

# City of Newberg

## Historic Preservation Commission Meeting Minutes

August 19, 2025

### **Call to Order**

The meeting was called to order at 7:00 PM.

### **Roll Call**

Present: Karen Tozer, Britta Mansfield, Bob Woodruff, Brian Engstrom

Excused Absence: Deb Buerkle

Unexcused Absence: Chuck Watson

### **Public Comments**

No public comments were received.

### **Continued Business**

#### **Training on Resource Inventory Project**

Staff and Commissioners discussed the simplified approach to the Resource Inventory Project. A modified spreadsheet was presented that streamlined the process for commissioners to conduct field surveys of properties on the historic inventory. The simplified form focuses on confirming if structures still exist at listed addresses, noting any obvious changes compared to historic photos, and identifying properties that may need additional research.

Commissioners agreed this simplified approach was more appropriate for volunteer work, while the more detailed spreadsheet previously developed would serve as a framework for future consultants. The survey deadline was set for October 15, 2025.

### **Updates from Staff**

#### **ODOT Updates**

Staff reported that ODOT is continuing their ADA ramp construction work. While ODOT's maintenance budget is constrained, their project budget remains stable. ODOT is conducting historic research on various buildings throughout Newberg, ODOT will also examine the feasibility of establishing a historic downtown district for Newberg.

## CLG Grant

Staff reminded commissioners that the CLG grant application will be due in February 2026, with a draft to be reviewed at the November meeting. Commissioners discussed focusing the grant on updating the historic inventory beyond First Street, expanding to include mid-century properties and architectural styles that are currently underrepresented.

The commission agreed to pursue a two-step process for the grant: first identifying neighborhoods with low density of historically designated properties for surface-level inventory, then selecting specific structures for more in-depth research. Commissioners also discussed launching a public awareness campaign to identify property owners interested in having their historic properties documented.

## Items from Commissioners

Commissioner Engstrom disclosed a potential conflict of interest as he now works for Francis Enterprises, which owns the drive-in theater and other properties in Newberg. It was determined he would recuse himself from discussions involving these properties when economic decisions were being made.

Commissioners discussed email communication challenges, with some finding it difficult to regularly check their city email accounts. Staff will inquire about possible notification systems to alert commissioners when they receive new emails.

Staff announced that some commission terms will expire in December and explained the new streamlined application system for reappointments. The upcoming changes to council rules and committee guidelines were also mentioned, including attendance policies requiring commissioners to attend at least 75% of meetings annually.

## Adjournment

The meeting was adjourned at 7:38pm

*Rachel Thomas*

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Rachel Thomas, City Recorder

Attested By:   
Bob Woodruff, Chair







# 2025-0819 HPC Minutes

Final Audit Report

2025-08-21

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