



**NEWBERG HISTORIC
PRESERVATION COMMISSION
MEETING MINUTES
Tuesday, March 1, 2016
7:00 p.m., Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR**

I. Open Meeting – 7:02 p.m.

- II. Roll Call -** Commissioner attendees included Vice-Chairman Chuck Zickefoose, Barbara Doyle, Geary Linhart, and Ryan Howard. Chairman Rick Fieldhouse and Isamar Ramirez had excused absences.

Staff present: Senior Planner Steve Olson; Community Development Director Doug Rux

- III. Elections:** Commissioner Zickefoose nominated Commissioner Fieldhouse to continue as Chair, and Commissioner Linhart seconded the nomination. The vote approving Commissioner Fieldhouse to continue as Chair was unanimous. Commissioner Howard nominated Commissioner Zickefoose to continue as vice-chair, and Commissioner Linhart seconded the motion. The vote approving Commissioner Zickefoose to continue as vice-chairman was unanimous.

- IV. Approval of September 15, 2015 meeting minutes –** Commissioner Howard moved to approve the minutes, and Commissioner Doyle seconded the motion. The commissioners approved the motion unanimously.

- V. Update on RFP process –** Staff updated the Commission on the status of the RFP process, and that staff expected the process to be wrapped up shortly. The consultant would meet with the Commission during the survey process.

- VI. Discussion – downtown walking tour document:** Staff described some examples of web-based walking tours from other cities. The commissioners discussed them, and decided that the digital walking tour needed to be mobile-friendly, needed to include photos of the historic buildings, and also needed to read well on the web. It should focus on the dozen or so most valuable historic buildings, and not try to include every historic building. The commissioners noted that creating historic plaques could be a future project, and tie in to the walking tour. The CPRD system of “call a phone number for recorded historic information” was considered interesting, although there was a monthly cost associated with the program.

VII. Other Business – Staff mentioned that the Providence parking lot and historic monument were under construction, and that the SEI (Statement of Economic Interest) forms were due soon.

VIII. Adjourn – 7:50 p.m.

Approved by the Newberg Historic Preservation Commission this 19th day of April, 2016.

AYES:

NO:

ABSENT:

ABSTAIN:

Steve Olson
Minutes Recorder

Rick Fieldhouse,
Historic Preservation Commission Chair