



HISTORIC PRESERVATION COMMISSION

HISTORIC PRESERVATION COMMISSION MEETING MINUTES

February 15, 2022, 7:00 PM

Meeting held electronically due to COVID-19 pandemic

(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)

Vice Chair Rick Fieldhouse called the meeting to order at 7:00 pm

ROLL CALL

Members Present: Chuck Zickefoose
Liam Deckon, Student Commissioner
Rick Fieldhouse, Chair
Joy Hughes
Deb Buerkle

Members Absent: Charles Watson, excused

Staff Present: Doug Rux, Community Development Director

INTRODUCTIONS:

Members each introduced themselves and noted their interest in the Historic Preservation Commission. The new members are Deb Buerkle and Joy Hughes.

ELECTION OF CHAIR AND VICE CHAIR:

MOTION: Member Zickefoose and Member Deckon moved to elect Member Fieldhouse as Chair for the year 2022, Motion carried 5/0

MOTION: Member Fieldhouse and Member Deckon moved to elect Member Zickefoose as Vice Chair for the year 2022, Motion carried 5/0

PUBLIC COMMENTS: None

CONSENT CALENDAR: Approval of the November 16, 2022, Meeting Minutes

MOTION: Member Zickefoose and Member Hughes moved to approve the November 16, 2022, Historic Preservation Commission Meeting Minutes, Motion carried 5/0

CDD Rux shared that Student Commissioner Deckon is now a voting member. The City Council has changed the rules and protocols for all Commission Meetings for Student Commissioners.

WORK PROGRAM:



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CDD Rux noted after this Commission has spent a year on what their priorities would be for their work program, it helped tremendously being the staff and liaison for this Commission. He forwarded the priorities onto the City Council January 3rd and the City Council accepted the work program. He noted that the Commission now has clarity, instead of being reactive in part, from time to time you must hold public hearings and you are now also proactive on things the Commission wants to accomplish regarding history in Newberg.

CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION:

CDD Rux noted he must have the application submitted by February 25, 2022.

CDD Rux noted based on the work program, the top priority was to continue to coordinate with the University on their program based on the grant they received, which the students are working on. Next is the Historic District downtown so that it could be a local Historic District or a National Register Historic District. He noted this is the component of community outreach, and engagement. They have had conversations about some hesitancy by property owners and businesses in increasing property taxes. The Commission has talked about doing some public outreach and education. He talked with Oregon State Parks, the Historic Preservation Office and with Kuri and Robert and they gave some suggestions. One was to reach out to the City of Dallas who is going through a similar process looking at creating an Historic District in their downtown area. He noted as planners do with acknowledgement of where the work came from, he added it in the agenda memo. Some of the cost components are not correct but some of the general outlines of what can be done with the grant are there.

CDD Rux noted the City of Newberg would apply for the 2022 CLG Grant and the purpose is to conduct public outreach and education with property owners. He noted they look at the commercial area and businesses in the downtown. There are also some interests in the neighborhoods to the north and south of downtown but would caution not to take on more in any one given point in time. He noted from staff perspective they are looking at more of the commercial component, which is where there is a lot of inventory resources based on the Goal 5 process of the statewide land use program. He has not established a start date or an end date, which is something he must work on. The city would be the applicant in this proposal and staff would be the primary contact. He noted the grant could be a \$10,000 dollar program and they are eligible through the CLG for a 50/50 grant which means if awarded, \$5,000 through the grant itself and the city would match \$5,000 with local funds. He noted back on other community engagement, and public engagement programs that have been done, which is doing some survey work, community outreach and handing out flyers etc. He noted he would have to refine the project costs compared to the City of Dallas which was at \$7,000. With about \$3,000 more there is the cost of consultants and time from staff hours that would occur. He noted he would work with the finance department and the public education piece would be consultant's work. He noted it would be important to do some survey work with a consultant, which he has generated a list of emails that could be a survey monkey list to do outreach with. He noted there will be some coordination with the Commission on what the outreach material would look like, such as flyers, and posters etc. He noted as talked about in the past to involve the Taste Newberg, the Downtown Coalition, and the Chamber with their membership to also engage them. He is currently working on some survey work which might increase the amount to maybe \$12,000, but he will know more as he digs deeper into it. He would propose that they have the opportunity for consultants to do some type of stakeholder interviews of some of the key properties. It may be some of the resources that are currently listed on the National Register, the downtown or on a local inventory list to get their feeling of what a District could mean for Newberg's Downtown Area. He noted the course of this project would be approximately a year and a half.



