

## **HISTORIC PRESERVATION COMMISSION AGENDA**

**Tuesday, May 23, 2023, 7:00 PM**

Virtual meeting at:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83213324394>

Or Telephone: Dial (for higher quality, dial a number based on your current location):

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Webinar ID: 832 1332 4394

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF FEBRUARY 23, 2023 MEETING MINUTES**
- IV. PUBLIC COMMENTS: (for items not on the agenda)**
- V. CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION**
- VI. CITY COUNCIL PRESENTATION ON HPC FUNCTIONS**
- VII. CITY COUNCIL GOALS**
- VIII. NEXT MEETING: August 22, 2023**
- IX. 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.*



# 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

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



## HISTORIC PRESERVATION COMMISSION

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.**

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Rick Fieldhouse, Historic Commission Chair

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Fé Bates, Recording Secretary

## MEMORANDUM

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TO: Historic Preservation Commission  
FROM: Doug Rux, Community Development Director  
SUBJECT: HPC Agenda Items  
DATE: May 23, 2023

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### Certified Local Government Grant

Staff completed the Request for Proposal process and identified Northwest Vernacular as the consultant. Staff was in the process of finalizing a contract when direction was received on April 18, 2023, by the City Manager in consultation with the Mayor to not enter into the contract and to terminate the contract with the State. They felt it was not in the best interests of the city of Newberg to go ahead with a historic downtown district or overlay at this time, and was in part tied to current staff shortages.

Staff informed Oregon State Parks on April 21, 2023, that we were terminating the contract per Provision 19 of the Grant Agreement.

### City Council Presentation on Historic Preservation Commission Functions

Staff provided a presentation on the functions and role of the Historic Preservation Commission to City Council on May 1, 2023. A copy of the presentation is attached.

### City Council Goals

City Council adopted Goals on April 3, 2023. A copy of the Goals are attached.

### Historic Review Applications

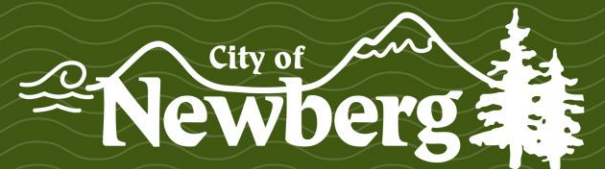
We have 2 applications submitted for Type I Historic Review. The first application, HIS23-0001, is to modify windows at the Newberg Public Library at 503 E Hancock Street on the Carnegie portion of the library. The decision will be a Directors Decision and will not require Commission review unless appealed.

The second is HIS23-0002 to replace and modify windows at Ruddick-Wood at 720 E First Street. Staff is waiting for the property owner's signature on the application to continue processing the application. The decision will be a Directors Decision and will not require Commission review unless appealed.

Attachments: 1. City Council Presentation on HPC Functions  
2. City Council Goals

# City Council Briefing Historic Preservation Commission Functions

May 1, 2023



# Historic Preservation Commission (HPC)

- Established by Ordinance No. 2013-2764 (October 7, 2013)
- NMC 2.15 Article VI. Historic Preservation Commission
- Designated a Certified Local Government by SHPO
- 6 members 3-year terms, Student member 1 year term
- Meet a minimum of 4 times year



# HPC Powers and Duties

A. The commission shall have the powers and duties which are now and may hereinafter be assigned to it by Charter, ordinances or resolutions of the city and general laws of the state.

B. The commission shall identify and evaluate properties in the City of Newberg and maintain a historic resource survey consistent with the standards of the Oregon State Historic Preservation Office, hereinafter referred to as “SHPO.”

C. The commission shall make recommendations to the city council regarding properties to be designated to the list of designated landmarks.

D. The commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks.

# HPC Powers and Duties

E. The commission shall support the enforcement of all state laws relating to historic preservation.

F. The commission shall perform any other functions that may be designated by resolution or motion of the city council.

G. The commission may publish and adopt written and graphic guidelines and example materials to clarify the criteria in the historic landmarks section of this code and to assist applicants in developing complete and viable applications to designate, alter, rehabilitate, relocate, or demolish landmarks. The commission may make recommendations to the city council regarding changes to regulations of designated landmarks within the Newberg development code using the established procedures for amendments.

# HPC Powers and Duties

H. The commission may undertake to inform the citizens and visitors to the City of Newberg of the community's history and prehistory, promote research into its history and prehistory, collect and make available materials on the preservation of designated landmarks, provide information on state and federal preservation programs, and document designated landmarks prior to their alteration, demolition, or relocation and archive that documentation.

I. The commission may make recommendations to the city council regarding expenditures for historic preservation activities and potential funding source in which to pay for the recommended expenditures.

J. The commission may recommend incentives and code amendments to the city council and planning commission to promote historic preservation in the community.

