



**NEWBERG DOWNTOWN REVITALIZATION
COMMITTEE AGENDA
July 15, 2009
7 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third Street, Newberg, OR**

- I. OPEN MEETING**
- II. REGULAR MEETING: ROLL CALL**
- III. MEETING MINUTES** – June 17, 2009
- IV. COMMUNICATIONS FROM THE FLOOR** (5 minute maximum per person)
 - 1. For items not listed on the agenda
- V. PROJECT UPDATES**
 - Hess Creek Fencing
 - Demonstration Block
 - Gateway Welcome Sign
 - Breezeway Signs
 - Main Street Program
- VI. OTHER BUSINESS**
 - 1. Next Regular Meeting – August 19, 2009
- VII. ADJOURN**

Attachments: Meeting Minutes for June 17, 2009

FOR QUESTIONS PLEASE STOP BY, OR CALL 537-1240, PLANNING & BUILDING DEPT. - P.O. BOX 970 - 414 E. FIRST STREET

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: *Please notify City Administration of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting.
To request these arrangements please contact Becky Green at (503) 537-1261.*

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**(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES
Newberg Public Safety Building – Newberg, Oregon
WEDNESDAY, June 17, 2009, AT 7:00 P.M.**

To be approved at the July 15, 2009, NDRC Meeting

I. OPEN MEETING:

Chairman Rob Felton called the meeting to order at 7:00 PM.

II. ROLL CALL:

Members Present:

Rob Felton Gail Watson Steven Clay Allen Herriges

Members Absent:

Kristen Horn (excused) John Bridges (excused)
Corey Zielsdorf (unexcused)

Staff Present:

David Beam, Economic Development Planner
Howard Hamilton, Public Works Director
Dawn Karen Bevill, Recording Secretary

III. MEETING MINUTES:

<p>Motion #1: Clay/Watson moved to approve the minutes of the May 20, 2009 NDRC meeting. (Unanimous voice vote approved the minutes).</p>
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IV. COMMUNICATIONS FROM THE FLOOR:

In light of the absence of citizens in the audience, nothing additional was brought up at this time.

V. PROJECT UPDATES:

HESS CREEK FENCING

Howard Hamilton, Public Works Director, stated he contacted the company that Councilor Bart Rierson found at the beginning of this process, Amazing Gates of America, regarding their original quote. He feels that quote doesn't accurately meet the existing conditions and needs on the ground. Mr. Hamilton is awaiting their response. Fence Master Company, with a local franchise contractor out of Dundee, offers a similar product with a square design. Fence Master could supply and install the fence for \$26,500. David Beam said he examined a sample of the product that is located in Larry Fain's office and believes it is substantial, in spite of the fact that it isn't solid steel. Mr. Beam would like to see a product sample that measures to the exact fence height and width for the NDRC to examine. Mr. Hamilton explained that with this option, the existing fence would need to be removed as well as the existing posts by somebody else. Gail Watson commented that Deanna Moore, who works with the Community Garden, would be interested in taking the old fence. Allen Herriges stated he didn't want to offend anyone, but the fences in the subdivision where he lives were done by Fence Master and he wasn't impressed at all with the quality of materials that were used. Mr. Herriges wants to be sure that the fence is durable for 25 – 50 years. Mr. Hamilton said the fence is guaranteed for 20 years and this particular product is not manufactured by Fence Master but from a company called Majestic. Mr. Hamilton continued, explaining the concept called "racking" which helps the fence maintain a flowing contour as it rises and falls with the topography of the ground. There are examples of this on the Majestic website.

