

MINUTES
Parking Advisory Committee
Meeting #12
Newport City Hall Council Chambers
June 21, 2023

Committee Members Present: Gary Ripka (*by video*), Bill Branigan (*by video*), Aracelly Guevara, Aaron Bretz, Doretta Smith, Jan Kaplan, and Robert Emond.

Committee Members Absent: Janell Goplen (*excused*).

City Staff Present: Community Development Director, Derrick Tokos; and Executive Assistant, Sherri Marineau.

1. **Call to Order & Roll Call.** Meeting started at 6:05 p.m.
2. **Approval of Minutes.**

MOTION was made by Bill Branigan, seconded by Doretta Smith, to approve the May 17, 2023, Parking Advisory Committee meeting minutes as written. The motion carried unanimously in a voice vote.

3. **Updated Implementation Schedule.** Tokos reviewed the implementation schedule. Emond asked how long it would be to get the signs up. Tokos thought this wouldn't be too difficult and was okay with the timeline.
4. **Review Bayfront Parking Lot Refurbishment and Sign Installation Bid Packages.** Tokos reviewed the plans for the parking lot refurbishments. Tokos noted that Chris Beatty with Engineering would be taking the lead on the design of the lot refurbishments. Justin Scharbrough with Public Works would be over the implementation of the signage. Jason Malloy with the Police Department would be working with Tokos and T2 Systems.

Tokos reviewed the Abbey Street parking lot changes that would add fire lane striping and refresh the ADA parking spaces by the restrooms. Kaplan asked if this area would be metered. Tokos reported it would be a meter/permit combo. He noted they would also be setting up motorcycle parking in the Abbey Street lot as well. Guevara asked if there were any spaces for bicycles. Tokos said there weren't a lot in this project but thier areas to add them. The Bike and Pedestrian Committee was working on this in a separate project. Tokos noted that they had talked to the Parks and Recreation crews to have them try to maintain the current landscaping. He asked for the Committee's thoughts on the refurbishments. Branigan asked when the work would be done. Tokos reported that it would be done after Labor Day, during the second half of September. They would shut down the lots individually and do them in a sequence.

Tokos reviewed the area by the Abbey Street lot next to the convenience store's private lot. They would be refreshing the ADA spaces and updating the trash area at this location. Ripka asked why areas 15 and 17 on the map of the lot couldn't be motorcycle parking. Tokos would talk to Public Works about this to see if that would be an option. Kaplan suggested it could be bicycle parking as well. Tokos asked for any comments on the lot by the convenience store. Kaplan asked if the store had a parking lot. Tokos explained that they had their own private parking. He noted that they wanted to make sure there was some sort of wheel stop or curbing in the driveway approach.

Tokos reviewed the Fall Street parking lot updates. They would be adding a pay station at this location, and it would be a meter/permit lot. They would also be striping the 9 foot by 16 foot compact vehicle parking space. Emond asked what happened if a big car parked in the compact space. Tokos explained that the city would be seeing more enforcement of parking violations. If a vehicle was obstructing the travel lane they would be cited.

Tokos reviewed the SW Bay Boulevard lot near Pacific Seafoods. He noted this lot would have one additional ADA space. Tokos then reviewed the Canyon Way parking lot. They would be taking one driveway out and working in a few landscape islands. Emond asked if they could add more lights to this parking lot. Tokos would look into this.

Tokos covered the Lee Street lot. This was a terrain constrained lot and would be timed/permit. Emond asked if there would be a sign showing that it was separate from the Ripley's lot. Tokos said there would. Smith asked if the lot had a light. Tokos wasn't sure if it did. Emond thought the landscaping areas looked like they were sized enough that they could be parking spots. Tokos would ask about this as well.

Tokos reviewed the Hatfield Pump Station parking lot. They would have a pay station at this location, and would be adding one ADA parking space. Tokos noted the area left of the ADA space was there to separate it from the sidewalk.

