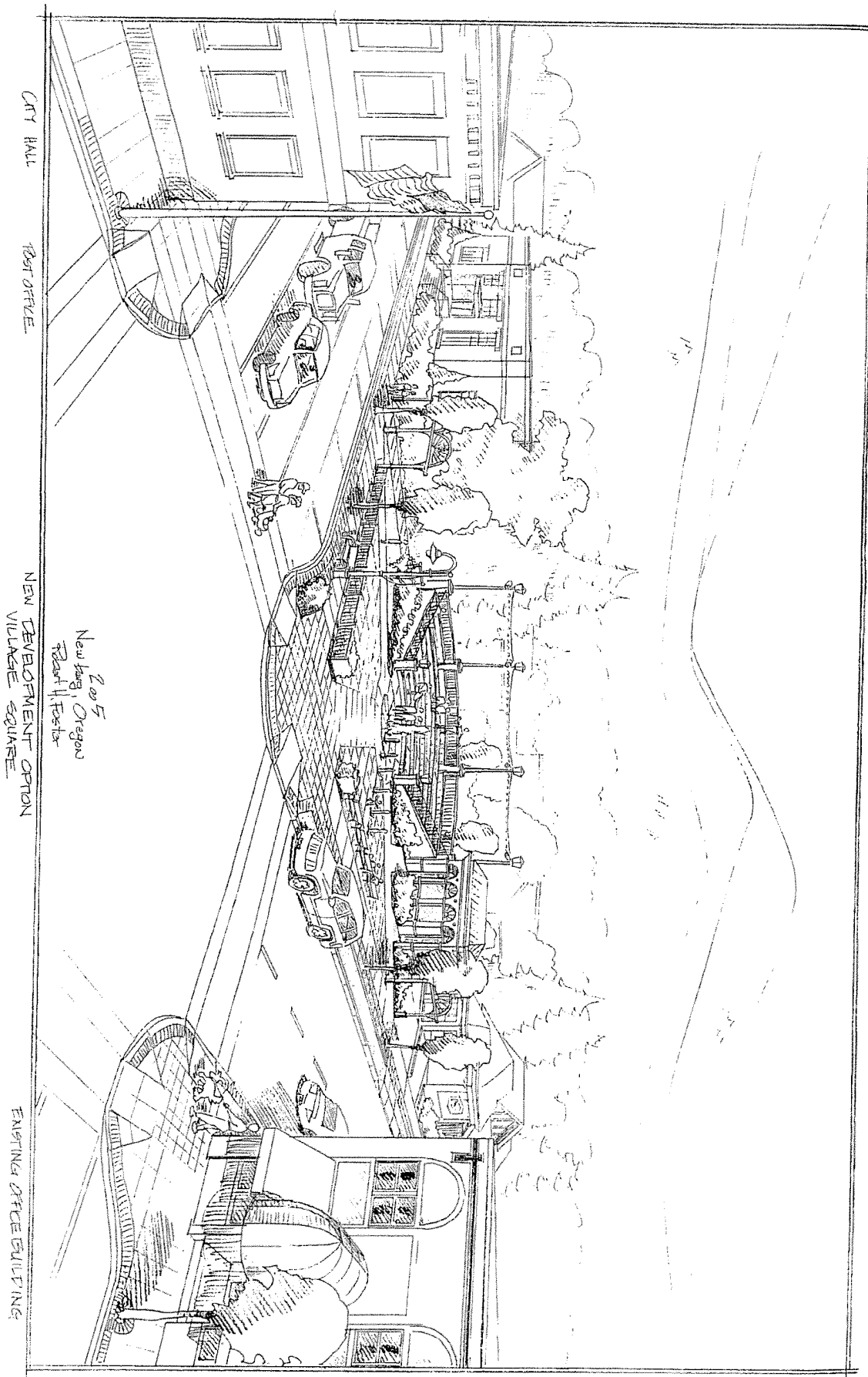
CITY HALL

DET. OFFICE

NEW DEVELOPMENT OPTION  
TWO STORY

2015  
Newberry Oregon  
Booth Exhibit

EXISTING BUILDINGS



CITY HALL

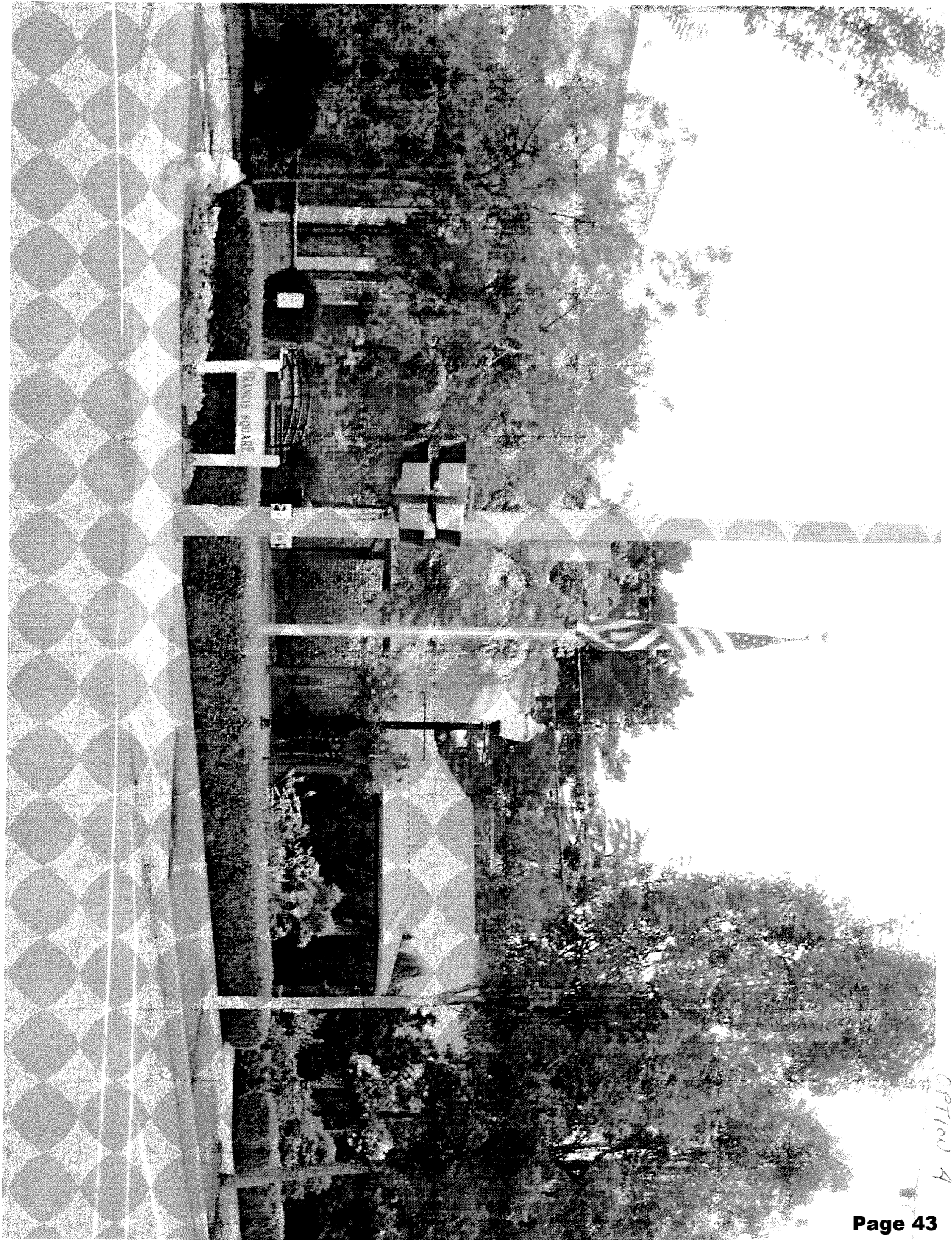
EAST OFFICE

NEW DEVELOPMENT OPTION  
VILLAGE SQUARE

2005  
Newberg, Oregon  
Robert Foster

EXISTING OFFICE BUILDING

OPTION 3



OPT100 A

**Downtown Block Party  
July 19, 2005  
Public Comments**

### Option Voting

Option 1 (3 story, mixed-use)	46 votes
Option 2 (2 story, mixed-use)	5 votes
Option 3 (Public square)	86 votes
Option 4 (Urban park, like Francis Square)	3 votes