Steven Clay asked if the \$26,500 quote includes installation. Howard Hamilton replied yes, but the existing posts will need to be removed. Mr. Clay asked about the original plan of volunteers helping with the installation and if the volunteers were used, would that affect the quoted price. Mr. Hamilton replied the materials cost \$21,700. Holes would need to be dug for the fence posts and concrete poured. Mr. Clay responded that he has done that in the past. The original plan was to have Councilor Bart Rierson supervise volunteers in that process. Chair Felton stated this quote is dramatically less than any other bid the NDRC has heard and believes the committee would like to see a sample of the product. Allen Herriges asked if the 20-year guarantee includes labor for repairs of the fence and Mr. Hamilton replied he would check into that. Chair Felton urged a field trip as soon as possible for those interested in looking at the product. David Beam will arrange a field trip to view the product in the coming week. Mr. Herriges stated volunteer labor could be used to pull out the posts. Howard Hamilton said other suppliers were contacted but the quoted materials were much more expensive. David Beam asked Mr. Hamilton about the issue brought up by John Bridges regarding the utilities and right-of-way. Mr. Hamilton said if the company installs the fence, it shouldn't be a problem since those concerns were explained to Fence Master, who in turn walked the site. Mr. Hamilton will research that further to be sure. Chair Felton agreed that right-of-way needs to be confirmed as well as any issues ODOT may have. Howard Hamilton said he doesn't believe ODOT has stated any concerns.

Mr. Hamilton was unsure what Councilor Rierson could do regarding borrowing a piece of equipment from Climax Portable Machine Tools, but a forklift would be helpful in pulling out the posts, which he assumes are set in concrete two feet in the ground. Gail Watson asked if the

work John Bridges did with ODOT covered any fence put in. Chair Felton said if his memory serves him correctly, ODOT signed off on what the committee proposed. Howard Hamilton stated the only issue ODOT may have is if volunteers are in the road during installation. Then, we would likely have to negotiate the hours and what would need to be done. Steven Clay asked if Fence Master had given Howard a time period on when this project could begin and Mr. Hamilton stated he wanted to receive confirmation first from the NDRC about going this direction. David Beam suggested asking that question on the field trip. Howard Hamilton added the fence warranty could be viewed and discussed at that time, as well.

DEMONSTRATION BLOCK

Howard Hamilton stated that the design of the Demonstration Block has begun and that Public Works is still committed to its construction this calendar year. There is also an agreement with the owner at College and 1st Streets to supply them with a draft design, so that they can review the plans regarding water intrusion issues.

David Beam stated that a decision on the bike rack design is still needed. Howard Hamilton stated the City of Portland's website lists bicycle standards and permitting for artistic bike racks, etc. David Beam referred to the meeting handout which shows two bike rack styles: one with a post with a ring and other is a rack shaped like an old fashioned bike. These racks are produced by Creative Metalworks, which is located in Dayton, Oregon. The old-fashioned design is exactly like the rack used at Serendipity in McMinnville and is the exact one that was selected as a bike rack alternative for our adopted downtown street amenities. The circle/post style that was adopted came out of Lake Oswego. When the style was adopted, it was only meant to be a representative style, not the exact product that needed to be used. The Lake Oswego product has some problems. It is cast iron, which means a high cost. Also, according to Creative Metalworks, they are brittle and break easily. They say that many areas that installed these types are removing them for that reason. The post/circle bike rack by Creative Metalworks is made of plate steel. As for cost, the old-fashioned bike rack style costs \$969, is made of steel; and production time is 4 – 6 weeks with no delivery charge. The post with ring rack costs \$238 and is made of 3/8" plate steel; 4 weeks of production time with no delivery charge.

Allen Herriges stated he doesn't like the old-fashioned design and believes it's impractical. David Beam added they do take more up more space and require more thought concerning placement. Mr. Herriges asked why not use regular bike racks. Mr. Beam replied before Mr. Herriges joined the committee, the NDRC looked at many styles of bike racks and this was the direction the committee had decided on. Chair Felton likes the old-fashioned bike rack. Steven Clay like the post with ring rack since it's smaller. Gail Watson agreed, although she believes the regular loop racks are more practical and fit more bikes. David Beam said the committee could think about it and decide later. Steven Clay agreed, stating he'd like for the absent members of the committee to be present before making a group decision. He also commented about children climbing up on the old-fashioned racks; could be dangerous. David Beam will email this information out to everyone before the next meeting. Mr. Beam also stated Brian Stewart is designing the landscaping for the Demonstration Block.

