

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

**January 20, 2010
7 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third Street, Newberg, OR**

To be approved at the February 17, 2010, NDRC Meeting

OPEN MEETING:

Chairman Rob Felton called the meeting to order at 7:05 PM

I. ROLL CALL:

Members Present:

Rob Felton, Chair
Gail Watson

Steven Clay
John Bridges

Allen Herriges

Members Absent: Corey Zielsdorf (excused) Matt Johnson (excused)

Staff Present:

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

II. MEETING MINUTES:

Motion #1: Bridges/Watson moved to approve the minutes of the November 18, 2009 NDRC meeting. (5 Yes/ 0 No /2 Absent [Zielsdorf, Johnson]).

V. COMMUNICATIONS FROM THE FLOOR:

In light of the absence of citizens in the audience, nothing additional was brought up at this time.

7. ELECTION OF CHAIR AND VICE CHAIR:

Motion #2: Bridges/Watson moved to nominate Rob Felton as Chair and Steven Clay as Vice Chair.
(5Yes/ 0 No/ 2 Absent [Zielsdorf, Johnson])

VI. PROJECT UPDATES:

HESS CREEK FENCING

Chair Felton explained that David Beam was looking for solutions to move this project forward, since the Engineering Department was very busy with many projects. Mr. Beam asked Mr. Felton if Clyde Thomas of George Fox University could help. Mr. Thomas agreed before the Christmas break but has been unable to do any work on the project to date. Thus, David Beam spoke with Howard Hamilton of Public Works, who said they will be looking to move this forward soon in order to use the money budgeted for the project before the end of the fiscal year.

John Bridges asked David Beam to do an interim check-up on the project progress. Mr. Beam stated he is doing so now. Chair Felton asked if it would be helpful for him to send an email to Howard Hamilton of the Engineering Department about the importance of this project and send a copy of the email to Dan Danicic and Barton Brierley. Mr. Beam commented that such an action may help move the project forward.

DEMONSTRATION BLOCK

David Bean stated that the project is moving along. Since the project cost is under \$50,000, the City is using it to create a template for RFPs of future smaller projects to maintain consistency. The Engineering Department is taking a little more time to create this template and expects the project RFP to go out by the end of January.

Mr. Beam stated it has not been discussed how to best recognize the Rotary for their contributions. He asked John Bridges to think on it and bring back any suggestions he may have.

GATEWAY WELCOME SIGN

David Beam stated the welcome sign is not yet completed. Some changes still need to be made, but the project is close to completion. There will be a ribbon cutting ceremony the first week in February. Steven Clay stated that he has received very positive comments on the sign thus far.

BREEZEWAY SIGNS

David Beam talked with the sign company and the signs should be up by the end of this week.

MAIN STREET PROGRAM

Chair Felton explained there was a Chamber Forum meeting/luncheon where the Director of the Oregon Main Street Program spoke to approximately 70 people. The Director spoke again that same evening to 25 who attended, explaining how the program is put together. Rob Felton and Mike Ragsdale have a list of 40 volunteers and Mr. Ragsdale has been canvassing the downtown area, door-to-door, promoting the

project. The first step is to form five different committees: a temporary board and then four committees, which will address the issues of design, promotion, organization, and economic restructuring. They are now at the "Exploring Downtown" level of the Main Street Program. How this effort will integrate with the existing Newberg Downtown Revitalization Committee and the Newberg Downtown Association is a question that still needs to be answered. David Beam asked those who attended the meetings with the Director about their impressions. Chair Felton stated it was less interactive than expected. Allen Herriges thought the presenter would explain more in detail and give examples on what other cities have done. Gail Watson stated there was no time allotted for comments or questions.

TIME - 7:19 PM

✓II. OTHER BUSINESS:

New Projects and Budget:

David Beam asked the Committee for suggestions regarding downtown projects.

DOWNTOWN PROJECTS:

1. Hess Creek Fence – both sides.
2. Cooperate with Main Street Program to Identify funding sources
3. Improve Breezeway
4. Downtown Public Restroom (New or existing location)
5. Parking on Second Street Parking Lot improvements
6. Expand the Demonstration Block (Cost estimates per block - two corners for \$30,000)
7. Plan for Lot Across from City Hall
8. New light poles on First Street (Hancock Street)
9. Address Francis Square Restrictions
10. Bike Racks Downtown (\$520 total for 2 racks per block)
11. Parking Lot Signs
12. Historic Downtown District Signaged

Chair Felton asked when the block across from City Hall would become developable. David Beam replied in less than two years. However, discussions on the planning process could begin now. Chair Felton stated the public restrooms could be worked into the plan. Mr. Beam explained the Newberg Downtown Revitalization Committee had suggested four development concepts in the past: a central plaza similar to Portland's Pioneer Square, Francis Square, and a two-story or three-story building with mixed uses such as commercial on the first floor and office space; and/or residences on the upper floors. At a block party, the NDRC asked the public which design concept they liked. The majority of the public that commented said they liked the Pioneer Square concept best, the Newberg Downtown Revitalization Committee recommended the three-story concept to the City Council for multiple reasons. This recommendation was presented to the City Council, but the Council took no action.

David Beam stated he talked with Barton Brierley regarding a potential budget request for Newberg Downtown Revitalization Committee projects year. Mr. Brierley suggested a \$10,000 request. John Bridges stated the Committee has spent money wisely in the past and suggested submitting the entire list

of Downtown Projects to the Budget Committee. Allen Herriges stated \$10,000 would easily cover the Second Street parking lot improvements. The remainder of the committee stated it would cost more. Mr. Bridges suggested asking for \$35,000 for the next budget year. After further discussion, the committee categorized the downtown projects as follows:

Process Projects:	Cooperate with Main Street Program to identify funding sources Downtown Public Restroom (Access) (New or existing) Plan for Lot Across from City Hall Address Francis Square Restrictions
Short-Term Projects:	Bike Racks downtown (\$520 total for 2 racks per block) Parking lot signs
Medium -Term Projects:	Hess Creek Fence – both sides. Improve Breezeway Parking on Second Street Parking Lot improvements Historic Downtown District Signage
Long-Term Projects:	Expand the Demonstration Block (Cost estimates per block - two corners for \$30,000) New light poles on First Street (Hancock Street)

The next scheduled meeting is on February 17, 2010.

VII. Adjourn:

The meeting adjourned at 8:35 PM

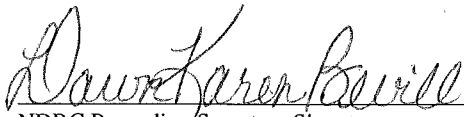
Passed by the NDRC Committee of the City of Newberg this 17th day of February, 2010.

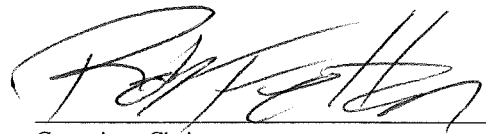
AYES: 4

NO: 0

ABSTAIN: 0
(List Name(s))

ABSENT: 3
(List Name(s)) (Herr
John
Zielse)


NDRC Recording/Secretary Signature


Committee Chair