# HPC Powers and Duties

K. The commission may comment on local, state, or federal issues, laws, and requests relating to historic preservation.

L. The commission may adopt rules to conduct its business meetings.

# Historic Landmark Subdistrict

NMC 15.344

HPC reviews Type III applications for:

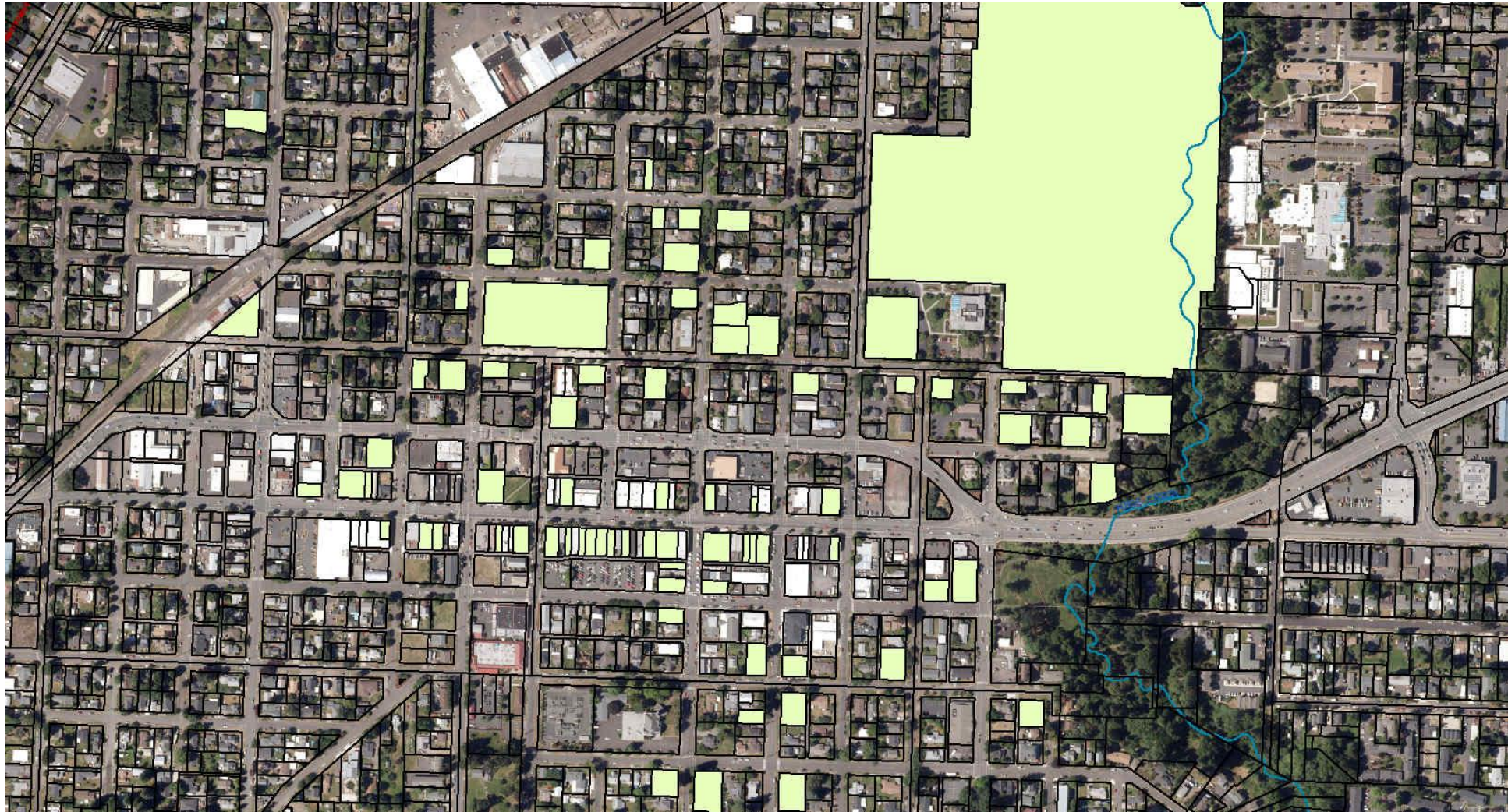
1. Landmark designation
2. Landmark Designation Removal
3. Alteration, new construction, demolitions - affecting exterior appearance

# Historic Landmark Subdistrict

4. New Construction on Historic Sites
5. Demolition and Moving

Community Development Director reviews all Type I minor modification applications.

# Historic Sites (partial)



# Past Activities

- Historic inventory work in downtown area.
- Cameo Theater National Register designation.
- Sidewalk Stamp/Horse Ring/Mail Post Inventory.



# 5 Year Work Program (January 2022)

1. George Fox University - partnering on their initiative Mapping Our History Project. (completed)
2. Historic District Designation in the downtown area or displaced district.
3. Coordination with Newberg Downtown Coalition on their Main Street initiatives.
4. Updating Newberg's historic inventory.
5. Coordination with Taste Newberg on tourism marketing as it relates to historic resources.
6. Historic building façade restoration.