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CDD Rux noted there may be some specific questions or interest that they can do online, not as a meeting, but he can send out information. If there are suggestions or questions for staff or the consultant can look at and pull information together for a survey. He feels it's important that every owner within the proposed district be notified, which is about 108 acres and is mostly commercial property. The survey, flyers and information can be pushed out through different social media channels such as Facebook, Twitter, Instagram, the City Website, the Chamber, Taste Newberg, and the Downtown Coalition.

CDD Rux noted he put in \$4000 match that could go up to \$5,000 or \$6,000. He noted they do have consultant funds budgeted this fiscal year and are working on the budget now. They might have to make some slight adjustments to the dollar amount for next year. He noted that they must go out for an RFP to get a consultant to help with the public engagement component. The target date is May 1 or possibly a little later. There's always contract negotiations that they go through which take several weeks to accomplish. They are looking at a start date of this project around July 1st of 2022. For the final documents he would go through all the protocols based on the information from the state to make sure the project reports are done and submitted within their timelines for when the grant would close out. He mentioned the city has been through this type of process before in the past such as with the Historic inventory, the Cameo Theater, the sidewalk stamps, the horse rings, and the mail posts etc.

CDD Rux noted when they receive pass through funds, which come from the Federal Government through the State to the City they have legal requirements to monitor, letters and documents subject to being audited.

CDD Rux asked what the Commission Members thought about submitting for this grant, noting they don't have to, but they do have this opportunity.

Chair Fieldhouse noted he was impressed with the proposal.

Member Buerkle noted to clarify it is 50% grant funds and the City is going to contribute the other 50%. Or will there have to be some fund raising.

CDD Rux responded yes it is a dollar-for-dollar match.

Chair Fieldhouse noted the city dollars stretch further with this grant, and yes it cost the city something, but they are not talking about a big program but something that might be in the ballpark of \$10,000 and the city would contribute half.

CDD Rux noted what the Commission has talked about over the course of the last three years is education, education, education. To say we're going to think about getting the Downtown Area on the National Register of Historic Places and we have talked about receiving Community pushback because of uncertainty. So, the Commission has talked about education which is needed first. There are two possible ways to do the Historic District downtown. One is by drawing a boundary line around approximately 108 acres and say this is the proposed district, there are the primary resources, secondary resources and contributing resources. Each District is different in the State of Oregon. He noted that he has worked in communities that were very strict, for example you can't put a hose bib on the exterior of the building unless you get Historic Preservation Commission review and approval, or they can't put mechanical equipment that can be seen by a taller building. Then there are those that are not as strict for example saying you can put hose bibs and mechanical devices if they are screened. With the primary resources it is maintaining the historical architectural integrity. With



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contributing resources, it gives more latitude for modification. Secondary resources are the piece in the middle. He noted there is some very interesting architecture in the Downtown Area built in the 1950's and 1960's. There is the displaced methodology where they're working with architecture and time periods. He noted the Commission has talked in the past of the architecture in the Library, the Post Office and the City Hall which were all built in the same period. He noted you could create a district based upon themes of a period and architectural styles that would not cover every property within a Historic District. There are two ways to potentially go about this. One is you need to have conversations with the public businesses and property owners about how they feel and educate them about what a Historic District means.

Member Deckon asked what the benefits the property owner would have by being a part of the Historic District.

CDD Rux responded it would be a benefit preserving the architectural integrity of the resources that are there. Second is when on the National Register Historic District there may be some tax break advantages to a property owner if they are maintaining the integrity of their structure. He noted there could be tax credit opportunities for property owners.

