



**NEWBERG DOWNTOWN REVITALIZATION  
COMMITTEE AGENDA  
September 16, 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** – July 15, 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
- VI. OTHER BUSINESS**
  - ◆ Next Regular Meeting – October 21, 2009
- VII. ADJOURN**

Attachments: Meeting Minutes for July 15, 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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**NEWBERG DOWNTOWN REVITALIZATION Meeting Minutes**  
**July 15, 2009**  
**7 p.m. Regular Meeting**  
**Newberg Public Safety Building**  
**401 E. Third Street, Newberg, OR**

**I. OPEN MEETING**

Vice Chair Zielsdorf opened the meeting.

**II. ROLL CALL**

**Members Present**

Gail Watson  
Allen Herriges

Corey Zielsdorf

Steven Clay

**Members Absent**

John Bridges (Excused)

Rob Felton (Excused)

**Staff Present**

David Beam, Economic Development Planner  
Crystal Kelley, Recording Secretary

**III. MEETING MINUTES**

<p><b>Motion #1: Herriges/ Clay</b> moved to approve the minutes of the June 17<sup>th</sup>, 2009 NDRC meeting. (Yes 4 / No 0, 2 Absent [Bridges/Felton]).</p>
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**IV. COMMUNICATIONS FROM THE FLOOR**

None.

**V. PROJECT UPDATES**

**Hess Creek Fencing**

David Beam, Economic Development Planner, stated engineering will be putting together a spec sheet to get more quotes for the fencing. When the quotes are received staff will do comparisons.

Allen Herriges asked if the project could be done by winter. David Beam said he does not see why it can not be done by the end of the calendar year.

Vice Chair Zielsdorf asked who would handle traffic management. David Beam stated he does not know what the plan is yet. Those details still need to be worked out.

### **Demonstration Block**

David Beam directed the attention of the committee to the handout from the Creative Metal Works, supplier of bike racks. He stated that the NDRC needs to decide what style bike rack they would like to use on the demonstration block.

Gail Watson asked if the two bike styles presented in the hand outs are the only choices they have. David Beam said the Committee could look at other options. They do not have to make a decision tonight. However, if they choose a totally new style, they would need to go back through the Council approval process.

Allen Herriges asked if they need to wait for another meeting or can they vote on it tonight. David Beam answered the committee could make a decision tonight since they have a quorum.

Vice Chair Zielsdorf commented the old-fashioned bike style is not very functional, but more for aesthetics.

<p><b>Motion #2: Herriges/Clay</b> moved to vote on the bike rack using the simple single post version. (Yes 4 / No 0, 2 Absent [Bridges/Felton]).</p>
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### **Gateway Welcome Sign**

David Beam stated the Saunders Co. was the only company that submitted a proposal for the sign. Staff has had a long relationship with the company and feels they do very good work. Staff is trying to work with George Fox to see if they would like to contribute funds for the sign in exchange for recognition. Staff would like to award the contract by the first or second week of September.

Allen Herriges asked how long the bid for the sign is good for. David Beam replied it is good until the end of September. The plan is to have the sign constructed by the end of the calendar year.

### **Breezeway Signs**

David Beam brought the attention of the committee to the hand outs regarding examples of breezeway signs from two companies. He said he was looking for sign style and colors preference from the Committee. He would also like to get a Committee preference on the sign bracket and lettering font style.

Vice Chair Zielsdorf asked if the City has font specifications for downtown signs. David Beam stated there are specific codes for downtown signs. He had not scored the signs as presented, but felt sure that any of the styles would meet

code requirements. He stated that the Committee could make a decision tonight or they could decide to wait until the rest of the committee is present at a future meeting.

Vice Chair Zielsdorf asked if the Committee should come up with some standard style for future downtown parking signs.

David Beam asked if any of the Committee members had the skills to design some sign samples that the committee could review at the August meeting. Vice Chair Zielsdorf agreed to try and come up with some examples for the next meeting.

**Motion #3: Zielsdorf/Clay** moved to approve the oval sign with cream lettering and brick colored background. (Yes 4 / No 0, 2 Absent [Bridges/Felton]).

#### **IV. OTHER BUSINESS**

Steven Clay brought them up to date on his progress with the power washing of the downtown sidewalks. He is going to take a break from the task for awhile due to some personal health issues. He has made a lot of progress as of today though.

Gail Watson updated the committee on the farmers market. She stated it is struggling. Kris Horn is considering closing it down. The vendors are getting discouraged due to a lack of customer's.

Vice Chair Zielsdorf stated he thinks in order to get farmers interested in the market, you have to put together a plan that would include a budget. He recommended putting a marketing campaign together for the vendors with projected numbers. It would be better to present them with a plan with a broad reach, including on how to serve Yamhill County. David Beam stated he felt that the market needs to have multiple champions working on a project in order for it to be successful; it can't be just one person carrying the load.

#### **VII. ADJOURN**

The meeting adjourned at 8:04 p.m.

Passed by the NDRC Committee of the City of Newberg this 16<sup>th</sup> day of September 2009.

**AYES:**

**NO:**

**ABSTAIN:**

**ABSENT:**

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NDRC Recording Secretary Signature

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Committee Chair