

**MINUTES**  
**Parking Study Committee**  
**Meeting #10**  
**Newport City Hall Council Chambers**  
**September 11, 2018**

**Committee Members Present:** Jody George, Cris Torp, Wendy Engler, Linda Neigebauer, Frank Geltner, Janet Webster, Sharon Snow, Aaron Bretz, and Julie Kay.

**Committee Members Absent:** Bill Branigan (*excused*), Laura Anderson, Gary Ripka, Kathy Cleary, Cynda Bruce, Tom McNamara, William Bain, and Jeff Lackey.

**City Staff Present:** Community Development Director (CDD), Derrick Tokos, City Attorney, Steve Rich, and Executive Assistant, Sherri Marineau.

1. **Call to Order & Roll Call.** Meeting called to order at 3:10 p.m.
- 2a. **Review and Amend Agenda, as Needed.** Tokos asked for amendments to agenda. Torp requested to discuss handout he shared with the AC.
- 2b. **Approval of Minutes.** Neigebauer gave Marineau corrections to the June 24 2018 minutes.

MOTION was made by Webster, and seconded by Torp to approve the June 24, 2018 minutes with corrections. All approved.

3. **Conflicts of Interest Review.** City Attorney, Steve Rich, addressed the AC and gave a training on conflicts of interest and Oregon ethics laws. He explained the difference between bias and conflict of interest. Tokos reminded that in the context of the Parking Study, the City Council appointed them as a policy advisory body to represent an interest. When this was done, he thought there was no need to disclose there was a conflict of interest. Rich said to be careful when considering properties you own. He suggested that the AC minutes reflect the potential conflicts of interest because of business ownership. Torp asked if the AC had to fill out the statement of economic interest. Rich didn't think so. Torp said the AC was aware of who they all represent, and asked if they needed to recuse themselves. Rich said they didn't have to declare the conflict until you knew the conflict and could move forward once the declaration was made.
4. **Parking Study Implementation.** Tokos reviewed the maps and memo that were passed out to the AC at the meeting. He noted discrepancies on the maps. Tokos asked the AC for their feedback and noted that the memo included a non-meter alternative.

Discussion Items on the Bayfront Map:

- Torp asked if the permit would be for people with trailers. Tokos said it would be permissible where there was no stripping. Torp asked if a long trailer who parked there would get a ticket. Tokos said if over time limit they would.
- Webster thought Case Street should be permit timed. She thought the ones on 28<sup>th</sup> behind the Barge Inn and the six by the Coffee House were odd to be unrestricted. Tokos said this was a rough parking area to start with and was a public ROW. Webster said the one by coffee house was a high usage lot and should be a paid permit. She said Hurbert Street by the Barge Inn (#28) could be employee parking. Tokos said the discussion had to do with them not being heavily used and could be used by the charters. George said it made more sense to have it as part of the whole system. Webster said it could be permit timed and have it longer timed. Tokos understood the desire was to have the Coffee House be paid permit.
- Tokos said he would take off Fall and Fogarty Streets and have them be unrestrictive. Torp said it was either a parking lot or not parking. They should be recognized as public lots. He suggested saying Hurbert (#28) and Fall Streets (#7) be fishing charter parking only. Tokos said it could be a 12 hour time limit or permit.
- Tokos asked for input on extending Abbey lot. Webster thought there would be more people than spots. Tokos said this was where the discussion on permit caps would come into place. Webster thought that even

with the improvements they would still have a problem with employee parking. Snow wanted to see more than 4 hours. Tokos said if limiting permits, you don't want to defeat the whole purpose of permits.