Chair Fieldhouse added that there's the intangible benefits by having an opportunity to include in their advertising that their business is in the Newberg Historic District. He noted there's potential monetary benefits at the Federal level, for example the Cameo Theater is on the National Historic Register and by having that designation they had some opportunities such as tax breaks and possibly some grants that are targeted towards his property in the Historic Register.

Chair Fieldhouse noted if it is a city designation, we as a city can define and choose what is important, for example choose to keep all the windows the same and put some strict rules on windows or façade improvements. He noted as a community we decide how we want to set up our District.

CDD Rux noted Heritage Oregon through State Parks, Robert would be willing to come up and share the advantages or disadvantages of having a National Register District versus a Local District and the steps in the process that you need to go through.

Member Zickefoose asked if the consultant would help us decide which way to go and help shape the program.

CDD Rux noted they need to have some FAQ about the pros and cons of a National Register District versus an Historic District, to set the stage to the conversations with property owners and businesses downtown. He noted having Robert come up and talk with the Commission and hiring the right consultant to do the community engagement and someone else that has the experience in Historic Preservation to help guide through the process. He noted that having some flexibility to the program we can adjust as we learn more.

Chair Fieldhouse noted they need to find out what the local business community and property owners want first, because if they are not interested in a Historic District it will seem burdensome despite what we say or intend to do. The outreach part and surveying are to find out what the people are thinking and what they would like to see. Many businesses are geared towards tourism, and some may love to have bragging rights of a Historic District.

Member Buerkle asked if there was an opportunity to talk with the Chamber of Commerce or the Downtown Coalition about this opportunity.



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Chair Fieldhouse responded yes, and especially with the Downtown Coalition. We may want to have our consultant go talk to the Director of the Downtown Coalition and the Chamber because they can give a direct line to property and business owners who will be directly affected. He also noted that Historic Preservation benefits tourism and to sell this to people and businesses who love to have visitors stopping on their way for wine tasting or just passing through.

Chair Fieldhouse noted they need to vote either yay or nay tonight and once decided by the Commission CDD Rux will be finalizing and turning in one week from tomorrow and hopefully will be accepted by the State. He asked if there is anything the Commission wants to direct CDD Rux to do differently.

MOTION: Member Zickefoose and Member Hughes moved to submit the Certified Local Government Grant Application to the State and Motion carried 5/0

Member Deckon asked if there were any downsides to sending in this grant application.

Chair Fieldhouse responded no, we just need to send in the paperwork with a reasonable plan and the only loss is our matching funds.

OREGON GOVERNMENT ETHICS COMMISSION

CDD Rux noted through the Oregon Government Ethics Commission there is a requirement to submit your SEI, which is your Statement of Economic Interest. The reason is because the Commission is a decision-making body, which we have three in the City of Newberg, Planning Commission, Historic Commission, and the City Council. The reason the Historic Preservation Commission is included is because at times there is a Type III application that comes forward, where the Commission must review against the criteria in our Development Code and adopt an Order. This could be outright or with conditions or to deny a potential application to modify the exterior appearance of historic resource. He noted the City Recorder has sent out a letter and has provided instructions of how to fill out the forms. There are consequences by not filling out these forms with the Oregon Government Ethics Commission, which are they can fine anyone not filling out their SEI forms. He noted that OGEC will be sending out communication in mid-March to let the Commission know and it will need to be submitted between March 15th and April 15th. He noted there are some webinars which are beneficial on filling out this form on March 17 through April 13th, the dates and times are listed in the agenda packets if interested.

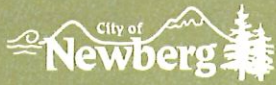
NEXT MEETING:

Next meeting is May 17, 2022, at 7:00 pm

Adjournment:

Chair Fieldhouse adjourned the meeting at 8:02 pm

APPROVED BY THE NEWBERG HISTORIC PRESERVATION COMMISSION, this day May 17, 2022



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Rick Fieldhouse, Historic Preservation Chair

Doug Rux, Recording Secretary