

**(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES**

**Newberg Public Safety Building – Newberg, Oregon
WEDNESDAY, February 18, 2009, AT 7:00 P.M.**

To be approved at the March 18, 2009, NDRC Meeting

I. Open Meeting:

Chairman Rob Felton called the meeting to order at 7:00 PM.

II. Roll Call:

Members Present:

John Bridges	Rob Felton	Allen Herriges
Kristen Horn	Corey Zielsdorf	Steven Clay
Gail Watson		

Staff Present:

David Beam, Economic Development Coordinator/Planner
Dawn Karen Bevill, Recording Secretary

III. Meeting Minutes

John Bridges made one change to minutes; (P.3) from 43K to 20K.

Motion #1: Bridges/Watson to approve the minutes of the January 21, 2009 NDRC meeting as modified. (Unanimous voice vote approved the minutes).

IV. Communications from the Floor - None

V. Project Updates

HESS CREEK FENCING

David Beam was able to have Dan Schutter look at the fencing sample. Mr. Schutter suggested the horizontal bars be stouter and has given Mr. Beam his recommended dimensions for those bars. David Beam submitted that information to Amazing Gates and asked if the fence could be constructed with the upgraded horizontal bars and if so, how much would this increase the cost of the fence. David. Beam received the new quote \$24,960 -- \$1,056 more than the first quote. Rob Felton stated the final design needed to be decided on.

DEMONSTRATION BLOCK

Chair Felton stated Mike Malone, Assistant Maintenance Superintendent for the Public Works Department, expressed some concerns with the design that was introduced and approved by the Council. His concern was traffic coming towards the bulb out (curb extension) at School & First Street and the bench, bike rack, garbage can, and shrubs and whether drivers could see a pedestrian crossing. Chair Felton and John Bridges stated that the Committee had addressed this issue before but chose not to swing it around due to the sewer system and bus access concerns. John Bridges stated he told Mike Malone that the committee didn't have a strong opinion on whether the design should be flipped around or not, but the design is such that the bench and garbage can are far enough back from the end of the curb extension to not impair vision between pedestrian and car drivers. The shrubbery is expected to grow only 12 - 14 inches tall, so any child standing there would be visible and the bottom of the tree foliage wouldn't be lower than 5 - 6 feet, which also wouldn't block vision. He stressed that one of the major goals of the design was aimed at improving pedestrian safety over what currently exists. To some degree, he believes the design hadn't been communicated well to Mike Malone regarding the vision impairment issue. Mike Malone sent an email stating that Howard Hamilton confirmed the difference in storm/sewer water costs for either design would be negligible and was incorrect regarding the 30 feet space between crosswalk and parking. The correct amount is 20 feet since it's a marked crossing. Also, even though vision clearance standards don't apply in this project, we want to make sure that pedestrians are clearly visible.

David Beam stated that the project is designed within the yellow zone, so no parking would be taken out. He talked to Mike Malone about having the larger part of this development on the "upstream" of traffic, creating a larger buffer between pedestrians and drivers. This design also narrows the roadway, which causes drivers to slow down. Regarding the bus stop in the yellow zone, David Beam had spoken with Leah Griffith long ago about this issue when she was director of the buses. She told him the buses didn't use that area at this time, but that may change in the future. The buses need a lot less distance to pull in/out than what is there now. If the design is flipped, that issue would need to be revisited.

Steven Clay asked if a car or delivery van can be parked there. Allen Herriges replied yes, 20 feet back from the crosswalk. Kristen Horn stated they can park there now which can block the vision of the crosswalk. David Beam stated the Police Department regularly sets up sting operations at the crosswalks to catch drivers who don't stop for pedestrians. This street has a bike lane, which adds some extra room for safety between pedestrians and cars. Corey Zielsdorf asked about when cars have to stop for pedestrians using a crosswalk. David Beam believes once they step into the street cars have to stop.

John Bridges asked the committee if the design should be flipped around. The committee members stated they believe it's fine the way it is designed, now. Kristen Horn asked if the furnishings would cause visual blocks. Mr. Bridges replied that the closest piece is 3 ½ feet back from the edge of the curb.

David Beam added Brian Stewart has been authorized to help design the project's landscaping. Chair Felton stated he will thank Mike Malone for his input. John Bridges asked David Beam about the budget issue. David Beam replied his understanding was that Engineering would design the project and then put the project out to bid to see what contractors would charge. Chair

Felton asked when that goes to bid. David Beam replied he will ask the Engineering Department. Corey Zielsdorf asked about the landscape irrigation. Mr. Beam replied there's no intent to irrigate the landscaping.

GATEWAY WELCOME SIGN

David Beam stated since the Engineering Department and Public Works Department is looking at what tasks the City may be able to take on for this project, such as site prep, grating, irrigation, lighting, etc. The sign itself will likely need to be constructed by an outside contractor, as City doesn't have a structural engineer on board to design the sign nor employees with the skills to construct the sign. Steven Clay had spoken with a professional landscaper who said he would be willing to donate the labor to landscape it. This individual had some questions regarding whether he'd be given a landscaping blue print or will he need to draw one up. He may also be able to obtain better prices for plants through his landscaping company and connections. David Beam said that was great. We can keep that offer in mind as we figure out what will be doing what task and the project budget. John Bridges stated Brian Stewart should be capable of designing it and volunteers could be used for the labor part of it. Corey Zielsdorf asked if the landscaping and lighting go together. Mr. Beam replied, yes that a few floodlights are planned to be used to light up the sign.

David Beam discussed an email that was received from Russ Thomas and his concerns on doing work on private property. Barton Brierley told David Beam that he will speak to Russ Thomas again, explaining this is a public sign being constructed on a sign easement to the City.