# Other Potential Future Work Program Items

1. Signage for historic structures (local and National Register).
2. Interpretive signage for structures and sites around the Community (downtown and mill site).
3. Banners highlighting historical assets along Highway 99, Ewing Young, the Mill, the Cameo, and different historical sites in Newberg.
4. Bikeway signage and incorporating some historical information into bike and pedestrian signage around the community.
5. Google app for historic sites, self-guided tours.
6. Education material for informing the community on historic resources

# Other Potential Future Work Program Items

7. Future Certified Local Government grant opportunities.
8. Certified Local Government trainings.
9. Cultural Center signage program on Blaine Street for historical interpretation.
10. Certified Local Government grant to do research on background for signage.
11. Downtown Wayfinding program.
12. Digital assets.
13. Properties to list on the National Register.

# Questions?

## RESOLUTION NO. 2023-3891



A Resolution repealing Resolution 2020-3641 Multi-year goals of the city council; and replacing it with a new list of council goals with defined objectives.

**Recitals:**

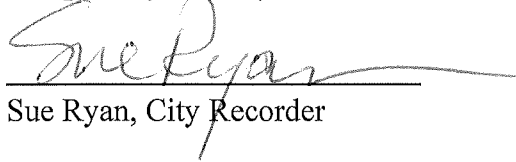
1. Whereas, the Newberg City Council met on January 17, 2023 to approve of a methodology to create new Council Goals for 2023 and beyond; and
2. Whereas, the Newberg City Council voted 7 Yes 0 No to approve a methodology that was suggested by CM Worthey provided as an exhibit to the January 17 Council session; and
3. Whereas, the Newberg City Council met on February 18, 2023 in Work Session to discuss and refine possible goals provided for in Exhibit "A" to this resolution; and
4. Whereas, the Newberg City Council debated these draft goals in the Business Session of April 3, 2023; and
5. Whereas, Council is desirous of developing a multi-year strategic plan that provides target dates, accountability and responsibility for effectuating the Council Goals as well as other City works in progress or to be undertaken.

**The City of Newberg Resolves as Follows:**

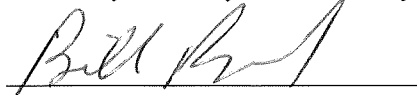
1. To adopt multi-year annual goals for the year 2023 as described in Exhibit "A"
2. To direct the City Manager to prepare a multi-year strategic plan providing for accountability and responsibility for measurable progress in completing the goals provided in Exhibit "A"

**Effective Date** of this resolution is the day after the adoption date, which is: April 4<sup>th</sup>, 2023.

**Adopted** by the City Council of Newberg, Oregon, this 3<sup>rd</sup> day of April, 2023.

  
 \_\_\_\_\_  
 Sue Ryan, City Recorder

**Attest** by the Mayor this 7<sup>th</sup> day of April, 2023.

  
 \_\_\_\_\_  
 Bill Rosacker, Mayor

**Exhibit "A" to Resolution 2023-3891 as modified by debate and adopted on 4/4/2023**  
**Approved 2023 Council Goals**

**GOAL 1: Create and maintain a high level of customer service.**

- O1: Improve customer service in all departments.
- O2: Streamline the process for issuing building permits.
- O3: Create a team to involve engineering and planning in regular simultaneous review work.
- O4: Publish a customer service standard with a measurement system.

**GOAL 2: Identify industrial land and attract employers to encourage family wage jobs.**

- O1: Identify land other than the Mill site to zone for Light Manufacturing.
- O2: Work to bring land into the urban growth boundary to zone for light manufacturing within 5 years.
- O3: Attract family wage jobs to Newberg using the urban renewal district and CET savings to be competitive.
- O4: Remove barriers/deterrents to new, "clean" / light industrial employers that will provide family wage jobs.

**GOAL 3: Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.**

- O1: Regularly review the capital improvement projects (annually).
- O2: Focus on road and sidewalk improvements in Districts 1 & 3.
- O3: Examine feasibility of increasing downtown parking.

**GOAL 4: Enhance community safety.**

- O1: Work with NSD to provide an additional SRO.
- O2: Install red light and speed cameras and other speed reduction measures within two years.
- O3: Continue with community policing partnerships.

**GOAL 5: Create and maintain a high level of transparency with our residents in order to build trust.**

- O1: Expand communication outreach in regard to regular city events and additional involvement with city businesses.
- O2: Ensure that information shared on agendas and in council meetings shall be clear and have context for the residents.
- O3: Legislative policy decisions shall require a work session before a vote.

**GOAL 6: Implement a careful and prudent fiscal policy.**

- O1: Begin reducing and eventually eliminate the City's debt in a steady, prudent way without compromising the City's ability to provide essential services and functions.
- O2: Reduce elements of the municipal billing statement.
- O3: The city will prudently lower SDC fees.
- O4: Ensure that the city has a long-term financial plan that supports its goals and objectives.

**GOAL 7: Increase land availability for housing.**

- O1: Seek to re-zone small pieces of land inside the city limits from light industrial to residential.
- O2: Work to bring land into the urban growth boundary to zone for residential purposes within 5 years.
- O3: Look at annexation opportunities.