- Webster thought on summer weekends there needed to be a shuttle from Abbey Street and City Hall. Tokos would look at a shuttle and look at four hour lots. The AC was in general agreement to keep permits at four hours.
- There was a discussion on how permits worked and hour limits. Permits were permits and the lots would have time limits.
- George asked about the lot at Geno's. Tokos said he had heard it as paid permit.
- Torp asked if the big lot at 9<sup>th</sup> and Hubert Street be a part of inventory of the Bayfront. Tokos said it was inventoried but not a part of the Bayfront Map. Torp was concerned it would be a loss and wanted it show on the map. Tokos said it would be listed as unrestrictive. Webster thought employees should know they could park there all day, and this included the Angle Street parking lot.
- Bretz said the Port was pushing a few ideas around and they had on the capital improvements lists to put in parking spaces across from #52. It was taken off the budget but there were ideas there and they would need to find a way to do the improvements then get it done. Bretz also said the shoreline next to the old fir plant viewing platform could be filled in to provide parking spaces. He was looking into how possible it would be. Tokos thought elevating it on piles might be better environmentally. Bretz said the fill idea was to shore up the marina and wouldn't have the impact. A discussion ensued regarding ways to develop parking for the Port.
- Engler asked if there was a discussion on RV parking. Tokos said it wasn't anything in these maps and was discussed in Wayfinding to figure out to keep them out of the Bayfront. George asked if there was a way to stripe for a double space designated for RVs or two cars. Tokos said there was a way to stripe this. Webster thought it was more of a signage issue.
- Webster asked about loading zones and asked if they would be reviewed. Tokos said for metering they would have to. There would be places where kiosks wouldn't work and they would put in a pole there.
- Bretz asked if the area across from the Port office that was 100 yards long. He thought the sign lent toward semi-trucks not running their engines there. He said this was an important place for the Port and it constricted what the Port could do with a lot of trucks. He thought there should be a long loading/holding zone around #52. Bretz said it wasn't a problem but shifting it may make it a problem. Kay said she lived there and the trucks weren't there that long and didn't think it would be a problem. George said if it was striped it could become a problem. Kay said as things were pushed down the Bayfront, it could become a problem.
- Geltner said the RV sign by Hatfield has been overgrown and still needed to be addressed.
- Torp said the areas that weren't striped and unrestricted should not be counted. Tokos said it was still a part of the inventory. Webster said it proved that we are under resourced for the Bayfront.

#### Discussion Items on the Nye Beach Maps:

- Tokos reviewed the differences in the Study recommendation and alternative maps for the Nye Beach map.
- Webster asked if the PAC stayed unrestrictive. Tokos said it would be addressed and noted that Don Davis Park was a bad candidate for permits. George said it should be paid. Webster suggested it be timed. Neigebauer thought it should be timed because people just utilized it to use the restroom. George said it could be permit timed.
- Geltner said there wasn't any other spaces where there was paid timed parking in the City. George said these were the two main beach access. Tokos said it can be changed to permit/timed. The AC was in general agreement.
- George asked about the High Street being permit. Tokos said it was in the study and would be a permit time arrangement. A discussion ensued regarding how High Street was used. Tokos said these areas could be added later.
- Engler asked about the 5 spaces on 6<sup>th</sup> Street on the study but on the alternative they weren't included. She thought they should be permitted timed. Neigebauer thought if they moved the center line it could help with parking on the south side.
- Engler noted the area west of the PAC where Olive Street turned into Elizabeth where people parked overnight on Dolphin Street. Tokos said it was a ROW and couldn't say what the break was between public/private. It might be better to wait and see on this one. Geltner thought a bulk of the property was The Whaler's property. Torp thought if it was signed, it would thwart it. Engler thought if it was going to be parking, we needed it to be marked. Geltner asked where the concrete blocks came from. Tokos to look into it. Webster suggested it be a connector trail as part of the Park System Master Plan.

- Engler asked about the piece of property next to The Whaler. Tokos said if there was a lead purchase clause that if not developed within a certain amount of time the city could purchase it at a discounted cost.
- Engler said between High Street and 3<sup>rd</sup> Street had residents upset about businesses parking there. It would be good to get their input.
- Engler asked if the permits would have a differentiation between resident and commercial numbers of permits. Tokos said they could talk about it but it wasn't a part of the plan. She asked if VRDs would have to purchase permits per bedroom. Tokos said there was a lodging and day use pass. The parking permit program would have a day use permit as an option but they would have to pay for it. It would be a day use not annual. Owners would usually buy them in lump sums.