### Site Future

- ◆ I like the idea of having the room for at least 100-250 folks inside together having, enjoying what they want to do.
- ◆ Put a much more developed US Postal Center, i.e. off-street drop box and public restrooms.
- ◆ I like the parking areas provided with the retail/office options. Maybe Option 3 could have underground parking too.
- ◆ Combination of 2 and 3.
- ◆ If we can't hurry up the bypass, could we get a truck route at least.
- ◆ Have a Saturday Market first. Draw people to downtown.
- ◆ Yes!!! (referring to last comment.)
- ◆ I second the Saturday farmers market. Think Europe. Have retail shops on main street level, residential and office above. Change traffic to 2 way on each street. Difficult to cross 3 lanes of traffic to shop in old Newberg. Attract better retail shops!
- ◆ Bypass? To be able to do what you want.
- ◆ Remove highway couplet.
- ◆ Newberg is an historical community. Let's keep the shops out of its insides.
- ◆ Put a park on the roof of the structure.
- ◆ YAH! (referring to previous comment.)
- ◆ Good idea (referring to previous comment.)
- ◆ (Referring to previous comment.) Call this option #5. But could the weight of a mini amphitheater, etc. be adequately supported?
- ◆ I like Option 3, but would like a grassy area.
- ◆ Plant lots of trees! Make Newberg as attractive as downtown McMinnville.
- ◆ Have some square dance competitions!
- ◆ I like # 3, but I want a covered area. Maybe even enclosed with tables. Maybe off to the side. Then it could get some use in the long winter too. Also trees of a nice blooming arbor.

- ◆ Having a facility like option #3 or #5 would enhance and nurture community in Newberg. But wouldn't we need a parallel integrated to provide useful alternatives for transients for whom the development might be a magnet? Some sort of community outreach program.
- ◆ Has the city outreached to the Newberg Latino community for feedback? Option 3 would be most popular and would most likely to be used by them too.
- ◆ Option 3 great to follow though for it.

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# i n t e r o f f i c e

M E M O R A N D U M

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**to:** Mayor Bob Stewart, Newberg City Council

**from:** David Beam, AICP  
Economic Development Coordinator/Planner

**cc:** James Bennett, City Manager; Barton Brierley, Planning and Building Director

**re:** Recent Economic Development Activities

**date:** October 25, 2005

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At a recent City Council meeting, you asked for a report on our economic development activities. I will be joining you at the November 7, 2005 meeting to discuss this issue.

Since my last report to you in February 2005, the following activities have been carried out.

- Developed and submitted grant applications. Successful grant applications include:
  - ADA/Sidewalk/Bike Master Plan (\$35K). Negotiating contract.
  - Submitted application to State's Transportation Growth Management program to fund a Housing Density and Affordability Incentive Plan (Around \$20K. Likely to be funded.)
- Unsuccessful grant applications: none
- Grant funded projects in progress:
  - Completed industrial, commercial and institutional lands locational study(\$25K). Project managed by Elaine Taylor
  - Sportsman Airpark Master Plan (\$30K). Held 2 public meetings. Working with surrounding land owners and State airport officials. Developed draft land use code language.
  - Head Start Facility (\$600). Worked with CASA and State to finalize pre-construction paperwork. Final design approved.
  - Downtown Decorative Banners (\$10,500). Completed original project of installing banner bracket and producing spring and fall banners. Completed project under budget, so used remainder of funds to partially fund set of winter banners. Currently raising match funds and designing the winter banners.
- Authored draft Economic Opportunity Analysis for Newberg. Currently being reviewed by the Planning Commission.
- Represented City for Regional Economic Development Partners and Oregon Economic Development Association. Hosted monthly Partners meeting at Chehalem Glenn Golf Course in October 2005 and presented an economic profile of the area. Partners have

created a CEDS plan (Comprehensive Economic Development Strategy) for the Portland region. Plan will be combined with a complementary plan being prepared by the private sector Portland Business Alliance, to create a Portland Regional Business Plan (like a mini Oregon Business Plan.)

