



The City of Newport's Wayfinding Committee will hold a meeting at **8:30 A.M. Friday, September 5, 2014**. The meeting will be held at the Newport City Manager's Office Conference Room. A copy of the meeting agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder, at 541-574-0613.

The Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary.

CITY OF NEWPORT
WAYFINDING COMMITTEE MEETING
AGENDA
Friday September 5, 2014
8:30 AM

- I. Call to Order
- II. Approval of Minutes from July 11, 2014 meeting.
- III. Discussion: Are monthly meetings necessary?
- IV. Update of work done-Ken Spencer
- V. Running document of Wayfinding Sign edits
- VI. Discussion item: How to change out inconsistent signage
- VII. Recruitment for vacant committee position: What area needs representation?
- VIII. Response from City Recorder Peggy Hawker re: Committee request regarding quorum requirements.
- IX. Committee Comments.

- X. Public Comments.
- XI. Develop next agenda.
- XII. Adjourn.

Member	Elected/Appointed	Term Begins	Term Expires
Chuck Forinash	5/6/13	5/6/13	12/31/15
Ken Spencer	5/6/13	5/6/13	12/31/15
Wendy Engler	5/6/13	5/6/13	12/31/15
Linda Neigebauer	5/6/13	5/6/13	12/31/15
Robin Dennis	7/1/13	7/1/13	12/31/15
Frank Geltner	8/5/13	8/5/13	12/31/15
Vacancy			

July 11, 2014
8:30 AM
Newport, Oregon

DRAFT

The City of Newport Wayfinding Committee met on the above date in the City Manager's Office Conference Room at Newport City Hall in Newport, Oregon. In attendance were: Committee Chair Wendy Engler, committee members Linda Neigebauer, Frank Geltner, Robin Dennis, and Ken Spencer. Committee member Chuck Forinash and City Council liaison Mark Saelens were not able to attend. Also in attendance: City of Newport committee staff Bob Fuller.

- I. The meeting was called to order at 8:30 AM by Chair Engler.
- II. *A motion was made and seconded* to approve the minutes of the June 6, 2014 minutes. The motion passed on unanimous voice vote.
- III. **Status of motions from the June 6, 2014 meeting:**
 1. **Request for staff to proceed with two South Beach Wayfinding Signs.**
A motion was passed by unanimous voice vote to proceed on item #1; as the contractor, Ken Spencer abstained and will proceed with installation.
 2. **Sale of Wayfinding Signs.** Ken sent the files to Cindy Breves in tif format. Geltner said he would like some for testing at Chamber of Commerce.
A motion was passed by unanimous voice vote to recommend the City put copyright information/symbol on the sign file, noting either the date (2014) or the date and copyright owner (City of Newport 2014).
 3. **Inventory of Wayfinding Signs:** *A motion was passed by unanimous voice vote to have Newport Signs produce 12 full-size, 12 small (1/2) size, and one pop-up version (for presentations) of the Wayfinding sign, to be paid for out of signage budget.* Ken Spencer abstained.
 4. **Nye Beach sign.** Ken Spencer will proceed with installation of the Wayfinding sign at Beach and Coast streets in Nye Beach.
 5. **Welcome to South Beach sign under the Yaquina Bay Bridge.** This was to be an item of discussion at the quarterly ODOT meeting which was held July 10th. Fuller will contact Public Works Director and advise if this was discussed.
 6. **Recommend manufacturing of four maps signs produced and mounted on aluminum before the end of the fiscal year.** The consensus of the committee is that items in the City Manager's memo are considered pre-approved and should date from the 2014 fiscal year as noted. Also an email from City Manager Spencer Nebel dated June 26, 2014 (attached as part of packet) authorizes the work to be completed using FY 14 funds. Ken Spencer will check with Mike Eastman regarding replacement of existing signs. Fuller will check with Eastman to determine what needs to be charged out.

It was noted that specific items to include in a contract with Newport Signs should be everything invoiced (as per the Newport Sign invoices included in packet); labor will be billed at \$80/hr.

(Note: Committee Chair Wendy Engler had to leave at 9:00 AM, Frank Geltner assumed chair duties).

7. **City maps on foam core.** The City Engineer is making these maps for conference room use.

- IV. **How to change out inconsistent signage.** Committee members will continue to individually check for this issue; *this item will now be a regular agenda item.*

- V. **Recruitment for vacant position.** *Motion passed by unanimous voice vote to place an ad/announcement recruiting an additional committee member.* Robin Dennis requested a review of current committee by-laws re: residency requirements. Should it be changed to include a business owner or non-resident? Additionally, the committee would like committee members' names and service dates put on the agenda.

- VI. **Committee Comments:** The committee requests staff bring committee by-laws and residency requirements to the next meeting (August 1st).

Geltner asked if the City has the authority to modify quorum requirements, or alternatively, is the City Council able to modify quorum requirements? He advised his understanding of Oregon Public Meeting laws is one is free to do whatever one wants unless there is a statutory requirement. How does this apply to an advisory committee like the Wayfinding Committee? *Fuller will contact City Recorder Peggy Hawker and advise.*

Dennis advised summer meeting dates (June, July, August for example) can be hard to schedule for business owners because of the tourist season. A general discussion ensued as to whether monthly meetings were necessary or could they be scheduled every other month or so. *She would like this added to the next meeting agenda for discussion.*

The committee would like a running document included in the meeting packet of edits for the 2015 edition of the Wayfinding map, to include:

- A. Modify "Disk Golf" to add "Course" to the label ("Disk Golf Course").
- B. Add a golf course icon for Agate Beach Golf Course.
- C. Add "Municipal" to "Swimming Pool".
- D. Discuss other possible icons for pool, schools, fairgrounds, and other applicable destinations currently without icons.

The committee requests a group text message the day before the meeting to determine a quorum. Committee members present today provided Fuller with

their cell phone numbers. He will create a group text; committee members will be responsible for responding and advising their attendance or absence.

VII. There being no further business, the meeting was adjourned at 9:55 AM.

Wayfinding Sign Edits

	A	B	C	D	E
1	Item	Change proposed	Date proposed	Approved/completed?	Additional
2	Disk Golf	Add "Course"	July 11, 2014		
3	Agate Beach GC	Add GC icon	July 11, 2014		
4	City Swimming Pool	Add "Municipal"	July 11, 2014		