

**City of Newport  
Parking Advisory Committee Minutes  
January 17, 2024**

<b>LOCATION:</b> CITY COUNCIL CHAMBERS, NEWPORT CITY HALL, 169 SW COAST HIGHWAY, NEWPORT	
<b>Time Start:</b> 6:00 P.M.	<b>Time End:</b> 6:58 P.M.

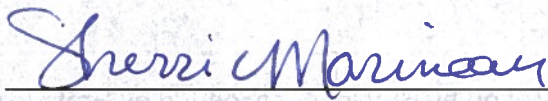
**ATTENDANCE LOG/ROLLCALL**

COMMITTEE MEMBER	STAFF
Chair Janell Goplen (by video)	Derrick Tokos, Community Development Director
Aracelly Guevara (by video)	Sherrri Marineau, Community Development Dept.
Aaron Bretz	Donald Valentine, Community Service Officer (by video)
Gary Ripka (by video)	
Bill Branigan (by video)	
Doretta Smith (absent)	
Robert Emond (by video)	
Jan Kaplan (absent)	

AGENDA ITEM	ACTIONS
<p><b>CALL TO ORDER AND ROLL CALL</b></p> <p>a. Roll Call</p>	<p>None.</p>
<p><b>APPROVAL OF THE MINUTES</b></p> <p>a. Meeting minutes of December 20, 2023</p>	<p>Motion by Branigan, seconded by Bretz to approve the minutes of December 20, 2023 as written. Motion carried unanimously in a voice vote.</p>
<p><b>STATUS OF THE COURTESY ELECTRONIC PERMIT ROLLOUT</b></p> <p>a. Discussion on permit rollout</p> <p>b. Committee feedback and comments</p>	<p>Mr. Tokos gave an update on the rollout of the courtesy electronic permits.</p> <p>Committee members provided feedback on the rollout which included creating boiler plate handouts to put on vehicle windshields during the rollout; reaching out to the Chamber of Commerce to hand out free parking coupon codes at the Sea Food and Wine Festival; creating a partnership with the Fishermen's Wives to help with permit enrollment; sending out another round of noticing on the rollout to the fishermen and businesses; and holding another user group meeting the second week of February at city hall to show examples of how to use the program.</p>
<p><b>UPDATE ON "MOBILE PAY" IMPLEMENTATION</b></p>	<p>Mr. Tokos provided an update on the "mobile pay" implementation.</p>



<p><b>INSTALLATION OF THE BAYFRONT PAY STATIONS AND REGULATORY SIGNS</b></p> <p>a. Discussion on pay stations and signs</p> <p>b. Committee feedback and comments</p>	<p>Mr. Tokos gave an update on the delay of the installation of the pay stations and regulatory signs until sometime in mid-February. Security cameras and their electrical systems would be set up at the same time as the pay stations.</p> <p>Committee members expressed concerns that the public could get confused on the locations of the city lots and the port lots. They suggested the handicapped parking icon be added to the signs, and a video loop to show how to use the pay stations be added to the city's website.</p>
<p><b>PARKING ENFORCEMENT UPDATE</b></p>	<p>Tokos reported the parking enforcement vehicle needed to be serviced to address issues before it could be put in use. Officer Valentine gave an update on current parking enforcement.</p>
<p><b>CITIZEN/PUBLIC COMMENT</b></p>	<p>None.</p>

Submitted by:   
 Sherri Marineau, Executive Assistant