

June 6, 2014

8:30 AM

Newport, Oregon

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 Chuck Forinash, Linda Neigebauer, Frank Geltner, and Ken Spencer. Committee member Robin Dennis was not able to attend. Also in attendance: City Manager Spencer Nebel, City Council Liaison Mark Saelens, JR Collier from Oregon State Parks, Chris Urbach from Port of Newport, and City of Newport committee staff Bob Fuller.

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

A motion was made and seconded to approve the minutes of the March 7, 2014 minutes. The motion passed on unanimous voice vote.

Chair Engler advised the agenda would be adjusted to prioritize items related to Chris Urbach (Port of Newport) and Spencer Nebel (City Manager).

Chris Urbach attended at the invitation of Committee member Chuck Forinash, to discuss signage and placements as it relates to Port of Newport properties in South Beach. Discussion centered around the area of SW 26th/Abalone/Ferry Slip Road. Nebel asked Urbach to provide a letter and aerial map of the area to him, indicating Port property, and outlining what the Port wants, then the City can react to the specifics.

Collier (Oregon State Parks) said that ODOT will allow the standard facilities symbols on signs in their right-of-way; signs on Port or City property can be whatever these entities elect to present.

A motion was made, seconded, and passed to request City staff proceed with construction and installation of two wayfinding signs in South Beach, at the areas noted in the March 2014 meeting minutes (near Rogue Brewery and the marina boat launch), by July 4, 2014. If approved by the City, Urbach, Forinash, and Mike Eastman (City of Newport) will meet at the sites to determine exact placement locations.

Collier provided an update re: ODOT/State Parks signage process in this area. A public parking sign will be installed at the public parking lot near the condos west of the Rogue Brewery. Also there will be signs with the standard symbols noting fish cleaning station(s), boat launch, etc. He says he just needs to meet with ODOT to finalize locations, and said it would be good if a committee member and someone from City could join them. Forinash said he can attend as a committee member; City staff to be determined. Also on their schedule is "clean-up"/clarification of signage around Yaquina Bay State Park as was discussed during the November 2013 field trip.

Misc. sign issues:

Ken Spencer will forward a .pdf of signs and sign layouts to Fuller.

Saelens will look in to getting a map book from Planning Dept. for the committee's use.

Geltner said the committee should start to consider and plan for the impact of the redesign of South Beach area, especially as it relates to the relocation of the traffic signal currently at 32nd St./ Hwy 101.

Bay Beach sign by the Coast Guard Station should be changed from “trail” to “access” since it is somewhat undeveloped and could be an issue for some pedestrians.

Ken Spencer will provide a current wayfinding map to put on the conference room wall during meetings.

Spencer Nebel, City Manager:

Nebel talked about the importance of all committees to have a procedure for recommendations, requests, etc. He advised making clear motions, voting on them to show a consensus of committee members, and then staff putting the motions into a memo which gets forwarded to him, provides a good venue for communications. He can then respond to these motions in a timely and concise manner.

Nebel requested Ken Spencer forward him a proposal via Mike Eastman regarding assisting City staff in manufacture and placement of signage. Eastman will contact Ken.

Re: Wayfinding map sign at the Oregon Coast Aquarium, Nebel will be meeting with Carrie Lewis, CEO of the OCA. He will be discussing the sign placement proposals as made by the committee and other proposals made by the Aquarium.

Nebel will take under consideration the issue of “standard” signage/symbols vs. “developed” signage/symbols. This will be discussed further at a later date.

Geltner asked who is the final arbiter of map changes? Nebel advised he will take that under consideration; usually the committee would review the item in question, then move to approve, then, if the motion passes, a memo is generated by staff to City Manager.

Engler asked about a process for determining sign icons. Nebel suggested this would be a good item for a future meeting, as he is still considering this issue.

A motion was made, seconded, and passed to recommend the City research the creation and commercial sale of the wayfinding map, in various formats (e.g., clothing, posters, beach towels, etc.).

Budget summary was presented by Fuller, noting there is about \$4,000 left in the sign budget.

A motion was made, seconded, and passed to ask City staff for an inventory of existing sign materials.

A motion was made, seconded, and passed to recommend a wayfinding map be produced and installed at the Nye Beach Arch at the “mini-park”, with consideration given to moving or hiding the existing PUD meter and mount. The committee requested current fiscal year funds from the signage budget be used to facilitate the PUD meter issue as appropriate.

A motion was made, seconded, and passed to recommend a “Welcome to South Beach” sign be constructed, and installed by ODOT, under the Yaquina Bay Bridge near SW Abalone and SW 26th St.

A motion was made, seconded, and passed to recommend the manufacture of four map signs, produced and mounted on aluminum backing, before the end of the current fiscal year.

A motion was made, seconded, and passed to request City produce a set of maps mounted on foamcore, to be used by any City committee as needed, to be stored at a place of the City’s choosing.

Committee Comments: None.

Public Comments: None

Develop next agenda: How to change out inconsistent signage; discuss vacant committee position re: recruiting candidates; next meeting June 27th in order to clear up any issues related to the end of the fiscal year.

The meeting was adjourned at 10:40 AM.