- Held a block party in July 2005 on former Butler property to celebrate cleanup project and to gather public input on future land use. NDRC has developed recommendation for property's future use and will forward that recommendation to City Council.
- Worked with ARE Manufacturing to secure grant funding for business expansion. Secured \$25K in grant funds for needed public improvement (sewer extension). However, unexpected temporary business disruption halted expansion project for now. Worked with State and manufacturer to develop a lean manufacturing program for ARE to improve business efficiency (State provided technical assistance worth about \$15K.)
- Assisted various businesses interested in relocating to Newberg with information regarding available land, buildings, financing, business contacts, etc.
- Staffed Newberg Downtown Revitalization Committee. Major efforts include: (1) development of downtown banners; (2) completion of public survey and development of recommended downtown streetscape amenity designs (e.g. benches, trash cans, bike racks, street trees, curb extensions.) for the downtown area; and, (3) developed recommendation for future use of former Butler property.
- Updated the City's Economic Development website, as needed.
- Assisted potential businesses in the use of the City's Economic Development Revolving Loan Fund.
- Worked with ODOT staff regarding possible future acquisition of eastern downtown gateway property for "Welcome to Historic Downtown Newberg" type sign. Developed limited use overlay for property, which was adopted by City Council.
- Administered permit system for temporary merchants, street vendors, solicitors, peddlers, and Christmas tree lots.
- Provided current planning services, as needed.
- Performed design review of new Newberg Graphic building downtown. Project under construction.
- City liaison with Newberg Downtown Association and Economic Development Committee of the Newberg Area Chamber of Commerce. Helped with events such as Harvest Festival, Halloween downtown, and outdoor summer movie series at Carnegie Court, next to the library.
- Worked with Newberg Downtown Association in the development and approval by City Council of summer banner design.
- Served on planning committee for the Oregon Economic Development Association's annual conference, "Back to Business", which was held in October 2005.
- Assisted with the planning and implementation of Community Night, which was held in October 2005. Prepared materials for sessions on airport master plan and downtown planning projects. Prepared food sale materials for fund raiser to pay for future downtown winter banners.

Norma

Kathleen Boehart

**NEWBERG CITY COUNCIL MEETING INFORMATION**

DATE of Meeting: 11-7-05

Prepared by:

Councillors	Roll Call	Res/Ord # Topic: Can Cal	Res/Ord # Topic: Alleyway	Res/Ord # Topic: Lawyer	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:
STEWART, Bob, Mayor	✓									
ANDREWS, Bob	✓	Yes	NO	Yes 2						
BOYES, Mike	✓	Yes	Yes	Yes						
CURRIER, Roger	✓	Yes 1	Yes	NO						
Nelson, Dawn	✓	Yes	Yes 1	Yes						
McBRIDE, Mike	✓	Yes	Yes	Yes						
SOPPE, Robert	✓	Yes 2	Yes	Yes 1						
ROLL CALL VOTES		YES: 6 NO: 0 Absent: 0 Abstain: 0	YES: 5 NO: 1 Absent: 0 Abstain: 0	YES: 5 NO: 1 Absent: 0 Abstain: 0	YES: ___ NO: ___ Absent: ___ Abstain: ___	YES: ___ NO: ___ Absent: ___ Abstain: ___	YES: ___ NO: ___ Absent: ___ Abstain: ___	YES: ___ NO: ___ Absent: ___ Abstain: ___	YES: ___ NO: ___ Absent: ___ Abstain: ___	YES: ___ NO: ___ Absent: ___ Abstain: ___
Department:		Admin	City Plan.	Planning/ Building						
CHANGES: (Yes/No)										

**RECORDING SECRETARY:**

- Route COPY of this completed sheet to applicable departments for processing of Res & Ord and to Accounting Clerk.
- Route COPIES of Public Comment Registration Sheets to respective Departments for noticing/their file.
- Route materials/overheads received at meeting: (1) Original(s) to City Recorder for packet; (2) Copy of applicable materials to Dept. for their file.
- Route labeled Audio tape(s) to Library (ATTN: Sandi Schmidt).

**CITY DEPARTMENTS:** WITHIN 48 HOURS - Route to City Mgr. for Signature (verify changes, if any):

- IF ANY CHANGES, CORRECTIONS TO BE MADE BY DEPARTMENT ORIGINATING DOCUMENT.
- Regardless of prior path/file name from your Department, Rename Document: (Sample: Ord2471.wpd) or (Res2039.wpd).
- E-mail FINAL Res & Ord to Deputy City Recorder as an attachment (including RCA and Attachments).
- Print final Resolutions/Ordinances on bond paper (w/attachments - excluding RCA).
- PRINT IF NOT ADOPTED: Route paper copy to Legal w/the following notation PRINTED ON TOP - "FAILED TO PASS (DATE)" (also e-mail to Norma).
- Route to Deputy City Recorder for collection of signatures.

**DEPUTY CITY RECORDER:** \* Route signed copies of documents to CDD (Planning Technician); \* Place originals of Res & Ord in City Vault & Index appropriately; \* Transfer FINAL Res/Ord into appropriate City Recorder Computer Directory.