GATEWAY WELCOME SIGN

David Beam stated the Request For Proposal (RFP) for the sign was advertised and the proposals are due Tuesday, June 30th at 3:00 p.m. Five inquiries of varying degrees of interest have been received so far. It's been in the Daily Journal of Commerce (DJC) twice, and has been sent out to local masons and sign builders, as well. Chair Felton asked if a certain number of bids are required. David Beam replied no, as long as the one we receive is a competitive bid. Allen Herriges asked if any bids have been received. Howard Hamilton replied typically bids are received the last day during the last hour. David Beam stated some of the five members on the Selection Committee would probably include: himself, John Bridges who is involved in the Rotary, Rob Felton who is the Chair of the NDRC, and someone from Public Works. Allen Herriges asked if a sketch was sent out and Mr. Beam replied it was part of the RFP. The RFP is also posted on the City of Newberg website. The project requirements are on the first 13 pages. He also had a copy that he passed out for the committee members to view.

PARKING LOT SIGNS

David Beam stated there has been no more progress on this project at this time.

BREEZEWAY SIGNS

David Beam stated that some time ago, the committee came to an agreement on some of the design style details regarding the sign: that the First Street sign would be a swinging style; the parking lot sign would be flat on the wall; and, the sign would be made out of routed wood. Eventually, staff will create some draft design pictures of the signs for the committee to review and provide feedback. Jessica Nunley, a planner for the City, will be working on this project as well as the parking lot signs mentioned above. Ms. Nunley asked Mr. Beam what name should be used for the breezeway tunnel. The NDRC is familiar with the term, "breezeway" but will the public understand that wording? Should it say, "Breezeway to Public Parking" for example? There will be two signs on either side of the breezeway. Mr. Beam asked the committee for suggestions. Chair Felton suggested "passageway" as a possibility. Mr. Beam stated one of the initial suggestions for the sign was public parking with an arrow. Allen Herriges believes the simpler the better. David Beam also stated that Ms. Nunley suggested that the sign on the parking lot sign also be swinging instead of flat on the building wall. Mr. Beam pointed out that this option would be a little more expensive because of the need for a bracket. Steven Clay suggested the wording, "Access to Public Parking" perpendicular on the street side, and "Access to 1st Street" on the parking lot side, flat to the building. David Beam confirmed the committee's suggestions as follows: A fin sign on 1st Street with the wording, "Access to Public Parking" with an arrow, and a flat on the building sign in the public parking area with the wording, "Access to 1st Street." David Beam will come up with 3 - 4 colors to choose from regarding the signage. Brick Red is a suggestion with crème colored wording and accents; this would match the color scheme required of buildings in the Civic Corridor.

Gail Watson was asked to convey a suggestion to include in with the Breezeway Project; painting the back sides of the buildings to make it more attractive and add potted shrubs. Allen Herriges believes the landlords should pay for that type of improvement. Ms. Watson suggested

even power washing the back of the buildings would be a help. Chair Felton appointed Ms. Watson as the NDRC representative to ask the businesses to coordinate those improvements. Steven Clay suggested some painted murals but Ms. Watson believes that goes against the City Code. David Beam suggested talking with Barton Brierley about this mural issue.

MAIN STREET PROGRAM

Chair Felton stated that the Chamber Board met and approved pursuing the Main Street Program at their last meeting. John Bridges, President of the Chamber, emailed Chair Felton stating if the City is accepted into the second phase of the program, the Chamber will provide staffing to complete that work. Chair Felton will contact Mr. Bridges for clarity regarding that email. Obviously, potentially funded positions needs to be discussed further.

VI. OTHER BUSINESS:

Chair Felton announced that Kristin Horn, who has been an NDRC member since its inception, has resigned and another member will be needed to fill that position. David Beam will advertise the position vacancy and asked the committee for any suggestions.

Steven Clay power washed part of the sidewalk on 1st Street, starting at Nap's Thriftway down to about Critter Cabana, then power washed in front of John Bridges' Law Firm. He was unable to finish as he ran out of water, but he will be finishing up the job this coming Sunday. He received supportive responses from the community.

Gail Watson will be participating in the Farmer's Market and will keep the NDRC informed of that project.

VII. Adjourn:

The meeting adjourned at 7:52 p.m.

Passed by the NDRC Committee of the City of Newberg this 15th day of July 2009.

AYES:

NO:

ABSTAIN:
(list names)

ABSENT:

NDRC Recording Secretary Signature

Committee Chair

Date