Tokos reviewed the map of the location of signs. Emond asked if the daily maximum would be four hours on Hatfield Drive. Tokos would discuss that during the regulatory signs discussion. He said if anyone saw any adjustments on the signs to let him know. Emond was concerned that there might be confusion between the public lot and Ripley's private lot. Tokos reported the city was already working with Ripley's to get an access easement for the driveway to the public lot. They would also talk to Ripley's about their signage to make it less confusing. Tokos continued his review of the sign locations on the maps and the design of the sign poles and footings. He requested the Committee let him know if they saw anything wrong on the signage plan.

Bretz entered the meeting at 6:38 p.m.

5. **Review Draft Meter Permit Municipal Code Changes.** Tokos reviewed the updates to Municipal Code Chapter 1.50 "Penalty." He noted that the parking changes they discussed at the last meeting hadn't really changed. The only changes focused on the land use piece. Tokos reported the first changes had to do with citations, which included how the City Council would have the authority to change fees by resolution. The revenues from the parking citations would be directed to the parking fund to offset parking enforcement. The other citation revenues would go to the general fund. Tokos noted they might add language to clarify the types of citations that were set by state statutes.

Tokos reviewed the changes to Chapter 6.15 "Parking in Right of Way." Emond asked if the fishermen permits would supersede this. Tokos confirmed that was correct, unless they specified otherwise. They would also be adding language to extend the parking permit program to lots, and allowing for parking permits to be electronic, not just paper. They would also change the language to authorize recreational vehicle (RV) parking through a special event permits.

Tokos reviewed the changes to Chapter 6.20 "Meter Parking Zones." Tokos noted they needed to work through who would handle calls for tickets and when one of the pay stations wasn't working. Emond asked if the kiosks would have a message on them to say who to call if they weren't working. Tokos said they could set it up so that there was some sort of message for when the kiosk wasn't working

and say who they could call if there was an issue. The Police Department was working with T2 Systems and talking to City Council about having T2 collect tickets. Tokos said T2 wouldn't handle the payment of tickets and this would be done online. There would also be an option for people to pay by check, but they wanted to collect payments online to the extent possible. Emond asked if after the 14 days were past due, or whatever timeframe they determined, would the Finance Department handle collections. Tokos said once they were on the delinquent side, T2 would collect. There would be an additional cost to collect, and the person with the ticket would have to pay this fee.

Tokos continued his review of changes to Chapter 6.20. Emond asked if the fee areas were by parking lot or parking spaces. Tokos said they were setting up different fee areas by zone. Generally what they were trying to do was stop people from just moving a few spaces down and occupying another space. This would make sure that they would need to either move a certain distance or move to another zone. Tokos thought this seemed the most logical way to do it. Emond asked if the zone would correlate to the map. Tokos confirmed that was correct. Emond asked if signs would show zones on them. Tokos said they would.

Tokos reviewed the payment of fees. Tokos noted the time allowed for vehicles to load had been changed from 30 seconds to 5 minutes by the Planning Commission. They would also be looking into installing security cameras for pay stations. Tokos noted that Chapter 6.20.50 showed that accessible parking was exempt from fees. Smith asked what the reasoning was behind setting accessible parking as free but not having disabled parking be the same. Tokos said this was state law, and he guessed that wheelchair users would have a tiny bit more difficult time getting in and out of their vehicles.

