



## HISTORIC PRESERVATION COMMISSION

### HISTORIC PRESERVATION COMMISSION MEETING MINUTES

February 23, 2023, 7:00 PM

Meeting held Via Zoom

*(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: Liam Deckon, Student Commissioner  
Rick Fieldhouse, Chair  
Bob Woodruff  
Joy Hughes  
Deb Buerkle  
Charles Watson

City Council  
Representative: Robyn Wheatley

Staff Present: Doug Rux; Community Development Director, Clay Downing; Planning Manager

#### ELECTION OF CHAIR & VICE CHAIR

Liam nominated Rick Fieldhouse for Chair, Charles Watson Seconded. Nomination of Rick Field House as Chair for 2023 year passed unanimously.

Deb Buerkle Nominated Liam Deckon as vice Chair, Bob Woodruff Seconded. Nomination of Liam Deckon as Vice Chair for 2023 passed unanimously.

**CONSENT CALENDAR:** Approval of the August 16, 2022, Meeting Minutes.

**MOTION:** Member Buerkle moved to approve the August 16, 2022, Historic Preservation Commission Meeting Minutes, Seconded by Member Watson, Motion carried 6/0

**PUBLIC COMMENTS:** None

#### INTRODUCTION OF THE NEW MEMBERS AND STAFF:

CDD Rux introduced Clay Downing, Planning Manager to the Commission. New member Bob Woodruff introduced himself to the Commission. Robyn Wheatley introduced herself as the Council Member Representative that was designated to the Commission.

#### CLG PROGRAM REVIEW:

CDD Rux reviewed with the Commission the review meeting he had with the State Historic Preservation Office within Oregon State Parks in August that was to ensure the City was meeting the basic requirements to be a Certified Local Government. He spoke to them in detail about the Commission and what type of actions that was done and the Commission's future plans. It was recommended to CDD Rux by the State Historic



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Preservation Office that the Commission members have a refresher training and that they could provide training for the members. They spoke about how the documentation is retained for Historic items, and that the City is currently meeting its requirements. It was also mentioned that the Grant Fund requirements have been met. Overall, the State Historic Preservation Office deemed that the City met all requirements to be considered a Certified Local Government.

Chair Fieldhouse asked CDD Rux to explain to the new members what the benefits are to being a Certified Local Government. CDD Rux explained that it gives the Commission the authority to recommend to the City Council Historical nominations or delisted as a resource. The Commission has the authority to make decisions on expansion or modifications to historic structures, in the terms of a Public Hearing with public comments. The designation gives the Commission access to Federal dollars that passes through the State to help implement the 5-year work program. It also provides access to training once a year that the State Historic Preservation Office puts on. By having the CLG designation we have been able to receive grant money for the Cameo, sidewalk stamps, horse rings, mailboxes, and additional inventory work in the downtown area, because of the City being able to take advantage of this we have been able to save taxpayer money.

CDD Rux informed the Commission that he included the City Code on Historic Landmarks in the packet to clarify the Commission's rolls and responsibilities due to the conversation from the last meeting. He also informed the Commission that there is a GIS map that they and the public can review in addition to the Historic resource list.

Member Deckon asked about if the website list has been updated as discussed in the past. CDD Rux responded that they have not gotten to that yet.

City Council Member Wheatley asked if the main job of the Commission is to designate what buildings are historical. CDD Rux commented that the State of Oregon Land Use process has Goal 5, which Historic Resources falls under Goal 5. This means that every City in the State of Oregon must go through a process to determine if it has local historical resources. After any local designation there are State requirements on how the designated historic resources are maintained, restored and that is why the Historic Commission was formed is to maintain and review the information. Chair Fieldhouse gave an example of when the Historic Commission did a review of the Recipe historic house when they had the fire and wanted to do additional remodels. CDD Rux gave further examples of Type 1 Historic Review from staff.

