

## City of Newberg: Microsite Menu

**Sample**

Planning - sample					
About Us	Land Use Cases / Projects	Documents and Forms	Committees and Commissions	Meetings, Agendas, Minutes	Contact Us
About Us	A to Z Listing	City Code			Office Hours
FAQs	Land Use Policies and Guidelines	Master Plans			Staff Directory
		Fee Schedule			Map
<u>Notes:</u>					

Planning					
About Us	Forms and Applications	Codes	Commissions and Committees	Planning Projects	Plans and Document
Office Hrs	Dev. Applications	Development Code	Planning Commission	Urban Reserve Amendment	Comprehensive Plan Policies
Office Location	Temp Merchants, Peddlers, Solicitors	Zoning Map	NDRC	Periodic Review	Springbrook Master Plan
Contact List	Right of Way Permits	Comp Plan map	NUAMC	Affordable Housing Plan	Newberg Development Code
Staff Directory				South Industrial Plan	Springbrook Sales Specific Plan
					Affordable Housing Action Plan
					Historic Resources Inventory
<u>Notes:</u>					
					Transportation Plan

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Office Hrs	Dev. Applications	Development Code	Planning Commission	Urban Reserve Amendment	Comprehensive Plan Policies
Office Location	Temp Merchants, Peddlers, Solicitors	Zoning Map	NDRC	Periodic Review	Springbrook Master Plan
Contact List	Right-of-Way Permits	Comp Plan Map	NUAMC	Affordable Housing Plan	Newberg Development Code
Staff Directory				South Industrial Plan	Springbrook Oaks Specific Plan
					Affordable Housing Action Plan
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Office Hrs	Dev. Applications	Development Code	Planning Commission	Urban Reserve Amendment	Comprehensive Plan Policies
Office Location	Temp Merchants, Peddlers, Solicitors	Zoning Map	NORC	Periodic Review	Springbrook Master Plan
Contact List	Right of-Way Permits	Comp. Plan map	NUAMC	Affordable Housing Plan	Newberg Development Code
Staff Directory				South Industrial Plan	Springbrook Oaks Specific Plan
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# City of Newberg Website Redesign Workshop Department/Group Questionnaire

## Department Name

1. What is the name of your department? Planning Division

a. We are the "Planning and Building Department"

**Services** I'd like two main pages, one with the "Planning Division" and one with the "Building Division"

Residents and business owners are often unaware of the many services that cities offer and perform on behalf of their constituents. The web is a great way to get the word out to communicate these services

1. Provide a brief description of the key services performed by your department/group on behalf of the City

- a. Long range planning for growth and development
- b. Recurrent planning - review of development applications
- c. Economic Development
- d. Zoning and Development Code enforcement
- e. Issue permits for peddlers, solicitors, temporary merchants

2. What are the one or two services performed by your department about which residents and business owners would be most surprised to discover? work in right-of-way.

- a. I need a permit for ~~the~~
- b. Long range population and growth projections

3. Are there any services that are performed only during a specific time of year (season or month)? If so, please list the services and time period or dates here?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

## Forms / Permits / Applications

Most departments have one or more forms, permits, or applications as a normal part of conducting business with residents and businesses. The web is a great medium for providing electronic copies of these forms (typically in PDF or Word format) or to provide for online submission of the form.

1. Provide a brief description of the forms, permits, and applications that your department is responsible for maintaining and/or processing

- a. Development Applications Type I, Type II, Type III, UGS Amendment applications
- b. Temporary merchants
- c. Peddlers and Solicitors, Street Vendors
- d. Sign permits
- e. Right-of-way Vacation

f. (for this exercise, just list 5 forms even if you have more than that)

Plng.

# City of Newberg Website Redesign Workshop Department/Group Questionnaire

## Key City Documents, Reports, and Presentations

The web is a great place to provide an aggregated A to Z listing of key city documents such as annual reports, financial budgets, fee schedules, activity guides, water quality reports, tourist info, city codes, and so on.

1. Please provide a list of the key documents created and/or maintained by your department that would fit in this category

- a. Comprehensive Plan
- b. Transportation Plan
- c. ~~SP~~ Special Area Plans: Riverfront, Springbrook Oaks, Springbrook, Airport,
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. (for this exercise, just list 5 documents even if you have more than that)

## Public Meetings and Community Events

Your new website will include a Master City Calendar, Departmental Calendars, and custom calendars for Boards/Commissions/etc.

1. Public Meetings: Please provide a list of any regularly scheduled public departmental meetings that occur and their frequency of recurrence (e.g. Planning Commission meeting every other Tuesday, Zoning Board once a month, etc)

- a. Newberg Planning Commission
- b. Newberg Downtown Revitalization Committee (NDRC)
- c. \_\_\_\_\_

2. Milestones and Deadlines: Please provide a list of any key deadlines or milestones that occur and are of relevance to the public (e.g. Annual Backflow water testing due April 30, Mass Garbage Pickup once a year in July, Leaf Collection in November, Dog license due June 30, Business license renewals June 30, etc)

- a. Election filing deadlines
- b. Submission for various planning commission meetings
- c. \_\_\_\_\_

3. Key Community Events: Please provide a list of any key events that occur within your department's responsibility and the dates that the event is typically held (e.g. Annual Art Festival the 3<sup>rd</sup> Sunday in May, Toddler Time Reading every Wednesday morning, etc)

- a. Planning Com
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Plng.

# City of Newberg Website Redesign Workshop Department/Group Questionnaire

## Residents

What are the top 3 things residents would be most interested in knowing or getting information about?

- a. Population and growth projections
- b. Plans in progress
- c. Current developments

## Visitors / Tourists

What are the top 3 things visitors/tourists would be most interested in knowing or getting information about?

- a. Area attractions
- b. Demographics
- c. Future growth plans

## ~~Visitors / Tourists~~ Businesses

What are the top 3 things businesses would be most interested in knowing or getting information about?

- a. Permit requirements for a new use
- b. transportation info
- c. business permits

## Web functionality unique to your department

If you have any concerns, questions, or feature requests for the new website that have not yet been addressed or answered, please list them here:

Link to GIS Maps for zoning, comp plan, etc.

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e. Issue permits for peddlers, solicitors, temporary merchants

2. What are the one or two services performed by your department about which residents and business owners would be most surprised to discover? *work in right-of-way.*

a. I need a permit for ~~work~~

b. Long range population and growth projections

3. Are there any services that are performed only during a specific time of year (season or month)?

If so, please list the services and time period or dates here?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

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*Development Applications*  
a. Type I, Type II, Type III, Type IV, UGB Amendment applications

b. Temporary merchants

c. Peddlers and Solicitors, Street Vendors

d. Sign permits

*Right-of-way*  
e. Vacation

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