

NCD Board Minutes 2016

Newberg Cultural District Executive Board

Tuesday, December 6, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Members present: Soppe, Griffith, Woodruff, Dailey, and new member replacing Dailey: Kris Horn.

Absent: Clements.

Call to Order 6:37.

1. Welcome – Leah Griffith, Chair
1. Welcome Kris Horn.
2. Additions or Deletions to the Agenda—Leah Griffith
1. NONE.
3. Approval of the Minutes for Nov, 2016
1. Soppe moves, Woodruff seconds.
2. Approved.
4. Public Comments
1. NONE.
5. Parking Plan-Revision—Soppe
1. Soppe reviews
1. Motion to adopt written portion of Parking Management Plan.
1. Woodruff moves, Dailey seconds.
2. Approved.
3. Approval of the parking plan calculation sheet with amendments.
1. Woodruff moves, Dailey seconds
2. Approved.
6. Wayfinding, Design and Art in the Cultural District
1. Update on Signage-CPRD Signs
1. No updates.
2. Banner for front of library
1. No updates.
7. New board members
1. Cultural Center Representative
1. Kris Horn, Chehalem Cultural Center Board Member
1. Horn will serve until an ED is hired or as long as needed.
2. City Representative
1. Hayley Delle, new City Councilor, will be appointed.
8. Thanks for your service, Rob Dailey and Leslie Woodruff.
9. Public Comments
1. NONE
10. Board Comments
1. Soppe comments about the NCD website. It says to neighbors they should put NO PARKING signs out by 4pm. Soppe recalls that we changed that to “by noon.” Griffith will change that. Griffith will also look at some website revisions.

11. Next Meeting:

1. February 7, 6:30pm, Chehalem Cultural Center Community Room. It will be the annual public meeting. Annual reports to City of Newberg and CPRD will follow this meeting within the month.
2. No March
3. May maybe
4. No September
5. No November
6. Adjourn: 7:33pm.

Newberg Cultural District Executive Board

Tuesday, November 1, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Members Present: Griffith, Woodruff, Soppe, Dailey

Absent: Clements

Visitors: NONE

Call to Order: 6:32

1. Welcome – Leah Griffith, Chair

1. Additions or Deletions to the Agenda — Leah Griffith
1. NONE.

1. Approval of the Minutes for October, 2016 – Dailey
1. Approved
2. NCD will share link to all minutes on NCD website. Also NCD board will review in 2017 how website is hosted.

1. Public Comments
1. NONE present.

1. Parking Plan-Revision—Soppe
1. No new version to review.

1. Wayfinding, Design and Art in the Cultural District
1. Update on Signage-CPRD Sign.
1. NONE.
2. Event Parking Signage.
1. No progress to report.
3. Banner for front of library.
1. No progress to report.
4. Shade Structure near Splash Pad Report.
1. No progress to report.

1. Prospective Bookings for 2017 Season.
1. Brews and BBQ (has not confirmed).
2. Oktoberfest (has not confirmed).

1. Public Comments
1. NONE present.

1. Board Comments

1. Dailey says the Chehalem Cultural Center board of directors will assign a new NCD board representative November 15, for a first NCD meeting in January, 2017.
1. Soppe requests the new representative attend the December NCD meeting.

1. Next Meetings: Tuesday, December 6, 2016

1. Adjourn: **7:27pm**

Newberg Cultural District Executive Board

Tuesday, October 4, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Present: Dailey, Soppe, Clements, Griffith

Excused: Woodruff

Visitors: Shannon Buckmaster (Tunes on Tuesday representative)

Call to Order: 6:30

1. Welcome – Leah Griffith, Chair
2. Additions or Deletions to the Agenda–Leah Griffith
3. Approval of the Minutes for Sept, 2016 –Dailey
 1. Soppe, 2nd Clements
 2. Public Comments:
 3. Summer Season Review and Discussion
 4. Wayfinding, Design and Art in the Cultural District
2. Passed
 1. NONE (no public present)
1. Welcome Shannon Buckmaster from Tunes on Tuesday.
 1. NCD board updates her on 9.14.16 discussion.
 2. Public Input Invited
1. No public in attendance.
 - Update on Signage-CPRD Signs
1. No definite updates from CPRD.
 - Event Parking Signage
1. See item 7.
 - Banner for front of library
1. May have it up by next month, says Griffith.
 - Shade Structure near Splash Pad Report
1. Earlybird Rotary submitted photos of a concept. Made of wood.
2. NCD board agrees they are headed in the right direction and would like to see more!