**5. Options for Structuring Permit Parking Program.** Tokos reviewed memo on the implementation options and figures.

Discussion Items:

- Tokos noted that it wasn't common to have ADA spots outside of metering. Neigebauer asked about employees with ADA stickers parking all day in ADA spots. Tokos would look into it.
- Tokos thought the permits (conservative) was a better options for Newport in terms of annual revenues.
- Torp asked for an explanation on how to figure caps. Tokos explained this and said it would be based on the dynamic of who would be using the permits.
- Torp was concerned that if they caused businesses and employees to park considerable blocks away from where they walked, there would still be the issue on how we got them to where they were going. Bretz said people visited by the amenities and the attractions and felt it was important.
- Tokos said there would be enough revenue between permits and metering to pay for shuttling. He discussed what could be done if with the different alternatives.
- Geltner asked where Administrative expenses for the permit programs were budgeted. Tokos said it was under annual expenses. It would be managed by the Finance Department at City Hall.
- Webster asked about enforcement. Tokos said there would be additional resources for metering but enforcement would be paid out of tickets.
- Geltner asked if there was some reference to enforcement included in the memo on what the initial costs were. Tokos would add this. Geltner was concerned about shortfalls. Tokos said shortfalls would be covered by meter revenues.
- Tokos asked the AC if they thought they were good with respect to the alternatives and modification for Nye Beach and if they were okay with moving forward with them. The AC was in general agreement on this.
- Engler asked about lighting for 3<sup>rd</sup> and 6<sup>th</sup> Streets and asked if it was included in the current budget. Tokos said no, it was discussed as priorities to fund.
- Webster asked if annual maintenance and striping included in annual cost. Tokos said it was part of annual maintenance costs.
- Engler asked if the Agate Beach Landfill fund could be used for other projects. Tokos said it was a reserve fund and said they could do inter-fund loans for future projects. There was a minimum threshold for the fund and could be how to pay upfront costs for metering.
- Geltner asked about Nye Beach permanent spot next to Don Davis Park. Tokos said it was in the study and why it was on the sheet and would be evaluated for park purposes. He didn't think it was doable at this time. Geltner recommended removing it. Webster said if it was being done it was a good time to update the Wayfinding because of signing that needed updating. Engler thought that the Wayfinding Committee needed to get input from the AC. Webster asked if the two committees could merge. Neigebauer suggested getting members from other committees join the Wayfinding committee.
- Webster wanted to see the permits at \$100 with an option of a half year. Geltner suggested having it devisable by 12 months if prorating. Snow thought they should have to pay for the whole year. The AC was in general agreement to have all or nothing. Tokos said they were thinking on doing it as a singular permit that would work in Nye Beach and the Bayfront. The Port would be a separate permit.
- Neigebauer suggested a different color for the Bayfront and Nye Beach. Geltner said if you were going to set a quota it would take some thought. There was a concern that people would buy up a disproportionate number of permits from each area. Tokos explained that the permits would be affixed to the vehicles and the lodging style permits would be a door hanger style. Geltner thought the consultants would have enough expertise to give input on how to do the permits and suggested asking them for advice.

- Bretz was concerned about getting a disproportionate number of permits in each area. Tokos said internally they could manage this. A discussion ensued regarding how people could play the system. Neigebauer was concerned that people could play the system. Webster didn't see a problem with people using a permit in both areas to be able to access each area. Neigebauer thought there needed to be some criteria on who could buy the permits.

6. **Structure of Future Advisory Committee.** Tokos reviewed what would be brought to the AC at the next meeting and the structure of the future AC. He noted he would give the AC cleaned up versions of the maps that reflected the AC's changes. Tokos noted there was a section of the code under permitting that would need amendments. He would bring those to the AC so they could start to frame some of the questions on permitting and how the program could work. Tokos said that the structure of the committee would be a standing committee. He noted that there would be components of Wayfinding included as well. There would also be some changes in the zoning codes in terms of parking standards.

Discussion Items:

- Engler asked how enforcement was going to be any different than now. Tokos said they would have a chance to sit with the Police Department to discuss. There were some ease of enforcement with metering that you didn't have with timed parking. Geltner thought this was an areas where the consultant should be consulted.
- Webster thought that at the next meeting they needed to clarify who could buy a permit and what the cost of them would be. She noted there wasn't clarity among fishermen on this as well on if they were buying a permit from the Port would it mean they had a permit to park still. Torp said they needed to decide how many days of the week the permits would be valid. Tokos said the discussion was that it would be seasonal. They would be seven days a week from June to September then shift to the weekends for the enforcement of the meters on the balance of the year.
- Geltner asked about improved lighting was included in this budget and not on the City's budget. Tokos said there was a desire for this to get better parking spaces.

7. **Public Comment/Questions.** None.

8. **Adjournment.** Having no further business, the meeting adjourned at 5:11 p.m.

Respectfully submitted,



Sherri Marineau  
Executive Assistant