

**(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES
Newberg Public Safety Building - Newberg, Oregon
WEDNESDAY, December 19, 2007 AT 7:00 P.M.**

To be approved at the January 16, 2008, NDRC Meeting

1. Call to order:

Chairman John Bridges called the meeting to order at 7:02 PM.

2. Roll call:

John Bridges	Kristen Horn (arrived late)	Jack Reardon
Lon Wall	Corey Zielsdorf (left early)	

Absent:

Candy Collins	Diane Ferranti	Rob Felton
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Staff Present:

David Beam, Economic Development Coordinator/Planner
David King, Recording Secretary

Chair Bridges announced that a quorum has been achieved with four of the current seven members present.

3. Meeting Minutes:

MOTION: Reardon/Zielsdorf to approve the minutes from September 19 and October 17, 2007. (4 Yes/ 0 No, 3 absent at time of vote [Felton, Ferranti, Horn].

4. Public Comments:

No citizens were present at the beginning of the meeting.

5. Street Trees:

Chair Bridges reported on his presentation to the City Council regarding the recommended downtown street tree list. At a certain point in the presentation, the City Council members asked very particular questions. The City Council approved the list with no changes.

It was agreed that NDRC would devise a tree pattern and thought that Brian Stewart in Public Works could possibly be involved with the development of the plan. It was also suggested that Kristen Ramstad should be involved again. **David Beam** suggested that perhaps Brian Stewart could create a draft plan, with consultation by Kristen Ramstad, and then bring the plan to an

NDRC for their consideration. David Beam will talk with City staff and see if Mr. Stewart's time can be allocated towards development of the plan.

6. Project Updates:

DEMONSTRATION BLOCK:

Chair Bridges relayed that he has provided the city already with a \$10,000 check from the Rotary Foundation for the project. He will try to get the donation from Attrell's. When that happens, the City can then begin to design/engineer the demonstration block.

David Beam wondered how the property owners/business owners could be involved prior to creating the final design plans for the demonstration block. Discussion pursued on how to approach the collective group of owners. The group agreed upon having such owners at the February meeting to present to concept and to receive input. Property owners/business owners, unable to attend the meeting will be sent information about the project.

Corey Zielsdorf volunteered to setup a presentation of the project at a future Friday Art Walk to promote awareness of the Demonstration Block project.

HESS CREEK FENCING:

David Beam will provide a cost estimate of the project at the next NDRC meeting using some construction designs provided by Bart Rierison.

GATEWAY WELCOME SIGN:

Chair Bridges reported that the volunteer designer has not finished the different views that have been commissioned.

PROPOSED URD:

Jack Reardon stated that he had heard nothing new about this effort. The group felt that a greater effort, specifically from the City Council, will inevitably be needed to get such a project off the ground. Discussion followed on how best to jumpstart the URD idea. The new Austin development might be an avenue to support the adoption of a URD for the historic downtown area. The most instrumental group to initiate the process is the land/business owners. Determination of the URD boundaries will also be a critical issue. Jack Reardon suggested that NDRC should send a recommendation to City Council establish a URD task force.

MOTION: Reardon/Wall to suggest to City Council to establish a URD task force to explore the possibility of establishing a URD to benefit the C-3 zone in downtown Newberg. (5 Yes/ 0 No, 2 absent at time of vote [Felton, Ferranti]).

Kris Horn asked if it would be appropriate for the Downtown Association get involved as well. David Beam recommended that one letter be written with signatures from NDRC, the Newberg Downtown Association, and the Chamber of Commerce. David Beam will draft the letter and John Bridges will help.

7. **Second Street Parking Lot – Breezeway Sign Design:**

David Beam reminded the committee members that directional parking signs to the Second Street Parking Lot had already been put up along First Street and Hancock Street. To better discuss the basic parameters of a proposed sign for the breezeway, Mr. Beam distributed black-and-white pictures of where the sign would go at the northern entrance of the breezeway. He then discussed sign placement requirements. Mr. Beam then solicited from the Committee their preferred sign requirements for such a sign.

It was suggested to put up an awning instead of a sign to better indicate a door way/walkway. The Committee agreed that in general, the sign should be about the size of the lower Critter Cabana sign, be hanging, wooden sign, and should have carved/engraved letters. Mr. Beam will call sign manufactures to acquire general cost estimates from these parameters and then put that cost estimate in the proposed city budget for fiscal year 08-09.

8. **Other Business:**

Due to four members of NDRC having retired or not returning by the end of the year, new appointments are needed. However, the regular advertising channels have not garnered any applicants for the openings at this point. People have busy lives and getting volunteers for committees like the NDRC is a common problem. It was moved to recommend to the City Council that the membership of the NDRC be reduced from nine to five.

MOTION: Horn/Reardon to ask City Council to change the NDRC bylaws to change of total number of members from nine to five. (4 Yes/ 0 No, 3 absent at time of vote [Felton, Ferranti, Zielsdorf].

David Beam will draft such a recommendation to the City Council, share it with John Bridges, and then all the committee members.

9. **Next Meeting:**

The next NDRC meeting will be held January 16, 2008.

10. **Adjourn:**

Chair Bridges adjourned the meeting at 8:21 PM.

Passed by the NDRC Committee of the City of Newberg this 16th day of January 2008.

AYES:

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NO:

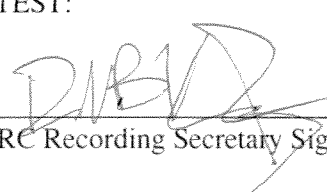
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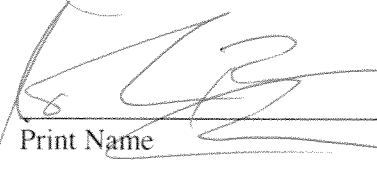
ABSTAIN:
(list names)

FELTON
HORN

ABSENT:

ATTEST:


NDRC Recording Secretary Signature


Print Name

1/16/08
Date