3. Parking Plan-Revision—Soppe
 1. Soppe presents a newly designed parking action plan worksheet.
 2. NCD will test the ease-of-use of the new worksheet by asking previous users to review it.
3. Public Comments
 1. NONE
 2. Board Comments
 1. Rob Dailey is leaving the Cultural Center and, obviously, the NCD Board.
 2. NCD requests that the new CCC representative attend the December meeting.
 3. Adjourn: 7:53.

Next Meetings: Tuesday, November 1, 2016

Newberg Cultural District Executive Board

Wednesday, September 14, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Present: Griffith, Soppe, Woodruff, Dailey, Clements

Absent: NONE

Visitors: Rick Fieldhouse

Call to Order: 6:30

1. Welcome – Leah Griffith, Chair
1. Additions or Deletions to the Agenda
1. NONE.
1. Approval of the Minutes for August, 2016
1. Soppe provides correction to the correction. Correction should read: Soppe made a motion [CORRECTON] “to accept the plan circulated on 7/7/216 that incorporated input from the previous board meeting. Motion failed for lack of a second.” that the initial parking action plan submitted by Tunes be adopted but it failed to pass due to lack of a second.
1. Public Comments
1. NONE.
1. Tunes on Tuesday Review
1. Jessica and Vangie are “retiring” this year.
2. Events went well this year.
3. Grew from previous years and will probably grow next year.
4. Difficult to estimate crowd size, but best estimate average is 1,300, max 1,500.
5. Griffith suggests NCD puts out parking signage and, like with the Police, they pay for the service.
6. At the least, NCD should provide an accurate and up-to-date map.
7. NCD did not hear any real specific complaints.
8. Resident NO PARKING signs were successful again this year.
1. One issue arose when a car was towed.
2. The car owner said the signs were not there when he parked. He was a vendor and may have parked as early as 3pm.
3. NCD will consider placing a “signs placed by noon” requirement for next year.
2. NCD will consider whether to make rules prohibiting reserving viewing space within the District before outdoor events.
1. Wayfinding Design
1. CPRD has ordered the signs, both to say Chehalem Cultural Center.
2. One to be installed at Sherman and Blaine.

3. The other would be installed at Sheridan and School or on School roughly equidistant from Sheridan and Sherman.
4. NCD board approves these locations with the following stipulation: if placed in the Sheridan/School location, CPRD agrees to move the sign if/when the NCD gets a permanent NCD sign.
5. Griffith got estimates for banner at the entrance of the NCD, a vinyl banner. \$240 for two-sided. Dailey will get high-resolution version of the approved wayfinding images from Meyer Reed.
6. No new on shade structure at splash pad.
7. Griffith will talk to the city about permanent parking signage and street frontage signage.
1. Would like to have "Cultural District P" (with right arrow) at Blaine.
2. "Cultural District" (with right arrow) at Hancock and Howard.

1. Parking Plan Revision
1. NONE.

1. Public Comments
1. NONE.

1. Board Comments:
 1. Soppe attended the Newberg Downtown Planning input meeting yesterday and wants to make sure the NCD is an integrated part of that plan.
 1. Dailey is on the committee and will continue to advocate for integration.
 2. CPRD purchased the vacant property behind the Masonic Lodge.
 3. Griffith gave the "Bowling Alley Speech" in opposition of a bowling alley being built in Newberg.

1. Next Meetings: Public meeting is 10/4/16 at 6:30 in the lobby of the Cultural Center.

1. Adjourn: 7:37

Newberg Cultural District Executive Board

Thursday, August 4, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Present: Griffith, Soppe, Woodruff, Dailey, Clements

