

MINUTES
Parking Advisory Committee
Meeting #15
Newport City Hall Council Chambers
September 20, 2023

Committee Members Present: Robert Emond.

Committee Members Present By Video: Doretta Smith, Bill Branigan, Janell Goplen, Aracelly Guevara, Aaron Bretz, and Gary Ripka.

Committee Members Absent: Jan Kaplan.

City Staff Present: Community Development Director, Derrick Tokos; Parking Enforcement Officer, Donald Valentine; and Executive Assistant, Sherri Marineau.

Public Present: Jason Palm

1. **Call to Order & Roll Call.** Meeting started at 6:00 p.m.
2. **Approval of Minutes.**

Branigan reported minor corrections to the minutes.

MOTION was made by Bill Branigan, seconded by Robert Emond, to approve the August 16, 2023 Parking Advisory Committee meeting minutes with minor corrections. The motion was carried unanimously in a voice vote.

3. **Stakeholder Outreach Update and Discussion.** Tokos outlined the outreach with the commercial fishing users group. Goplen suggested that businesses on the Bayfront should have the same capability for permits as the fishing boats. She thought it would be a benefit to the rest of the businesses on the Bayfront. Tokos noted that all of the permits would have a pallet of options.

Ripka and Tokos discussed potential fleet management options for multi-vessel owners. Ripka guessed that there were around three to four commercial fleet owners that had multiple boats. Tokos reminded what this was saying was they were making the fleet permits an option, and the owner/operators would decide how to choose.

Goplen suggested businesses on the Bayfront should have the same capability to manage permits for the people in their businesses as the fishing boats. Tokos suggested using QR codes for single use permits for commercial fishing boats to provide flexibility for vessel owner/operators. Goplen suggested using signage on the dock to remind boaters to scan the QR code and provide their license plate number before departing. Ripka noted that turnover and last-minute changes were constant, and a quick scan option could help alleviate these issues. Bretz pointed out that someone could take a photo of the QR code and pass it around. Tokos thought a fix to this would be to periodically reset the QR codes and distribute them.

Emond questioned the pricing for a one-time use code. Tokos Derrick suggested \$10 per use. Emond thought the price would be self-limiting to prevent last-minute abuse.

Tokos reported the commercial fishing group asked the Committee to consider the parking permits be

96 hours instead of 72. Ripka thought 72 hours was too short and the fishermen would end up getting parking tickets. Typically, his boats were out on four day trips, sometimes seven. Tokos noted the longer duration trips should park further away from the docks. Ripka thought in general 72 hours was too short. Bretz thought it was a question of where the short and long term parking was. The Port parking was better suited for long term parking. Ripka was worried about parking for the shrimp boat trips that happened between April 1st through November 1st. Bretz suggested they start with 96 hours to begin with. Goplen thought the purpose was to keep the cars rotating. She felt 96 hours was a long time to park. Emond suggested starting with a smaller time (e.g., 72 hours) to minimize pushback, then adjust based on feedback.

Ripka explained that only 2-3 boats are out at sea at a time, and they wouldn't all be gone at the same time. Goplen asked how many crew members were on the boats. Ripka said around four. Tokos asked how many vessels that were typically out longer than 96 hours. Ripka reported there were around 20 boats that did four day trips, but they weren't leaving or coming back at the same time. He didn't think that many spaces would be taken up for the 96 hour parking, and thought it would be less than 10 spaces.

Bretz emphasized the importance of setting regulations and sticking to them, instead of having to back down because people didn't think the system was fair. Tokos thought fleet owners and operators might be more willing to cooperate with the parking arrangement if given 96 hours. Ripka agreed and reminded the entire fleet wouldn't be tying up parking for 96 hours at the same time. Goplen thought 96 hours was reasonable. She noted that Bayfront business were upset that their employees could only park for 4 hours while the fleet got 96 hours. She questioned if that was fair.

MOTION was made by Bill Branigan, seconded by Robert Emond, to change the commercial fleet parking permits to 96 hours. The motion carried unanimously in a voice vote.

Ripka questioned how they would recognize the vehicles that were moved overnight but looked like they were in the same spot every day. Officer Valentine reported there would be indicators that the car had been moved. Emond asked if it would be common for someone to park in the same spot every day. Valentine said he saw this currently being done, and was familiar with the frequent cars that were parked all the time.

Tokos explained that the city was working on installing pay stations for parking, with a goal of launching in January. They were coordinating with vendors and stakeholders to ensure a smooth launch, despite uncertainty around crab season opening dates. Gary said it was rare to start the season in December. The Committee discussed the potential launch date for the program, with some members suggesting a later date to avoid conflicting with other events. The Committee agreed to table the conversation until next month's meeting to gain more information before making a decision.

Tokos reported he met with the managers of Pacific Seafood and Bornstein, and would be setting up meetings with their staffs. Sharon Snow, office manager for Pacific Seafood had questions and feedback on parking fees, including options for offseason pricing and lower fees in different zones. The Committee discussed the pros and cons of each option, including the challenge of allocating permits by type and the need to set parameters annually.

