

**NEWBERG HISTORIC PRESERVATION COMMISSION
MEETING AGENDA**

Tuesday, November 15, 2016

7:00 PM

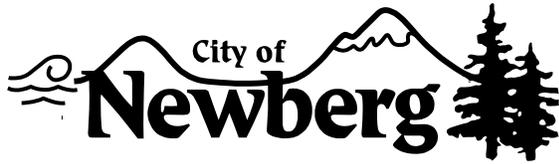
NEWBERG CITY HALL

414 E. FIRST STREET

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF OCTOBER 18, 2016 MEETING MINUTES**
- IV. DISCUSSION – NEXT STEPS ON GRANT APPLICATIONS/PROJECTS**
- V. OTHER BUSINESS**
- VI. NEXT MEETING: TBD – POTENTIAL OPTIONS ARE 12/20/16, 1/17/16, OR A SPECIAL MEETING**
- VII. ADJOURNMENT**

FOR QUESTIONS, PLEASE STOP BY, OR CALL 503-537-1240, COMMUNITY DEVELOPMENT DEPT. – P.O. BOX 970 – 414 E. FIRST ST.

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: *In order to accommodate persons with physical impairments, please notify the Community Development Department of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 537-1240. For TTY services please dial 711.*



**NEWBERG HISTORIC
PRESERVATION COMMISSION
MEETING MINUTES
Tuesday, October 18, 2016
7:00 p.m., Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR**

- I. Open Meeting** – 7:01 p.m.
- II. Roll Call** - Commissioner attendees included Chair Rick Fieldhouse, Vice-Chair Chuck Zickefoose, Barbara Doyle, Geary Linhart, and Ryan Howard. Absent: Student Commissioner Zoe Jenkins.
- Staff present: Senior Planner Steve Olson; Community Development Director Doug Rux.
- III. Public Comment** – No public comments were made.
- IV. Approval of June 21, 2016 meeting minutes** – Commissioner Zickefoose moved to approve the minutes, and Commissioner Linhart seconded the motion. The commissioners approved the motion unanimously.
- V. Discussion – Next Steps for the Historic Preservation Commission (HPC)** – The Commissioners discussed the potential State Historic Preservation Office (SHPO) grants, and what kind of projects they could be used for. They also discussed other projects, such as finding a way to preserve sidewalk stamps and other historic markers in the historic landscape.
1. Commissioner Linhart moved that the HPC recommend to the City Council that they create a program to preserve sidewalk stamps and other historic markers in the city. Commissioner Doyle seconded the motion. The Commissioners approved the motion unanimously.
 2. Chair Fieldhouse moved that staff should contact Maureen Rogers at Chapters Books to talk about potential grant opportunities/partnerships to restore both building facades. Commissioner Linhart seconded the motion. The Commissioners approved the motion unanimously.
 3. Commissioner Linhart moved that staff should contact Brian Francis of the Cameo Theater to see if he was interested in pursuing a National Register nomination for the theater, potentially using a Certified Local Government grant. Commissioner Howard seconded the motion. The Commissioners approved the motion unanimously.
- VI. Other business** - none
- VII. Next meeting:** The meeting date was set for November 15, 2016.

VIII. Adjourn – 7:49 p.m.

Approved by the Newberg Historic Preservation Commission this 15th day of November, 2016.

AYES:

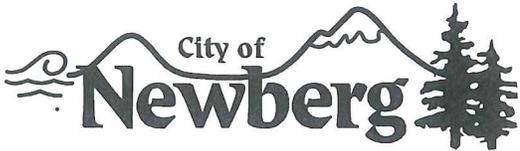
NO:

ABSENT:

ABSTAIN:

**Steve Olson
Minutes Recorder**

**Rick Fieldhouse,
Historic Preservation Commission Chair**



Community Development Department
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MEMORANDUM

TO: Newberg Historic Preservation Commission (HPC)
FROM: Steve Olson, Senior Planner
SUBJECT: Feedback & Discussion: Next steps for the HPC
DATE: November 8, 2016

Feedback & Discussion: Next steps for the HPC

Feedback regarding the Commission's 10/18/16 motions:

- On November 21, 2016 the City Council will be discussing the Historic Preservation Commission's recommendation to create a program to preserve sidewalk stamps and other historic markers. A copy of the RCA/Resolution that was sent to the City Council is attached.
- Planning staff are meeting with Maureen Rogers of Chapters on 11/8/16 to discuss her interest in pursuing a Diamonds in the Rough grant, and will be meeting with Brian Francis of the Cameo Theater on 11/9/16 to discuss his interest in pursuing a potential CLG grant for a National Register nomination. We will provide updates at the 11/15 Commission meeting.

Discussion: What next steps should the HPC and staff take? Potential options include:

1. Grant applications – consider priorities, staffing needs:
 - a. CLG (Certified Local Government) SHPO grant – potential projects include National Register nomination (Cameo Theater example). The deadline for the next round of CLG grant applications is February 24, 2017.
 - b. Diamonds in the Rough SHPO grant – Used to restore building facades that have been heavily modified over time. The deadline for the grant application is Spring 2017.
2. Other potential funding sources and projects?

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 21, 2016

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2016-3342

SUBJECT: A resolution directing city staff to create a program to preserve sidewalk stamps and other historic markers in the public right-of-way

Contact Person (Preparer) for this Motion: Steve Olson, Senior Planner
Dept.: Community Development
File No.: NA

RECOMMENDATION:

Adopt Resolution No. 2016-3342, directing city staff to create a program to preserve sidewalk stamps and other historic markers in the public right-of-way.

EXECUTIVE SUMMARY:

The Historic Preservation Commission is interested in preserving sidewalk stamps and other historic markers in the public right-of-way. They have noted that sidewalk repair projects usually remove these items, and that once they are gone Newberg has lost part of its historic landscape. They have also noticed that some other cities preserve sidewalk stamps, for example, by simply sawcutting around the stamp and preserving that old piece of sidewalk within the new sidewalk. On October 18, 2016 the Historic Preservation Commission discussed this issue and unanimously approved a motion recommending that the City Council create a program to preserve sidewalk stamps and other historic markers in Newberg.

City staff anticipate that such a program would probably need to:

- Inventory the existing sidewalk stamps and other historic markers in the public right-of-way and tie to longitude/latitude markers in a Geographic Information System database.
- Determine how sidewalks stamps and other historic markers should be preserved when repair work is being done in the area.
- The database would need to be checked by city staff before constructing improvements to determine if there are historic markers in the work area that need to be preserved. City staff would also need to check the database before approving sidewalk repairs by private parties to determine if there are historic markers in the work area, and to advise the private parties of the steps that need to be taken to preserve the historic markers.

Developing the program would require coordination between the Community Development Dept., Engineering Services Dept., and Public Works – Maintenance Dept.

FISCAL IMPACT:

Minor. Some staff time would be required to create the program and inventory the sidewalk stamps and other historic markers. Some staff time would be required on an ongoing basis to check for sidewalk stamps or other historic markers before approving public projects or private permits for work in the public right-of-way.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable – this program is not directly related to Council priorities from March 2016. It is supported by adopted Comprehensive Plan goals and policies to support historic preservation efforts.



RESOLUTION No. 2016-3342

A RESOLUTION DIRECTING CITY STAFF TO CREATE A PROGRAM TO PRESERVE SIDEWALK STAMPS AND OTHER HISTORIC MARKERS IN THE PUBLIC RIGHT-OF-WAY

RECITALS:

1. On October 18, 2016 the Newberg Historic Preservation Commission unanimously approved a motion recommending that the City Council create a program to preserve sidewalk stamps and other historic markers in the city.
2. The City Council discussed the issue and decided that creating such a program would be in the public interest.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. City staff are directed to create a program to preserve sidewalk stamps and other historic markers in the public right-of-way.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 22, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 21st day of November, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 23rd day of November, 2016.

Bob Andrews, Mayor