MAIN STREET PROGRAM

Chair Felton stated that he and David Beam had met and filled out a good portion of a survey that needs to be completed.

PUBLIC PARKING LOT BREEZEWAY UPGRADE

Mr. John Bridges stated he had received feedback from the City about liability insurance. In turn, he contacted the real estate management company and told them that if a public easement was granted, the City insurance could probably cover the breezeway for both liability and vandalism. John Bridges also told them that the committee envisions the placement of bright lighting and security video cameras. The City would also like the breezeway to be open for a longer period of time each day. Brian Francis emailed back and said it sounds great and then asked for the name of the contractor and what he/she plans on doing. John Bridges replied to the email, stating that judging by his excitement, Mr. Francis seems to be onboard regarding the project. Mr. Bridges explained to Mr. Francis that the soonest budget money could be committed would be during the 09 – 10 budget. There will be more information as City budgetary conversations progress. David Beam asked if Brian Francis has or will talk to the music store and their feeling on this. Gail Watson stated that through her experience with the Art Walk Committee and the input she's received, the music store is concerned with vandalism and theft with items located in the display cases. John Bridges commented that the display case issue would also need to be dealt with.

VI. Other Business:

NDRC Budget:

Chair Felton stated there are at least two potential budget items. There is \$25,000 budgeted from the City for this committee's use before July 1, 2009. David Beam asked if a motion should be made for a recommendation to the Council that the \$25,000 be rolled over and used for the fencing project and additional monies could be used for the breezeway improvements.

MOTION #2: Bridges/Herriges moved to recommend to use the \$25,000 in the 2008 – 09 budget year for the fence as received in the new estimate presented at this meeting, and recommend to the City Council that the money be spent for that product; to be ordered and installed as soon as possible. (Unanimous voice vote approved the motion.)

David Beam clarified the fence would be purchased within this fiscal year and stated there may need to be further discussions on storage for the fence, installation, etc. John Bridges stated that Bart Rierson has reiterated his desire to be involved with the installation process. He believes it can be done by volunteers with Rierson being a leader; or by having City Staff and Public Works install it. David Beam stated he could take this recommendation straight to City Council since the funds would be used this year. John Bridges stated it would be helpful to have someone from the NDRC at the Council meeting on March 16, 2009, when this is presented. Allen Herriges and Steven Clay stated they will attend the City Council meeting. David Beam added Councilor Bart Rierson will also be in attendance and can speak in regard to the project.

David Beam asked what the committee would like to convey to the City Council in regard to installation and storage of the fence. Chair Felton suggested stating Bart Rierson will lead a volunteer team in September to install it. He will ask if the fence can be stored at George Fox University. Gail Watson stated she'd like to see it installed by May. Kristen Horn suggested stating the committee is working on the installation solution and the NDRC would work with Bart Rierson to help complete the project. The delivery of the products will take 10 – 12 weeks. John Bridges agreed the NDRC needs to talk to Bart Rierson during the 10 – 12 weeks delivery time about a schedule and to determine how the project will progress. Chair Felton stated the final design hasn't been decided upon and asked if Amazing Gates could be contacted to determine which gates would fit Dan Schutter's requirements. David Beam replied he should talk to Bart Rierson about that. Kristen Horn stated the quote was in regard to what Dan Schutter requested. Gail Watson was under the impression that the design of the fence top still needed to be decided on. David Beam agreed and suggested that be decided upon before the recommendation to the City Council. John Bridges stated the circular or diamond shape top is the decision that needs to be resolved.

Allen Herriges asked if someone will be able to cut the pieces as needed. John Bridges replied Bart Rierson is a welder and will cut the pieces before going to the installation site.

Chair Felton asked if there were any other designs. David Beam replied a preliminary recommendation could be made and then he could check to see if any other designs are available. Steven Clay suggested the decision be made at this meeting.

MOTION #3: Bridges/Zielsdorf moved to recommend the circular design for the purchased fence. (Unanimous voice vote approved the motion.)

Steven Clay stated the sidewalks in front of the businesses on First Street look dirty and asked if the City cleans those. Kristen Horn replied the business and property owners take care of that. Steven Clay has access to a pressure washer that he can use with some help, possibly on a Sunday morning, to pressure wash the sidewalks in front of the businesses. David Beam suggested that he check with Russ Thomas about his proposal. Mr. Thomas may be able to work with Mr. Clay on this and possibly coordinate running the street sweeper shortly after the sidewalks are cleaned.

Gail Watson is concerned with the parking downtown and would like to have signs showing where the parking lots are located. She asked if it would be difficult for the City to screen print metal signs with a diagram of the parking lot locations. David Beam asked if two signs would suffice. Gail Watson replied, yes. David Beam will check into it.

Kristen Horn stated that a May downtown clean up date will be announced in April.

David Beam reported that he asked Barton Brierley whether any money has been budgeted for this committee next year. Barton Brierley replied not at this time. David Beam stated the NDRC should consider making a recommendation to the City Council and the Budget Committee regarding monies for future projects, such as the breezeway. Kristen Horn stated a recommendation should be done now.

MOTION #4: Bridges/Watson moved to request the City should budget \$50,000 in FY 09-10, using funds from the same source as last year, for the NDRC to utilize for revitalization projects in the downtown. (Unanimous voice vote approved the motion.)

The next NDRC meeting is scheduled for March 18, 2009.

VII. Adjourn

The meeting adjourned at 8:23 p.m.

Passed by the NDRC Committee of the City of Newberg this 18th day of March 2009.

AYES:

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NO:

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ABSTAIN:
(list names)

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ABSENT:

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NDRC Recording Secretary Signature


Committee Chair

3/18/09
Date