Goplen suggested conducting a survey to determine the actual number of employees at businesses along Bay Boulevard, as the current estimate of 107 spaces may not be accurate. This would show that the city reached out to businesses to find out what was needed. Tokos agreed that a survey could be helpful in determining the number of permits needed in Zones A and B, but noted that paid parking areas would always have some capacity. Tokos suggested they could offer an annual pass with a

discounted off-season, and only offer a limited number of permits available. The only downside to this was that it would be difficult to manage the number of permits that were available, because they had to allocate for both the basic monthly permits, versus the annual. Goplen agreed that this option would be simpler, but noted that it may be more difficult to manage the number of permits available. Emond asked if the off and on seasons would be for six months each. Tokos confirmed it would be.

Tokos proposed parking pricing options for employees, with the Tier II priced at \$75 for May to October, and \$25 for November to April. Emond thought that was fair, and thought lowering the price for where they wanted people to park was a good thing. Smith asked if this meant that someone would pay \$100 a year to park in the Tier II zone. Tokos confirmed it would be \$100 a year in the Tier II, or \$350 in Tier I. They would still be hunting permits.

MOTION was made by Robert Emond, seconded by Bill Branigan, to adopt the on-season and off-season pricing of \$275 peak, \$75 off peak for Tier I, and \$75 peak, \$25 off peak for Tier II. The motion carried unanimously in a voice vote.

Ripka left the meeting at 7:18 pm.

Goplen praised Tokos for the good job he did during the meeting with the Bayfront business owners. Tokos acknowledged that the meeting raised concerns about the impact on local businesses. He confirmed with the owners that the city was already committed to moving forward with the project.

- 4. Progress Report on T2 Systems Implementation.** Tokos reported they were working with T2 Systems twice a week to implement the system and do the programming of the pay stations. He provided updates on the parking system implementation, meetings with stakeholders and vendors, and the installation of license plate recognition technology. Tokos noted he hadn't received any pushback in the outreach meetings on the zone locations. He confirmed that the vendor would install the license plate recognition technology towards the end of October.

Tokos reported the parking lots had been paved, and they were putting up sign posts and foundations for the pay stations. Goplen asked if the zones would have curbs that were color marked for the different areas. Tokos said there would be a zone designations on the signs for this. The signs wouldn't be different colors.

Tokos reported they walked the Bayfront and would be pricing out the cost of security cameras for the pay stations. Goplen asked if the cameras would be placed on the pay stations. Tokos said each of the light poles had power at the top of them and where the cameras would be placed. Goplen thought this could get expensive and asked if the funds should come out of the parking money. Tokos explained they were pricing it out and wouldn't exclusively pull money from the parking fund. Goplen thought it should be a law enforcement expense, not parking expense. Tokos would advocate on this.

- 5. Revisions to Parking Codes to Facilitate Bayfront Metering.** Tokos reviewed the changes to NMC Chapter 6.2, Metered Parking Zones, explaining that the changes would go directly to the City Council for review because it was a regulatory code. He covered the changes to how vehicles were exempt from metered parking spaces; storage of nonvehicle property; and compliance to time limit requirements for zones.

Goplen expressed confusion about the parking meter limit, questioning why a family couldn't add more time to their meter after the initial 4-hour limit. Tokos clarified that they would be limited to 4-hours in the zone. It was in place to encourage turnover and ensure fairness for employees who paid for parking permits. Goplen thought this would be an area of confusion for someone who wanted to

stay in area. She worried if signage would clarify the public needed to move to a different zone for extended parking, citing examples of spa appointments or lunch breaks. Tokos thought people operated within the time limits and understood they couldn't stay over four hours. Smith was concerned the zones could become confusing. Goplen said there would be circumstances where people wanted to stay more than four hours. Tokos said there were zone references on signs identifying what zone they were parking in.

Tokos continued his review of the amendments to NMC 6.20.035, obstruction of meters. He mentioned that the police department could tow and impound vehicles that violated metering rules after three unpaid tickets. Goplen asked if after three tickets the vehicle would be booted. Tokos said after three tickets the person wouldn't be able to park. If Chief Malloy was to say the boot would be added, they needed to get the message out that it would happen. Emond asked when the police could tow a vehicle. Tokos said this would be utilized when people were parking dangerously.

Tokos reported that NMC 6.20.050 had been removed. He covered the changes concerning courtesy permits and coupon codes. Smith asked if coupons were the same thing as businesses that wanted to give out validation codes. Tokos said coupons were more simple and there would be a promo code that could be given out to get a day of parking. Goplen suggested businesses take advantage of promo codes as well, such as for sponsorship opportunities or to offer discounts to customers. Tokos pointed out they could also do a 50 percent reduction instead of 100 percent as well. Emond asked if the coupon codes would replace validations. Tokos said coupons were easier to put out, but validations would still have to be worked out.


Tokos asked if the Committee was generally comfortable with the updates. Emond noted that Tokos mentioned taking out the text that said they would be hooding the meters. Tokos said this was for single stall post meters. What they could do was program the pay stations to say they weren't working and outside of the timeframe that they had to pay.

Tokos noted that he and Smith would be attending the Rotary Club meeting the next day to speak to the group about the program.

6. **Public Comment.** None were heard.

7. **Adjournment.** Having no further business, the meeting adjourned at 7:52 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant