

**City of Newport  
Parking Advisory Committee Minutes  
November 15, 2023**

<b>LOCATION:</b> CITY COUNCIL CHAMBERS, NEWPORT CITY HALL, 169 SW COAST HIGHWAY, NEWPORT	
<b>Time Start:</b> 6:00 P.M.	<b>Time End:</b> 7:26 P.M.

**ATTENDANCE LOG/ROLLCALL**

COMMITTEE MEMBER	STAFF
Chair Janell Goplen (by video)	Derrick Tokos, Community Development Director
Aracelly Guevara (absent, excused)	Sherri Marineau, Community Development Dept.
Aaron Bretz	Donald Valentine, Community Service Officer
Gary Ripka (absent)	
Bill Branigan	
Doretta Smith (by video)	
Robert Emond	
Jan Kaplan (absent)	

AGENDA ITEM	ACTIONS
<p><b>CALL TO ORDER AND ROLL CALL</b></p> <p>a. Roll Call</p>	<p>None.</p>
<p><b>APPROVAL OF THE MINUTES</b></p> <p>a. Meeting minutes of October 18, 2023</p>	<p>Motion by Bill Branigan, seconded by Doretta Smith, to approve the minutes of October 18, 2023 with minor corrections. Motion carried unanimously in a voice vote.</p>
<p><b>NEW FORMAT FOR MEETING MINUTES</b></p>	<p>Mr. Tokos reviewed the changes to the Committee meeting minutes. Ms. Marineau further elaborated on the changes.</p>
<p><b>REVIEW DRAFT RESOLUTION NO. 4000 SETTING FEES AND TERMS OF USE OF CERTAIN PUBLIC PARKING AREAS (ACTION ITEM)</b></p> <p>a. Discussion on draft resolution</p> <p>b. Discussion on establishing a meter citation fee</p>	<p>Mr. Tokos reviewed draft resolution No. 4000.</p> <p>Discussion on solutions for parking time limits for vehicles that park during off-hours, and design of parking signs. The Committee was in general agreement that the maximum stay should be set at 16 hours.</p> <p>The Committee reviewed meter citation fees and whether the occurrence of a violation should be called out on citations.</p>

<p>c. Discussion on how convenience fee are charged</p> <p>d. Discussion regarding Parking Time Limits During Off-Hours</p> <p>e. Discussion on frequency of fee adjustments</p>	<p>Discussion on if convenience fees should be charged and how much the fees should be. The Committee was in general agreement to omit Section 7 for convenience fees.</p> <p>Discussion concerning temporary courtesy permits and offering coupons.</p> <p>Committee discussion on the frequency of when periodic fee adjustments should be reviewed.</p> <p>Motion by Doretta Smith, seconded by Aaron Bretz to allow flexibility to clean up the code for off-hour timeframes in the length of stay section, and keep all of the regulatory text for the length of stay section as discussed; to keep Section 6 for citations as outlined; to remove Section 7 for convenience fees; and to further elaborate in Section 10 that fees must be evaluated and may be adjusted annually, and add that an inflationary review will be done every five years. Motion carried unanimously in a voice vote.</p>
<p><b>FINALIZE BAYFRONT PARKING MANAGEMENT FAQ</b></p> <p>a. Review of updates to the FAQ document.</p>	<p>Mr. Tokos reviewed amendments to the FAQ document based on feedback over the course of the outreach.</p> <p>Motion by Aaron Bretz, seconded by Bill Branigan to finalize the FAQ document with additional language stating that persons who had ADA placards were exempt from paying in metered spots. Motion carried unanimously in a voice vote.</p>
<p><b>IMPLEMENTATION UPDATE</b></p> <p>a. Report on the implementation schedule</p>	<p>Mr. Tokos reviewed the implementation schedule with the Committee.</p> <p>Brief discussion concerning how notifications would be sent to Bayfront owners and businesses. Janell Goplen volunteered to create videos utilizing the document that the city could share with the public.</p>
<p><b>PROPOSAL FOR PARKING TICKET COLLECTIONS</b></p>	<p>Mr. Tokos reviewed the proposal on the parking ticket collections.</p>



