



HISTORIC PRESERVATION COMMISSION

HISTORIC PRESERVATION COMMISSION MEETING MINUTES

August 16, 2022, 7:00 PM

Meeting held electronically

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

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
Charles Watson

Staff Present: Doug Rux, Community Development Director

PUBLIC COMMENTS: None

CONSENT CALENDAR: Approval of the May 17, 2022, Meeting Minutes.

MOTION: Member Zickefoose moved to approve the May 17, 2022, Historic Preservation Commission Meeting Minutes, Seconded by Member Deckon, amended by Chair Fieldhouse, Motion carried 6/0

CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION:

CDD Rux informed the Commission that they sent out a Request for Proposals (RFP) for Professional Consultant Services for Public Outreach and Education Programming for Property Owners and to Assess the Potential for Creating a Historic Downtown District in Newberg. Unfortunately, we did not receive any responses. He spoke to the City Manager to come up with other options. CDD Rux then reached out to Rachel Thomas at George Fox, unfortunately Rachel is no longer there. Now the goal is to find a consultant to do the work by the end of July 2023. CDD Rux will be meeting up with the State Parks Department and he will speak to them if they have some ideas. At a minimum they will send out another RFP, working on it with the hope of having it done by the end of October.

CDD Rux was asked by State Parks how many Historic Review's were done in the past couple of years, none in the last two. Another question about upcoming components, there are some Code cleanup issues that need to be addressed and CDD Rux is working on.

CDD Rux informed the Commission of some upcoming projects that would involve the Commission.

Ruddick Wood- upgrade windows with ARPA

Minthorn Hall- George Fox wants to move – on National Historic Register

First St. project that may include a daycare- Not sure if this will come to fruition.

Voodoo Martini- to be changed into a breakfast location, staff working with them with some of the improvement requests.



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CDD Rux asked the Commission for any feed back for any information or observation on how to improve the program that he can speak to the State Parks representatives about in his upcoming meeting.

Member Buerkle asked how the property owners know what is allowed Historically. CDD Rux informed the Commission that it comes about several ways but usually staff when permits come in.

Member Watson asked what would happen if someone chose not to follow a stop and desist order. CDD Rux informed the Commission that the city could take them to Court.

Member Deckon asked if these properties we are talking about, would they fall within the Historic District that we are trying to establish. CDD Rux confirmed that they would all fall in the District and would have to follow a new process for approval.

Chair Fieldhouse asked what the worst-case scenario is if we don't get anything, what would happen if we do not get any proposals sent in when we post an RFP a second time. CDD Rux stated that he would have to inform the State parks that we were unable to fulfill our obligations and since we never took any funds, we will not have to repay anything.

Chair Fieldhouse commented that we have some upcoming projects and hearings depending on what the property owners want to do.

CDD Rux asked the commissioners if there was anything that they would like to share with the State Parks.

Chair Fieldhouse, feels that it is a good program for the City. We got sidelined a bit but it would be great to get back on track. He is interested in what CDD Rux thought about the work the Commission is doing.

CDD Rux answered back that something on his list was Signage and getting it cleared up. Chair Fieldhouse concurred that it would be nice to have clearer directional Signage of Historical places.

Member Deckon asked about the schedule that some items were missed because of the quarterly meeting schedule of the Historic Commission. Chair Fieldhouse asked CDD Rux to clarify if the issue with meeting deadlines was due to the Commission's meeting schedule. CDD Rux informed the Commission that that had been addressed and with the Council, so it is not an issue.

Chair Fieldhouse asked the Commission if there was anything else they had such as improvements to the CLG program, they would like CDD Rux to take to the State Parks meeting?

CDD Rux went over the successes that were affiliated with the CLG programs, but the issue is that no one came forward with an application for any improvements to the outside of a Historic building. Chair Fieldhouse asked if maybe the reason for that is due to lack of education, that the property owners are not aware that they need to do an application. CDD Rux said that the lack of education could be some of the issue but on the same hand they do have people who do their own research and reach out with questions.

Member Buerkle asked if our Website talks about what is required and if all of the documentation and instructions are on the Website. CDD Rux answered that our Website is a bit dated and has limitations as to



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what can be done. There have been discussions about updating our website in the future and we hope that we can make it more specific to Historical processes. Member Zickefoose noted that the search engine could be updated also.

Chair Fieldhouse asked that the definition of the various types of planning reviews mean could be sent out to the Commissioners for educational purposes. CDD Rux informed him that he could send out the information to the Commission.

Chair Fieldhouse asked CDD Rux in his upcoming meeting with State Parks that he keep his ears open on how other organizations engage with the business/property owners. Feels that is important that we reach out to the citizens of the City of Newberg. Member Deckon agreed that if we could reach out more to the Citizens and make them aware of the Historic Preservation and the work that is being done the commission could do better work.

Member Buerkle asked CDD Rux about the Visionary work done a couple years ago and if anything came of the process that was adopted or being worked on. CDD Rux informed the Commission that when the pandemic hit that the focus shifted to how to keep local businesses open. He does an annual report in regard to the Visionary work done; it is due this November. Most people are still doing things virtually which puts everything in a different dynamic. Last years report was a bit thin, hoping this year will be better. There are some items that happened that do tie to a Historic District concept that is not necessarily restoration, but the Council did adopt the Urban Renewal program that allows for infrastructure improvements in the downtown area.

Member Deckon asked if we don't have anyone do the Historic District project what would happen, what is the worst-case scenario to the 5-year plan if the project would fall through. CDD Rux informed that there are several options:

- Next round of CLG funding we reapply and revamp the Proposal request- every two years.

- Commission could ask if we could use General fund money.

- If we can't find a consultant the concept of a Historic District lingers for an unknown amount of time.

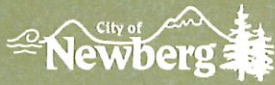
Member Buerkle asked if we had to use a consultant, if this is something the downtown coalition could do. CDD Rux informed the Commission that due to it being a federal funds from the National Park Service it has to go out for bid, but they could send in a proposal to do it. Unfortunately, they are in transition with staff and would not have the capacity to do it right now.

Chair Fieldhouse clarified to Member Deckon that it is not the end of the road but that it may just be a little delayed. CDD Rux stated that this had been a topic of discussion for the past 7 years and a lot of groundwork have done in that time.

Member Zickefoose asked if CDD Rux knew of any consultants that had planners on staff that specialized in this type of work. CDD Rux said that he could investigate utilizing Mid-Willamette to see if they had any Planners available on contract to do this work.

NEXT MEETING:

Next meeting is November 15, 2022, at 7:00 pm



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ADJOURNMENT:

Chair Fieldhouse - adjourned the meeting at 7:55 pm.

APPROVED BY THE NEWBERG HISTORIC PRESERVATION COMMISSION, this day Feb 28, 2023.

Rick Fieldhouse, Historic Commission Chair

Fe Bates, Recording Secretary