

February 4, 2016  
8:30 A.M.  
Newport, Oregon

The City of Newport Wayfinding Committee met on the above date in Conference Room B of the Newport City Hall. In attendance were committee chair Frank Geltner, committee members Chuck Forinash, Linda Neigebauer, Robin Murphy, Chamber of Commerce ex-officio member Mike Yost and City Council liaison Mark Saelens. Also in attendance was Bob Fuller, city staff.

I. Call to order

The meeting was called to order by Chair Geltner at 8:30 AM.

II. Approval of minutes from November 5, 2015 meeting

Under Committee Comments, Forinash requested the item regarding an icon for Bike Newport be clarified to show it should be a generic bicycle wheel icon. The minutes were then approved with this modification.

III. On-going discussion of map creation.

The consensus is the committee still wants to move ahead with an on-line map that would be standardized and accessible to other entities who are involved with making City maps. Neigebauer said the best map is printed by the News-Times for the County; she will contact them to see if this information is available for this item. Fuller will also follow up with City Manager's office as this item was referred to the City Manager several months ago but no response has been received as yet. In response to Saelens comments regarding budgeting issues, Neigebauer suggested the committee develop specific budget projects for FY 16-17 to clarify budgeted amounts for Wayfinding signage. Forinash said it would be good to know how much of the current funds would be used for South Beach Wayfinding (it had earlier been noted that \$6,000 was earmarked for this area).

IV. Review Wayfinding spreadsheets

Some modifications to the spreadsheet were developed. A "Date Completed" column was added to the "Map Installations and Updates" sheet to indicate when an item was completed. This is more useful than removing the item. If completed, the item should also be placed on the "Locations" sheet if applicable. Also the "date" footer will be modified to show the last date the spreadsheets were accessed for action items.

Fuller briefed the committee on the communications with ODOT regarding the street signs that have been approved for SW Hurbert/101 and E. Olive St. As of this date, no action has been taken by ODOT despite several emails and phone calls.

After reviewing Inventory, it was decided to prioritize a few items on the installations section that can use existing inventory and send this information to City Manager Spencer Nebel with an expected completion date of May 2016. The items were identified as the Maritime Museum, OMSI, two maps at City Hall, and two maps at the Aquarium.

- V. Status of motions from last meeting  
Fuller advised the motions had been approved by City Manager and were awaiting action by Public Works personnel.
  
- VI. Report from attendees re: Bike Ped Committee meeting  
Neigebauer and Forinash attended the recent Bike Ped Committee meeting and said there was a general agreement there needs to be a “themed signage system” to help people navigate around town. It was mentioned that Public Works Director Tim Gross had advised the best plan would be to develop a district-by-district comprehensive plan for Wayfinding signage. It was noted both committees probably shared some goals with the Parks and Recreation Committee as well.  
  
Neigebauer noted the need for a system showing bike routes, walking paths, etc. Saelens suggested the possibility of a GIS overlay for these and similar wayfinding items.
  
- VII. Public comments: None
  
- VIII. Committee comments  
It was noted there is an issue with recruiting new members to fill current vacancies. Neigebauer suggested amending the membership requirement to add eligibility for a business owner who is not a resident. This will require a motion for City Council approval. (Geltner had to leave at 9:55 AM, quorum was lost at that point). Fuller will discuss this with City Recorder Peggy Hawker and bring a report to the next meeting in preparation for a motion on this item.
  
- IX. Adjourned at 10:00 AM.