Absent: NONE

Visitors: Rick Fieldhouse

Call to Order: 6:33

1. Welcome – Leah Griffith, Chair
1. Additions or Deletions to the Agenda — Leah Griffith
1. Tunes on Tuesday Update (July 12-August 30):
 1. No Tunes Representative present. This is most likely due to the passing of the chairwoman's mother over last weekend. Our thoughts go out to her and her family.
 2. Griffith mentions that she is planning to approach the judge about getting some court-ordered late Tuesday cleanup help.
 1. Some complaints about garbage were noticed on social media.
 2. Soppe comments that garbage seems to be less of a problem than recent years.
 3. Soppe sent two emails to the board prior to the meeting—and brought copies to the meeting. Parking counts were attached. Observations are noted.
 1. Suggest that Tunes:
 2. Get signage back out on College. (DAILEY WILL COMMUNICATE THIS)
 3. Place signs deeper in ground on Hancock. (DAILEY WILL COMMUNICATE THIS)
 4. Consider redesigning signs with more visible background. Green blends with background bushes. (DAILEY WILL COMMUNICATE THIS)
 5. Board members continue to walk the neighborhoods to observe the parking conditions.
 1. Public Comments:
 1. Fieldhouse updates the board on Old Fashioned Festival activities. No complaints were received. This Saturday lunch should be on the calendar for the information of all. Shriner vehicles use the gravel lot.
 1. Approval of the Minutes for July, 2016 – Dailey
 1. Soppe provides correction. Soppe made a motion that the initial parking action plan submitted by Tunes be adopted but it failed to pass due to lack of a second.
 2. Motion to approve as amended, Soppe, Griffith. Approved.
 1. Wayfinding, Design and Art in the Cultural District
 1. Update on Signage-CPRD Signs
 1. Signs will say Chehalem Cultural Center.
 1. One will be at Sherman and Blaine

2. One will be on School between the play park and the splash pad, perpendicular to the road.
3. Signs have been ordered.
2. Event Parking Signage.
 1. As discussed above under 3c above.
 3. Banner for front of library.
 1. Griffith is pursuing this with Nate Travers. Will not be up until at least September.
 4. Shade Structure near Splash Pad Report.
 1. No update from Earlybird Rotary. Dailey's understanding is their committee is still seeking to come to a resolution on the design.
1. Parking Plan-Revision—Soppe
 1. Soppe continues to work on the revision.
1. Public Comments
 1. Fieldhouse says they have been working on getting the bees off of the Masonic Lodge. They are working with a bee keeper and their strategies appear to be working. They are waiting to see.
1. Board Comments:
 1. Woodruff says her term as councilor is up at the end of the year so she will not be on the NCD board beginning the first of the year. No one has stepped forward yet to take her place on the board.
1. Next Meetings: Wednesday, September 14, 2016 (normal mtg date displaced by City Council Meeting)

Tuesday, October 4, 2016. WILL DO A PUBLIC MEETING FOR SUMMER REVIEW.

1. Adjourn: 7:34

Newberg Cultural District Executive Board
Wednesday July 13, 2016 6:30 pm
Chehalem Cultural Center
Public is welcome to attend
MINUTES

Members present: Soppe, Griffith, Woodruff, Dailey

Members absent: Clements

Visitors: Rich Brown (Tunes on Tuesday)

Call to Order: 6:32

1. Welcome – Leah Griffith, Chair
2. Additions or Deletions to the Agenda—Griffith
3. Tunes on Tuesday Update (July 12-August 30)
4. Public Comments:
5. Approval of the Minutes for June, 2016 –Dailey
6. New Business:
7. Wayfinding, Design and Art in the Cultural District
8. Parking Plan-Revision—Soppe
9. Public Comments:
10. Board Comments:
11. Next Meetings:
12. Adjourn: 8:45pm

- NONE

- Report from Rich Brown

1. Things went well overall.
2. They may make adjustments to overall alcohol plan, to expand the hours of sales.
3. Did not do attendance count due to oversight. Will be sure to do it next week, but recognize the in-and-out traffic may be a challenge to accuracy.
4. They had a handicap accessibility comment from a patron. They are looking at the options and requirements.
5. The Tunes Crew is also reviewing the layout for continuous improvement of circulation.
6. May look at using FREE ADMISSION signs.
7. We need to look at some way of communicating to parkers that

- NONE

- Motion: Soppe, second, Woodruff
- Approved

- The City received a complaint about the newly painted yellow curbs from a resident who had her curb painted. Griffith addressed the issue.
- Griffith makes a motion that the District establishes a Facebook page as another means of communicating with the public. Approved.

- Update on Signage-CPRD signs

1. After review, the board approves the NW corner as-is, suggests the park sign be between the park and the splash pad.
 - Event parking signage

1. Board suggests “up arrow” signs should go on College N of Sheridan and N of Sherman.
2. Board suggests “right” from Hancock should go in front of title company driveway instead of at School.
 - Banner for front of library

1. Griffith will talk to Nate at Rendered to design the sign. Library will pay for it.
 - Shade Structure near Splash Pad Report

1. No news.
 - Based on the form Tunes submitted and their confusion, Soppe will revise the Action Plan to be easier to use, namely by adding a simple table for available parking calculations.
 - There was clearly some confusion about the Parking Action Plan, and Tunes appears to currently be short by 39 parking spots.
 - Board reviews Soppe’s Tunes parking analysis. Soppe will email this to board and board will share with Tunes crew.
 - Soppe will draft a statement of purpose into the Parking Management Plan.

