



**WAYFINDING COMMITTEE AGENDA**  
**Thursday, April 06, 2017 - 8:30 AM**  
**Conference Room B**

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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 agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

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1. CALL TO ORDER
  
2. APPROVAL OF MINUTES
  - 2.1. March 2 2017 draft minutes  
[March 2 2017 draft minutes.pdf](#)
  
3. DISCUSSION/ACTION ITEMS
  - 3.1. Note from Public Works Director re: budget  
[Memo and email re funding.pdf](#)
  - 3.2. Update on Wayfinding map edits.
  
4. PUBLIC COMMENTS

5. COMMITTEE COMMENTS

6. DEVELOP NEXT AGENDA

7. ADJOURN

March 2, 2017  
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, and committee members Linda Neigebauer and Chuck Forinash. Nairne Dickey, Robin Murphy and Mark Saelens were not able to attend. Also in attendance was Bob Fuller, city staff.

1. Call to Order
  - a. The meeting was called to order by Chair Geltner at 8:30 PM.
2. Approval of Minutes
  - a. February 2, 2016 minutes were approved.
3. Discussion/action items
  - a. The mark-up and editing of the Wayfinding map continued
    - i. It was noted that Brant Street in South Beach is incorrectly named as “Bryant St.”
    - ii. Re: Deco District, historically this area was called “Uptown”. A discussion ensued as to whether the committee should take this on as an issue; no conclusion was reached at this time.
    - iii. It was discussed relocating the clock tower (damaged several months ago by a car crash) to the small park at Hurbert and Hwy. 101 when the clock is repaired/replaced.
    - iv. Also discussed was the possible placement of a “community bulletin board” LED sign at the previous clock location (on Hwy. 101 across from City Hall), and an additional similar bulletin board at Hwy. 20 at Harney St. where there is a vacant section of land.
  - b. A discussion ensued as to how sign/map production works, i.e., is Ken Spencer the vendor or does the City make the maps? Who would decide? The committee wants to have Ken Spencer (Newport Signs) work up a draft of the map with the mark-ups that have been done over the past few months, in digital form, by next month. Geltner will take the map to Newport Signs to get a sense of cost and procedure.
  - c. Also discussed was how best to design a map mounting system that would best provide for annual replacement of the maps. The committee agreed to consider options for various systems (channel system, bolts, etc.).
  - d. The question arose as to who would decide modifying the crab icon on the maps to change it to the iconic bridge icon that the City of Newport uses on letterhead.
  - e. The committee is requesting Mike Eastman, from Public Works, attend a committee meeting in the near future for a short Q&A session regarding the

most efficient way to replace maps in the field over a ten-year period (Channel system? Bolt-on?).

- f. A motion was passed recommending the creation of a budget line item for creating and refreshing Wayfinding maps throughout the year.
  - g. A discussion ensued regarding “points of interest” stars: specifically, should a POI star be used where there is only one instance of the attraction, or should that instead be a “table of contents” listing?
4. Public comments: None
  5. Committee comments: None
  6. There being no further business, the meeting was adjourned at 9:45 AM.

DRAFT

The City of Newport Public Works

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M E M O

March 22, 2017

To: Spencer Nebel, City Manager

From: Robert Fuller, staff, Wayfinding Committee

A handwritten signature in blue ink, appearing to be "R Fuller", is written over the name "Robert Fuller" in the "From" line.

**Subject: Wayfinding Committee motion**

During the March 2, 2017 Wayfinding Committee meeting, a motion was made and passed: The committee recommends the creating of a budget line item for creating and refreshing Wayfinding maps throughout the year.

Cc: Tim Gross, Director of Public Works/City Engineer

**Bob Fuller**

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**From:** Bob Fuller  
**Sent:** Monday, March 27, 2017 2:14 PM  
**To:** Chuck Forinash; Frank Geltner (frank@newportnet.com); Bob Fuller; Linda Neigebauer; Mark Saelens; nairne@nairnedickey.com; Robin Murphy  
**Subject:** Budget re Wayfinding Committee

**From:** Tim Gross  
**Sent:** Monday, March 27, 2017 11:57 AM  
**To:** Bob Fuller <B.Fuller@NewportOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>  
**Subject:** RE: Motion from Wayfinding Committee

Just so you all know, there is a placeholder in the CIP for wayfinding. Been there for several years and rolls forward each year. Project no. S10/2012-018 on this year's proposed budget (\$5,160).

**Timothy Gross, PE**  
 Public Works Director/City Engineer  
 City of Newport  
 169 SW Coast Highway  
 Newport, OR 97365  
 P 541-574-3369  
 F 541-265-3301  
 C 541-961-5313

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**From:** Bob Fuller  
**Sent:** Friday, March 24, 2017 3:13 PM  
**To:** Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)>; Tim Gross <[T.Gross@NewportOregon.gov](mailto:T.Gross@NewportOregon.gov)>  
**Subject:** Motion from Wayfinding Committee

Gentlemen, I have attached a memo regarding the latest motion from the Wayfinding Committee. Also I have attached the draft minutes from the March meeting for perspective on the motion. Thank you.

**Robert Fuller**  
**The City of Newport**  
**Department of Public Works**  
**169 S.W. Coast Highway**  
**Newport, Oregon 97365**  
**(541)574-3366**