Branigan asked if disabled veterans could get license plates, or if they would need a placard. He wondered if the license plate recognition would register their plates. Branigan also asked if they would be allowed to use accessible places for wheel chairs. Tokos said he would have to look into this. He noted that the draft code was put together by aligning it with the state code. This didn't say they couldn't do something different. Branigan thought they should exempt the veterans because a lot of them had mobility issues and didn't qualify for wheelchairs. He thought they should do something extra for those that had physical impairments and mobility challenges, rather than going with the state's code. Emond thought this would be simpler and they needed to figure out the handicapped or license plate types. Tokos thought they should be able to pick off the different placards. Bretz asked if enforcement could pick up a license plate with a placard. Tokos thought this would have to be done visually by enforcement. Bretz thought this would be easy to miss. Tokos reminded they would be parked in ADA spaces, and it would be easy to pick up. This was something they could look into, and he would ask if the placards were built into license plates. Emond noted that in California anyone who parked in a regular meter space, who had a handicapped placard, would be exempt from paying the fees. He wondered if Newport would be set up this way. Tokos said if they were exempting for all disabled types, they should only be exempt from fees in ADA spaces. Emond thought it would be simpler if it was just ADA spaces. Branigan noted a lot of disabled persons with wheelchairs would get special license plates. Ripka reported that his family didn't have a permanent license plate for a vehicle for his disabled daughter because she didn't drive. He thought all disabled types should be exempt. Tokos said what he heard was there were some consistencies that they should adjust this so that if someone was parking in an assessable space, they were exempt if they qualified for being in that space, period.

Ripka pointed out they didn't have many ADA spaces on the Bayfront and asked if there was any way to add more. Tokos noted they added some at the Fall Street lot, and they didn't want to add any ADA spaces on the steep sloped lots that didn't have accessible pathways down to the Bayfront. He noted there had been another ADA space added by Hatfield. Ripka reported that there was one ADA space by Ripley's, but it wasn't truly accessible. Smith asked if someone couldn't find an accessible parking

space, would they then be exempt in a regular space. Tokos said they would have to pay in regular spaces. Ripka thought this would be difficult when there were limited spaces. He thought they should park for free anywhere in the city. Emond was in favor of this if the enforcement could tell them how many times that was being used. Ripka thought that for the most part people didn't abuse the use of ADA parking, and they wouldn't use them when they didn't need them. Tokos would make the change that all ADA was exempt. Bretz thought they should talk to the Police Chief to see if this would have any issues. Ripka thought there might be a problem when someone didn't see the placard when enforcing. Tokos said the license plate recognition would flag the vehicle and the enforcement would have to get out of vehicle to check. Emond thought this would give them data to see if they needed to change anything by resolution later. Ripka asked if this would require additional signage. Tokos said they wouldn't put up additional signs, but they might be able to add something specifically to ADA spaces. Smith thought this should be added to the kiosks. Branigan suggested they add information to the phone app saying they should hang the placard on their mirror so they wouldn't have to pay. Tokos would look into this but noted that the phone app was just a text to pay interface.

Kaplan asked if the section on RVs was saying they couldn't park for more than 72 hours in the right-of-way. Tokos said that was correct, unless the area was signed for something else. Kaplan reported he currently saw RVs parking longer than this and asked if they would they be cited. Tokos said that was correct and it would be enforceable. Kaplan asked what it meant in Chapter 6.15.010 when it said that "any vehicle, which size or shape cannot be parked as provided, may be parked outside the restricted or limited areas of the city." Tokos explained that if they were in an area that was restricted, and the city had put in tick marks where the parallel parking spaces were, they couldn't extend over that. This would only apply to areas where they had defined parking spaces.

Emond asked if Chapter 6.15.015 (B), said that if someone who parked a U-Haul or SUV couldn't park in front of residential houses. He felt it was too ambiguous and asked if this meant SUVs and large trucks. Tokos said this was old language and it was meant for large trucks idling right next to residences. He would look to modernize the language.

- 6. Confirm Updates to Regulatory Signs.** Tokos reviewed the new mockup of the regulatory sign concepts. Bretz noted thought that the signs should say "Only Sat-Sun, Nov to Apr" on signs to make it clear. Tokos reviewed the 60 minute loading zone signs and pointed out the location of each loading zones. Ripka noted Bornstein's couldn't get their trucks unloaded in 60 minutes, and they would typically sit for most of the day. Tokos said they had to set a time limit and enforcement had to be cognizant of the needs of the processors on the working waterfront in terms of loading. They could be lenient where there was legitimate industrial loading. Ripka was fine with the 60 minutes, but was concerned about Bornstein's loading area because there were times when trucks would be parked waiting to load.