- NONE.

- NONE.

- August 4, 2016
- September 14, 2016

Newberg Cultural District Executive Board
Tuesday June 14, 2016 6:30 pm
Chehalem Cultural Center

MINUTES

Board Members present: Dailey, Soppe, Griffith, Clements.

Board Members excused: Woodruff

Visitors: Vangie Patterson

Call to order: 6:31

1. Welcome – Leah Griffith, Chair

2.Additions or Deletions to the Agenda– Griffith

3.Tunes on Tuesday Update (July 12-August 30)

- Young Professionals planning is on track.
- Tent and stage arrive July 5 so Lavender Festival can use it, too.
- Reserve officers will be on site during parking.
- Fencing for Tunes and other events
 1. Tunes will purchase fencing and three tents
 1. Green garden stakes
 2. Woven cloth tape typically used on farms.
 2. The gate will open 5:30 and there will be a “last call” before the last song.
- Setup begins at 3pm.
- No Parking Signs for residents.

4.Public Comments

5.Approval of the Minutes for May, 2016 –Dailey

- Approved

6.Wayfinding, Design and Art in the Cultural District

- Update on Signage
- Event parking signage
- Banner for front of library
- Shade Structure near Splash Pad Report
 1. Griffith spoke with Doug Rux about a NCD banner and he was fine with it. City will pay for the first sign. Griffith will ask Nate Travers to mock up a design.
- 1. No report.
 - CPRD board wants to place wooden signs at two corner of the Cultural District.

1. NCD board approves the concept and requests proofs. NCD board is agrees to approve via email once those proofs are reviewed.

7.Parking Plan-Revision—Soppe

- Reviewed. Approved in concept. Board will approve via email.
- Soppe: city-directed signs are exempt from temporary sign code, which will be necessary to make the parking directional signs legal. Soppe will send Griffith language to take to the city to make those signs “city-directed.”

8.Public Comments

- None.

9.Board Comments

- Soppe on the Transient Lodging Tax.
 1. He spoke with the City Attorney and is confident the NCD can make the case that we are serving visitors.
- 1. Next Meetings: **Tuesday, July 13, 2016** at 6:30 pm. DATE CHANGED DUE TO TUNES ON TUESDAY
- 2. Adjourn: 8:06pm

Newberg Cultural District Executive Board

THURSDAY May 5, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

NCD Board: Griffith, Soppe, Dailey, Woodruff

Guests: Rick Fieldhouse, Damon Talbot, Jessica Kinion.

Call to order: 6:32

1. Welcome – Leah Griffith, Chair

1. Additions or Deletions to the Agenda — Leah Griffith
1. NONE.

1. Tunes on Tuesday Update (July 12-August 30)
1. Fencing for Tunes and other events
1. Presented options for fencing.
2. After research, Tunes is definitely interested in sharing costs and/ownership of fencing.
1. Dailey and Griffith will look into NCD purchasing and possibly renting back to users.
2. Reminder that parking signs will need to be placed.

1. Public Comments
1. Damon Talbot, update on the Art Connect event.
1. Has met with several community leaders and garnered some support. Still working on gathering more.
2. Possible dates of first event: Sep 1-17, Aug 26-Sept 10, Sept 8-24 (all 2017).
3. Looking at a list of core businesses for sponsorships.

1. Approval of the Minutes for April, 2016 – Dailey
1. Soppe, Woodruff
2. Approved.

1. Wayfinding, Design and Art in the Cultural District
1. Update on Signage
1. NONE
2. Banner for front of library
1. Request out to Doug Rux
3. Front Plaza-Trees, big pots and more
1. CPRD has talked to the interested donor (Bridges) and determined that trees may go better neat the splash pad.
4. Shade Structure near Splash Pad Report.
1. Jeff Lane has provided a ballpark figure of \$40,000 for the current proposed concept. Earlybird Rotary has not provided a response to this information.

1. Parking Plan-Revision–Soppe
1. Review and revision discussion.

2. Soppe will provide revised

1. Public Comments

1. NONE

1. Board Comments

1. Soppe on signs. For signs on the public right of way, we either need approval from property owners or have a specific directive from the City of Newberg. Soppe will clarify.

1. Next Meetings: Tuesday, June 14, 2016 at 6:30 pm, Wednesday, July 13, 2016 at 6:30 pm

1. Adjourn: 8:27

Newberg Cultural District Executive Board

Tuesday April 5, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Present: Griffith, Soppe, Dailey, McMaster (on behalf of Clements), Woodruff.