City Council Member Wheatley asked if the library is considered a Historic resource, because when she was at the library she was told it was not due to the addition. CDD Rux clarified that the original building is a historic resource, but the addition is not.

Member Deckon asked if we included the Library in the Historic District that is being proposed if that would change the library designation. CDD Rux said that it would not change the designation. But that there are two different ways to have a Historic District designation. One would be to have everything within a boundary or the second is specific properties within a certain time period. It is all about how the Commission wants to have the Historic District classify properties.

### **CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION:**

CDD Rux explained that there were no applicants for the RFP that was sent out last July. A second RFP with a change to the scope of work due to the tight timeline has been sent out by Clay and closes March 8<sup>th</sup>. This is not



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designating an historic district, it is the community outreach portion that is to get feedback from the public about designating a historic district in the downtown area. If we get responses, we will go through a process to evaluate and score the received proposals. If we do receive proposals the Commission may need to have a meeting before the designated May 23<sup>rd</sup> date due to the tight timeline.

Chair Fieldhouse asked if there were any questions.

City Council Member Wheatley asked if the purpose of the consultant was to take inventory of our historical homes. CDD Rux clarified that the consultant would do survey work and stakeholder outreach to the property owners and business owners in the downtown area and have conversations with them about the pros and cons of being part of a historic district. If the response was positive then the next step would be to hire a consultant to take inventory and evaluate primary, contributing, non-contributing resources.

Chair Fieldhouse expanded that this process is to get property and business owner feedback and make sure that they are part of the process and understand the reasoning behind historic districts. City Council Member Wheatley asked what the benefits were to have a historic district. Chair Fieldhouse explained that there are many studies that historic preservation results in tourism, promotes sense of community and a sense of place. It can also open grant possibilities for local businesses, such as the Cameo, to help financially to preserve the business.

Member Buerkle asked if the consultant will be bringing information from other communities that have historic districts when they go to do the community outreach. CDD Rux commented that educating the public about historic districts is one of the main factors to the public outreach. Planning Manager Downing also added that when the proposals are evaluated, they will be looking to see if the proposed approach is something that is conducive to Newberg. CDD Rux mentioned that the model of the scope of work for the RFP was taken from one that the City of Dallas had done recently.

Member Deckon asked if there were some sort of tax break with being part of a historical district. Chair Fieldhouse mentioned that there were some programs that could affect property taxes but was not positive what they would be.

Member Deckon asked what has changed after sending out the second round of RFP since the first round received no response. CDD Rux informed them that this round, in addition to putting it into the Daily Journal of Commerce, they reached out directly to a list of consultants to inform them that it was open. Member Deckon asked if we were offering enough for the work. CDD Rux replied that we could only offer the amount that we were awarded.

City Council Member Wheatley asked how the City was given the grant and how it was matched. CDD Rux informed her that the Commission asked for a grant from the State Historic Preservation Office who told us what the cap was. Most grants the City receives require a percentage of a local match of 8% to 15%. Chair Fieldhouse brought up that the staff time and Commission time is part of the match, it does not have to be physical dollars.

### OREGON GOVERNMENT ETHICS COMMISSION:

CDD Rux went over the letter and information that was sent out by the City Recorder Sue Ryan.



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Chair Fieldhouse informed the Commission that it is a relatively easy process after everything is filled out initially, the most difficult part was remembering to do it.

### **NEXT MEETING:**

Next meeting is May 23, 2023, at 7:00 pm

Member Deckon asked about meeting in person. CDD Rux informed them that the facility that allows the hybrid public is at the Public Safety Building and on Tuesday they have court. But the city is working on another option set up.

### **ADJOURNMENT:**

Chair Fieldhouse - adjourned the meeting at 8:08pm.

**APPROVED BY THE NEWBERG HISTORIC PRESERVATION COMMISSION, this 23<sup>rd</sup> day May 2023.**

Rick Fieldhouse, Historic Commission Chair

Fe Bates, Recording Secretary