

November 7, 2014  
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 Wendy Engler, Ken Spencer, Robin Dennis, Linda Neigebauer, and Chuck Forinash. Also in attendance was Mark Saelens, City Council liaison (arrived at 9:05 A.M.), and Peggy Hawker, City Recorder/Special Projects Director.

### **APPROVAL OF MINUTES - OCTOBER 3, 2014**

Forinash suggested that the second motion in section IV. of the minutes be amended to clarify that the brass plaque is located on the Bay Street Pier. MOTION was made by Neigebauer, seconded by Dennis, to approve the minutes of the October 3, 2014 meeting, as amended. The motion carried unanimously in a voice vote.

Forinash reported that section VII. of the minutes, paragraph three, is not referencing a wayfinding sign, but rather replacing the existing sign with a sign containing a small hiking icon. Forinash reported that he will follow-up with state parks on this issue.

### **UPDATE OF WORK DONE BY KEN SPENCER**

Spencer distributed photographs of the following areas that included photo-shopped wayfinding signs: Boardwalk, Port's marina store; location near the marina store; Bay Street Pier, and underneath the south side of the bridge. It was noted that a choice would need to be made between signage at the Port marina store and the location near the marina store.

Forinash asked whether there had been a discussion regarding the overlays for the existing signs. MOTION was made by Neigebauer, seconded by Forinash, that Spencer produce updated decals and perform the overlay of the existing signs. The motion carried in a voice vote with Spencer abstaining.

MOTION was made by Forinash, seconded by Neigebauer, that the overlays contain a "you are here" designation specific to each location. The motion carried in a voice vote with Spencer abstaining.

A discussion ensued regarding signage in South Beach. Spencer reported that he submitted a first application to ODOT, and it needed to be formatted differently. He stated that he reformatted the application, and is certain that ODOT has received a copy of his insurance. He stated that he has a couple of concerns. One is that ODOT requires a minimum height of seven feet off the ground, and that this changes a lot. It was asked whether the city (Mike Eastman) has a big enough post. Spencer also noted that wind

load and wind gust speeds affect the required thickness of the post. He suggested the possibility of a 4 x 6 pressure treated wooden post. Spencer agreed to talk with Mike Eastman, and wait to hear from ODOT, before finalizing plans. Forinash reported that state parks had agreed to install a sign marking the south jetty. He stated that the sign is in the wrong spot and that state parks will have to correct it. It was noted that the area needs a comprehensive look at signage. Spencer reiterated that he would try to get answers and the plan approved.

### **REVIEW PROPOSED PROJECT LIST FROM LINDA NEIGEBUER - INITIATE MOTIONS AS NEEDED**

Engler suggested reviewing the list and deciding which issues should be directed to the parking districts.

Neigebauer referenced the animal hospital sign at 3<sup>rd</sup> Street and Highway 101 and asked whether the animal hospital had permission to erect the sign. Spencer reported that he will talk with the gas station relative to this sign.

Neigebauer noted that there are no scenic byway route signs beginning at Highway 101 and Oceanview that would direct people to Nye Beach; She added that there are no scenic byway route signs referencing the Bay Front at Highway 20/Moore Drive either.

It was noted that the Committee wants to have the Google street maps available for all signage issues.

The Committee reviewed the project list from Linda Neigebauer and removed the following issues for review by the parking district advisory committee:

“Laundry - 3 hour parking should be marked, and the green curb should be painted over.”

“McEntee Building - remove the 20-minute parking sign in front of the vacant unit.”

“SW 6<sup>TH</sup> and NW Coast Streets - Possibly adjust the mid line so that there is adequate parking for cars on the north side of the street.”

Forinash agreed to check with state parks regarding the scenic byway signs.

### **RUNNING DOCUMENT OF WAYFINDING SIGN EDITS, AND DOCUMENT OF SIGNAGE REMOVAL/UPDATING - UPDATE AS NEEDED**

It was suggested that a list be maintained of wayfinding sign edits which can be incorporated annually.

The Committee requested the list developed by Greg Schaecher and Forinash on a road trip several years ago. Specifically, the Committee wishes to have the list sent, via e-mail, to them prior to the next meeting.

## COMMITTEE COMMENTS

Forinash suggested approaching the Chamber of Commerce regarding consistency between the wayfinding maps and the maps produced by the Chamber. He recommended that the Chamber list the revision date on its maps.

Forinash displayed a document from 1993 entitled "Public Information in South Beach," and noted that it contained information relative to wayfinding.

It was suggested that the role of the Committee be clarified to include it being a clearinghouse for wayfinding with other organizations.

Saelens noted that with Engler's election to the City Council, the Committee will need to select a new chair in January.

Saelens stated that an issue that needs to be clarified is whether a Committee can continue meeting if, during the meeting, someone leaves and there is no longer a quorum.

Saelens will research the possibility of OSU students developing a wayfinding app for Newport.

It was noted that beach access signage is still needed at the access by Georgy's.

Saelens suggested setting up a mechanism to turn in key wayfinding updates to sources such as Google, etc. He will research the process.

Neigebauer asked whether the beach access next to the Shilo is a public beach access. They requested staff research this matter.

Forinash reported that he had talked with the Aquarium about the placement of a wayfinding sign, and the possibility of having the Aquarium's Cypress tree registered as a heritage tree. He added that the tree was not chosen to be a heritage tree. It was suggested that perhaps this tree, and others, could be listed on wayfinding maps. Saelens noted that the city is designated as a "Tree City USA," and that possibly this is something that the Parks and Recreation Advisory Committee might be interested in.

It was noted that the City Manager is interested in a field trip to look at alternate sites for a wayfinding sign at the Aquarium. Committee members interested in participating were advised to contact Cindy Breves in the City Manager's Office.

Spencer agreed to prepare a photo-shopped picture with the map in the preferred location at the Aquarium.

It was noted that the Hatfield Marine Science Center is interested in a wayfinding map. It was suggested that perhaps HMSC could provide the post and installation.

It was asked whether there are wayfinding maps in front of the museums and City Hall.

The Committee requested a city map on which “X’s” could be placed where wayfinding maps have been installed.

### **DEVELOP NEXT AGENDA**

1. List of Potential Partners that Produce Maps for Consistency
2. Map Edits and Map Inventory
3. Update on Key Iconic Tree
4. Follow-Up from State Park Questions
5. Review Greg Schaecher’s List
6. Interview Potential New Members

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 10:02 A.M.