Call to order: 6:30

1. Welcome – Leah Griffith, Chair

Welcome new City Representative-Lesley Woodruff

1. Introductions.
1. Additions or Deletions to the Agenda — Leah Griffith
 1. Tunes on Tuesday
 1. Young Professionals has become an official nonprofit.
 1. Own insurance
 2. OLCC license.
 3. The entire area will be a beer garden. They will close off the whole district and control entry and exit at three points.
 4. Right now they are gathering sponsorships
 5. In terms of fencing for OLCC compliance, we would like to think about owning nice-looking fencing, since Lavender Festival and Tunes use the same fencing.
 1. Discussion about type and appearance of fence. Will require more research.
 1. McMaster recommends steel barriers for longevity and durability.
 6. Griffith reminds Tunes to set the parking directional signs each time before events.
1. Public Comments:
 1. Damon Talbot, here to talk about Newberg Art Connect. Modeled after a Grand Rapids annual event. He has provided a written proposal, which he reads (included in record below).
 1. NCD Board members express support for the concept, noting that it's a very ambitious plan and getting a strong group together to drive the project is essential.
1. Approval of the Minutes for February, 2016 – Dailey
 1. Due to technical issues, approval postponed.
1. Annual Meeting
 1. Report on presentations
 1. City went just fine, few questions.
 2. CPRD went well also.
1. Wayfinding, Design and Art in the Cultural District
 1. Update on Signage
 1. No report on steel signs.
 2. No report on smaller barriers.

3. Soppe moves that Dailey and Griffith investigate creating a banner to fit into the existing posts in front of the library.
2. Front Plaza-Trees, big pots and more.
 1. Leah really likes the big pots in the plaza, worries about the small ones
 1. We will ask Brian from CPRD not to place small pots anymore.
 2. John Bridges suggested he would be willing to explore the idea of finding funding to purchase large trees in large pots to provide shade in the summer.
 1. Consulting Tunes on Tuesday and Farmers Market.
 3. Shade Structure near Splash Pad Report
 1. Morning Rotary is interested funding and building a shade structure for the splash pad. We working with them to make sure the structure is both creative and long-lasting.
1. Parking Plan-Revision
 1. Soppe presents revised copies of the Parking Management Plan and Parking Evaluation.
 1. NCD Board will review the revisions for discussion at the next meeting.
1. Public Comments
 1. NONE.
1. Board Comments
 1. Farmers Market has indicated that they will not be at the Cultural District in 2016, choosing instead to return to the Butler Property. No other details are available yet.
1. Next Meetings: Thursday, May 5, 2016 at 6:30 pm ; June meeting will be June 14 at 6:30.
1. Adjourn: 8:02.

Newberg Cultural District Executive Board

Tuesday January 5, 2016 6:30 pm

Chehalem Cultural Center

MINUTES

Members: Rourke, Griffith, Dailey, Soppe

Guests: Bryan Stewart

Call to order: 6:30

1. Welcome – Leah Griffith, Chair
1. Additions or Deletions to the Agenda — Leah Griffith
1. NONE
1. Public Comments .
 1. Bryan Stewart says Camellia Festival will be April 9th.
 1. Run will be bigger and better than ever. Looking for 500 runners.
 2. For 2017, we will host the National Camellia Society event at the same time.
1. Approval of the Minutes for November, 2015 (no meeting in December) – Dailey
 1. Approved with no changes.
1. Wayfinding, Design and Art in the Cultural District
 1. Update on Signage
 2. Requests are out for signage costs. No word back yet.
 3. Dailey is on the City's TLT advisory committee and will keep the NCD board updated on the process.
1. Annual Report to CPRD and City Council
 1. Annual meeting will be February 2nd 6:30 pm at the Cultural Center .
 2. Report to CPRD Board Thursday, February 25th Dailey will report
 3. Report to Council Monday, March 7th Griffith will report .
 4. Griffith will prepare the report docs or slides.
 1. Will review the IGA, the year of activities in the NCD, and the progress of the NCD Board.

Parking Plan-Soppe & Rourke

Rourke and Soppe are making progress. Will report further next meeting.

1. Public Comments
 1. Bryan wants to make sure Camellia Festival is up to date on the latest parking strategies from the NCD board.
1. Board Comments.

1. Nice job on the Holiday Tree Lighting this year (despite the taco truck breaker bandit).
2. We'd like to keep the idea of public art fresh.

1. Next Meeting: Tuesday, February 2, 2016 at 6:30 pm Required Annual Meeting

1. Adjourn: 7:28pm