



**NEWBERG DOWNTOWN REVITALIZATION
COMMITTEE AGENDA
January 20, 2010
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** – November 18, 2009
- IV. COMMUNICATIONS FROM THE FLOOR** (5 minute maximum per person)
 - ◆ For items not listed on the agenda
- V. ELECTION OF CHAIR AND VICE CHAIR**
- VI. PROJECT UPDATES**
 - ◆ Hess Creek Fencing
 - ◆ Demonstration Block
 - ◆ Gateway Welcome Sign
 - ◆ Breezeway Signs
 - ◆ Main Street Program
- VII. OTHER BUSINESS**
 - ◆ New projects and budget
 - ◆ Next Regular Meeting – February 17, 2010
- VIII. ADJOURN**

Attachments: Meeting Minutes for November 18, 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
November 18, 2009
7 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third Street, Newberg, OR**

To be approved at the January 20, 2010 NDRC Meeting

I. OPEN MEETING:

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

II. ROLL CALL:

Members Present:

Rob Felton, Chair	Steven Clay	Corey Zielsdorf, Vice Chair
Gail Watson	John Bridges	Allen Herriges
Matt Johnson (arrived at 7:07 p.m.)		

Staff Present:

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

III. MEETING MINUTES:

<p>Motion: Herriges/Bridges moved to approve the minutes of the October 21, 2009 NDRC meeting. (7 Yes / 0 No) Motion carried.</p>
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IV. COMMUNICATIONS FROM THE FLOOR:

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

V. PROJECT UPDATES:

HESS CREEK FENCING

David Beam stated that Clyde Thomas, of George Fox University, will be assisting with items that need to be worked on for completion of the project. Mr. Beam will send to Rob Felton the fence information we have so far.

DEMONSTRATION BLOCK

David Beam stated there isn't much to report since the last email was sent out regarding tree placement. Engineering is finalizing the plans and when completed will be sent on to ODOT for permits. An RFP for the project is expected to go out on the street around mid-December. The person who is doing the drawings estimates that the project will cost around \$30,000.

GATEWAY WELCOME SIGN

David Beam stated the project is moving along. Brick colors and types have been chosen. Mr. Beam described one change was made regarding the brick color on the inset panels which will now be a cream color to show more contrast with the black lettering. The contractor is creating the forms and casting the base. He's also been working with John Bridges on the Rotary plaques type.

Chair Felton stated his boss asked if there would be a ribbon cutting dedication/ceremony and if so, would the Rotary be interested in doing that. John Bridges replied the Chamber has a committee who could organize it. Mr. Beam stated hopefully the project will be completed by the end of the calendar year.

BREEZEWAY SIGNS

Mr. Beam stated the contractor is creating the signs and they should be installed the early December 2009.

MAIN STREET PROGRAM

Rob Felton and Mike Ragsdale recently discussed the Main Street Program at George Fox University with 8 – 10 community leaders in attendance. Gail Watson and Corey Zielsdorf also attended. Mr. Felton and Mr. Ragsdale presented the approach in hopes of building support for the program and identified other people who would be interested in joining the Chamber-initiated taskforce. David Beam is working on a City Council resolution expressing support for signing a letter of intent that stated the City's interested in the Main Street Program and will support the effort. The resolution will be presented to City Council on December 7, 2009. Chair Felton stated that Loni Parrish has expressed a willingness to donate some office space to the Main Street Program. Four committees that will need to be organized for the Main Street Program are as follows: organization, promotion, design, and economic restructuring. The most crucial for the start of the program is the organizational committee, which will help in researching the best funding mechanism to support a staff member and some events. Gary Van Huffel, who was the Main Street Program Coordinator for Oregon, has been promoted. Mike Ragsdale met with the new hire in that position. The opening of the Chehalem Cultural Center may be an opportunity to invite all the downtown merchants who would like to help with revitalization effort and are interested in volunteering.

PARKING SIGNS

Corey Zielsdorf presented some designs he created and printed them for the committee members to view together. He printed parking designation signs of various styles. Mr. Zielsdorf explained that the signs are intended for visitors and new residents. The components of the various styles are easy to interchange to make a preferred style. Allen Herriges suggested perhaps this could be coordinated with the Main Street Program. Mr. Beam reminded everyone that, due to the opening of the Allison, a significant amount of funding will be raised through transient tax and a certain portion of those funds is designated toward tourism. The Committee could propose to the Council that some of those funds be used for new parking/street signs.

Corey Zielsdorf talked with Bob Bunn, who runs the new old-fashioned trolley and is very excited about presenting his ideas to the NDRC. Mr. Bunn is planning to run a holiday trolley and a Santa trolley for kids. He passed around the brochure showing the trolley.

VI. OTHER BUSINESS:

NDRC Appointments: Mr. Beam stated the time to receive applications has closed. Mayor Andrews has made his appointments and will be going to the City Council for consent. He believes Rob Felton and Corey Zielsdorf will be reappointed.

Matt Johnson stated he is willing to help in surveying public opinion in his store downtown if that is ever needed. Chair Felton stated the Main Street Program will do some research and will be seeking opinions from downtown business/property owners and maybe customers too. Chair Felton also added that perhaps an MBA class at George Fox University could do an analysis of downtown and what business mix should be offered. Also, he had suggested at the Newberg Downtown Association meeting this morning that a student volunteer could possibly do a semester or a year internship to help with the business end of the Art Walk downtown.

The next scheduled meeting is on December 16, 2009. John Bridges will not be in attendance.

VII. Adjourn:

The meeting adjourned at 7:39 p.m.

Passed by the NDRC Committee of the City of Newberg this 20th day of **January 2010**.

AYES:

NO:

ABSTAIN:
(List Name(s))

ABSENT:
(ListName(s))

NDRC Recording Secretary Signature

Committee Chair