



**NEWBERG DOWNTOWN REVITALIZATION
COMMITTEE AGENDA
November 18, 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** – October 21, 2009
- IV. COMMUNICATIONS FROM THE FLOOR** (5 minute maximum per person)
 - ◆ For items not listed on the agenda
- V. PROJECT UPDATES**
 - ◆ Hess Creek Fencing
 - ◆ Demonstration Block
 - ◆ Gateway Welcome Sign
 - ◆ Breezeway Signs
 - ◆ Main Street Program
 - ◆ Parking signs
- VI. OTHER BUSINESS**
 - ◆ NDRC appointments
 - ◆ Next Regular Meeting – December 16, 2009
- VII. ADJOURN**

Attachments: Meeting Minutes for October 21, 2009

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical 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 the city recorder, at (503) 537-1283. For TTY service please call (503) 554-7793.

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

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(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES
October 21, 2009
7 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third Street, Newberg, OR

To be approved at the November 18, 2009, NDRC Meeting

I. OPEN MEETING:

Vice-Chair Corey Zielsdorf called the meeting to order at 7:00 PM.

II. ROLL CALL:

Members Present:

Gail Watson	Steven Clay	Matt Johnson
Allen Herriges	John Bridges	Corey Zielsdorf, Vice-Chair

Members Absent: Rob Felton, Chair (excused)

Staff Present:

David Beam, Economic Development Planner
Dawn Karen Bevill, Recording Secretary

III. MEETING MINUTES:

<p>Motion: Watson/Clay moved to approve the minutes of the September 16, 2009 NDRC meeting. (6 Yes / 0 No / 1 Absent [Felton]).</p>

Matt Johnson, the NDRC new appointee, introduced himself to the committee. Mr. Johnson owns the Critter Cabana located downtown on 1st Street and in Wilsonville.

The members of the NDRC introduced themselves to Mr. Johnson and gave their job affiliations.

David Beam stated Rob Felton has an excused absence.

IV. COMMUNICATIONS FROM THE FLOOR:

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

V. PROJECT UPDATES:

HESS CREEK FENCING

David Beam talked to engineering and stated there is nothing new to report at this time.

DEMONSTRATION BLOCK

David Beam stated the plans are 95% completed and were sent out to Joan & Jules Drabkin as well as to ODOT for review. ODOT sent back comments stating they had concerns regarding the trees and the visual clearance. Staff explained to ODOT the intent of putting in mature trees to help with that issue and sent visual computer renderings for them to view. ODOT said they would think about it but have not yet responded. Mr. Beam is hoping to hear back from them this next week.

David Beam spoke with Kristen Ramstad, Oregon State Arborist, regarding the tree issues. Ms. Ramstad gave Mr. Beam names of nurseries in the area who sell mature trees and he will be making those contacts in the near future in order to view the trees and gather information regarding costs, physical issues, root structure, etc.

Steven Clay stated in regards to landscaping and pricing of trees, whatever contractor wins the bid could be directed on what types of trees to put in and would probably have a price advantage with nurseries. David Beam replied that is true, but there may be a limited amount of suppliers that sell the specific trees needed.

GATEWAY WELCOME SIGN

David Beam stated the contract was signed and the Saunders Co. Inc. is busy designing the sign. The underground power line located at the desired sign location will not be an issue.

Allen Herriges asked if the City would be taking care of the up-keep on the property. David Beam replied the maintenance of the sign and landscaping around it will be the City's responsibility. City Staff has been trying to contact the owner in order to resolve maintaining the general property in an amicable manner, but have received no response to date.

Allen Herriges asked if the City could step in if the owner refuses to maintain the property. David Beam replied no, due to it being private property and the owner isn't in violation of any codes. The City does have an easement on the property for the welcome sign and there was condition at the time of sale that the property soon be developed for commercial use.

John Bridges stated the City has no right to tell the owner how to maintain his private property.

Vice-Chair Zielsdorf asked if the City could offer the owner up-keep of the property by the Public Works Dept. if he agrees to make payments for the service. Mr. Bridges stated there's no obligation for the owner to pay for such an action unless it's considered a fire hazard.

Gail Watson asked the timeframe for developing the land. David Beam replied there was no specific date attached to the condition.

BREEZEWAY SIGNS

David Beam stated Brian Francis signed the agreement for the installment of the signs. A contract has also been signed with the sign company who will build and install the signs.

Steven Clay asked if there are ways to make the breezeway more appealing at night, since it will be getting dark earlier in the evening. David Beam replied that was discussed in the past but that action is on hold, due to the need for additional funding to do the improvements. Mr. Francis may do some of that on his own. Mr. Beam mentioned the need to replace the doors in poor condition on the parking lot end of the breezeway.

John Bridges stated if the City insured the space, the doors may not be needed and a surveillance camera could be installed.

David Beam stated the City would need a public access easement through it and then the City's insurance would likely cover it.

MAIN STREET PROGRAM

David Beam stated Chair Rob Felton sent him an email requesting data regarding a list of property owners and business owners located downtown which Mr. Beam can gather through the tax assessor database as well as the business license database. Mr. Felton also asked about the uses on second story floors and Mr. Beam will be need to physically walk around to attain that information for him later this week.

John Bridges explained Mr. Felton's activity is done on behalf of the Chamber, which had submitted the Phase I Application to the Main Street Program. The Chamber is currently evaluating the Phase II Application process. Mike Ragsdale has a development background and attended the Main Street two-day training program a little over a month ago. Mr. Felton and Mr. Ragsdale are forming an ad hoc committee for the Chamber with two more members to be added; Mike Ragsdale being the Chairman. Once the Phase II application is developed, current property owners will be contacted to analyze and lobby interest in the program. The Chamber has to provide between 5 -15 hours weekly of work support once you get to Phase II. The Phase II application is due August 2010.

Gail Watson and Allen Herriges would like to participate in upcoming meetings. Mr. Bridges will email their names to Rob Felton and Mike Ragsdale.

PARKING SIGNS

Vice Chair Zielsdorf stated he hasn't had a chance to work on signage, but will bring sign examples to the next meeting.

VI. OTHER BUSINESS:

John Bridges asked if the committee members have seen the new Subway business, stating it's an attractive building and believes to a large degree, that's due to the work the NDRC had done regarding design standards and signage in the C-3 zone in the past.

John Bridges announced the Trilogy Event dinner on Friday night that is the Chamber's traditional auction. The dinner cost is \$125 for a 4-course meal cooked by four different chefs and different wines for each. Twenty-two artists will create pieces of art to be auctioned off after the dinner. This is the main fundraiser for the Chamber.

On Saturday is an Art, Wine & Food Expedition with 50 booths that will take place from 11 a.m. – 8 p.m. The tickets cost \$15. Mr. Bridges gave out free tickets to the NDRC members who are interested in attending. Mr. Beam stated he will purchase his tickets at the door.

David Beam stated the Cultural Center has hired an Executive Director, Robin Anderson who has worked as an art coordinated for the city of Lakewood, Colorado. She will be starting on November 16, 2009.

VII. Adjourn:

The meeting adjourned at 8:05 p.m.

Passed by the NDRC Committee of the City of Newberg this 18th day of November 2009.

AYES:

NO:

ABSTAIN:
(List Name(s))

ABSENT:
(ListName(s))

NDRC Recording Secretary Signature

Committee Chair