Tokos asked if the group preferred that the other loading zone signs by retail spaces to be 20 or 30 minutes. Emond liked a shorter time limit because it was easier to enforce. The group was in general agreement for 20 minutes. Ripka reminded that there had been problems in the past with new parking enforcement officers being too stringent on enforcement. Tokos suggested they roll this out and then see how it went. Bretz asked if they could write it into the code that if it was a seafood product they get an additional 30 minutes. He thought that if it was in the code it would allow enforcement to add additional minutes while following the letter of the law, therefore giving them some discretion. Tokos would talk to Chief Malloy about this to see if they could work some language in. He would also discuss if the signs could be from "Saturday/Sunday only" or "only Saturday/Sunday" with Justin and the street crews.

Emond noted the legend on the map stated unlimited parking. Tokos would talk about this on the last agenda item.

7. **Confirm Permit Availability Caps by Zone.** Guevara asked if the arrows would be added to the signage. Tokos said the striping on the parking lots would be striped for one way or two way parking. Guevara reported that she had seen arrows and signage put on the roadway that easily cracked and washed away. She asked if the city was planning on putting something down that was sturdier. Tokos would ask if they would be using the thermal plastic striping on heavy traffic areas because these held up better.

Tokos reviewed the permit availability caps by zone and looked at the zone map. He noted that he would fix the paid parking from no daily maximum to a maximum of four hours.

Tokos reviewed the parking stalls by zone and the number of spaces in each. Smith asked if Zones A and B would have 225 e-permits. Tokos said they would be a maximum of 225. Smith pointed out they only had 222 spots. Tokos said they were approximately the same. Smith asked if Zones C and D would have 335. Tokos confirmed this and noted they would be doing 120 percent there. The principal was that Zones A and B were the high demand areas, and where they would put the meter/permit option in. They wanted to see spaces available for metering, and not eaten up by permits. They wouldn't see all of the permits holders utilizing at the same time. Also, the commercial fishing permits would be done by invitation only.

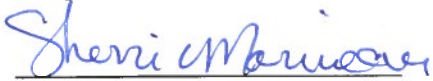
Ripka reported that the Port Council had asked him about the parking. They wanted to know how many spaces there were, how many boats would be able to have permits, and if they would be limited on the number of permits per boat. Tokos reported it wasn't set up to reserve a certain number of the 225 permits for them. This would be set up as first come, first served basis and could be adjusted over time based on utilization. Ripka asked how many people were using Port Dock 5. Bretz reported that he received numbers from the State Employment Department that estimated that there were around 600 jobs peak, with 300 jobs average. He figured the users numbers were between these two. Bretz noted that he always counted four people per boat. Tokos said if it was in the 300 to 600 range, they would be in pretty good shape if they had up to 25 in the Zones A and B, another 400 in Zones C and D, and have none of this included in the Port parking. Ripka thought Port Dock 5 was in the 200 to 300 range. Bretz thought the only time they were at max would be in October and early November when the weather was nasty and there wasn't much happening fisheries wise. Ripka noted that another time this happened was during spring in March. He didn't think everyone would all be there at the same time. Ripka thought 225 permits would work with the Port parking. Tokos assumed that the commercial permits at \$45 month would work in both the highly desirable and not so desirable areas. Ripka thought that was reasonable. He thought that when they kept it under the \$50 mark there would be less complaints.

Emond asked if someone had a Tier 1 permit, would they be allowed to park in the lower tiers. Tokos didn't think it was set up that way. The commercial fishermen permits would be done by invitation only. It made sense that they could park in the Tier 1 and Tier 2 pricing because both were proximate to the Port docks. Emond asked if their permits would reset on the second month and if they would have to go back to the bottom of the list. Tokos said they would have priority if they renewed within a particular period of time. If they didn't, they would drop out. Emond asked if a person who already had permits had priority the next month. Tokos thought they should have a priority if they renewed within the current month. He would look into this.

8. **Public Comment.** None were heard.

9. **Adjournment.** Having no further business, the meeting adjourned at 8:03 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant