

**Draft MINUTES**  
**Parking Study Advisory Committee**  
**Meeting #11**  
**Newport City Hall Council Chambers**  
**January 31, 2019**

**Committee Members Present:** Bill Branigan, Janet Webster, Cris Torp, Gary Ripka, Aaron Bretz, Linda Neigebauer, Frank Geltner, Sharon Snow, Laura Anderson, Jody George, and Julie Kay,

**Committee Members Absent:** Wendy Engler, Kathy Cleary, Cynda Bruce, Tom McNamara, William Bain, and Jeff Lackey.

**City Staff Present:** Community Development Director (CDD), Derrick Tokos; Police Chief, Jason Malloy; and Executive Assistant, Sherri Marineau.

**Public Present:** Franny Matsko, and Brendan Matthews.

1. **Call to Order & Roll Call.** Meeting called to order at 3:05 p.m.
- 2a. **Review and Amend Agenda, as Needed.** Tokos reviewed the memo that was handed out to the Parking Study Advisory Committee (PSAC). He asked for amendments to agenda. None were heard.
- 2b. **Approval of Minutes.** Geltner asked to add “Advisory” to the title of the Committee on the minutes. Torp gave Marineau corrections to the September 11, 2018 minutes. Motion was given by Webster, seconded by Geltner, to approve the September 11, 2018 minutes with corrections. All approved.
3. **Wrap –Up Discussion on Parking Study Implementation** Tokos reviewed the Parking maps provided to the PSAC and noted the changes.

**Bayfront Map Discussion Items:**

- Torp noted the area at Canyon Way by the mural sign had not been identified and asked if the area could be striped for parking. Tokos said he would look into it and report back.
- Branigan asked why the area on the west side of the street by Port Dock 7 wasn’t included. Tokos said it was on Port property and why it wasn’t counted. It was used for permit parking for fishermen. Bretz said there were no plans to change this.
- Geltner asked if the area across from Port Dock 5 was just the street. Tokos said it was.
- Torp asked why length of road west of John Moore Road was considered inventory when it wasn’t striped. Tokos said because it was available for parking it was included. Torp requested the PSAC discuss this with the Police Chief and thought it shouldn’t be included in the inventory. Geltner asked if it was going to be marked. A discussion ensued regarding how the parking had been utilized in the area and the difficulties it would mean for RV’s and larger trucks to park there. Tokos thought it was important to have it included in the inventory and said it could be addressed later on. Geltner suggested it be striped and also signed for oversized vehicles.
- Torp was concerned that people would park in areas that weren’t inventoried to get away from parking in the metered area. Webster said the number of permits issued would play into this.
- Webster requested that if the city went ahead with metering, the maps should represent what the PSAC wanted.
- Tokos said the areas where vehicles could park on the side of the road were part of the inventory regardless of whether they had tick marks or not. The city would still enforce without tick marks.
- Franny Matsko addressed the PSAC. She said she was concerned about the parking at her business on the Bayfront and didn’t see anyone enforcing the parking laws currently.
- Webster requested that they be sensitive on parking for 13th Street.
- Webster asked to have an agenda item added concerning new projects in the area. Tokos said if there was time at the end of the meeting they would discuss.
- Geltner asked when the plan would be finalized. Tokos said they would move the plan forward for polices and strategies once it was complete, then designate an advisory committee on a permanent basis to support it. The PSAC was wrapping up phase one and they would then be on to phase two. Webster thought there needed

to be a formal vote on the plan. Tokos said there would be a formal recommendation to the Planning Commission and then it would go to the City Council.

#### **Nye Beach Map Discussion Items:**

- Neigebauer asked if the Hallmark was providing parking. Tokos said there was some discussion on what should be done for right-of-ways for parking. Neigebauer noted that Elizabeth Street parking was being used as parking by the Hallmark Resort staff.
- Neigebauer said the Inn at Nye Beach had overflow parking on the street when they were full. Tokos said the nature of the parking district was such that they weren't required to have parking to cover all of their parking needs.
- Webster asked about the ADA spaces on the implementation memo and thought the area didn't have enough of these. Tokos said under the ADA codes, a particular number of ADA spaces would have to be provided when developing on private property, but there were no ADA requirements for right-of-ways. Webster questioned if it would be complaint driven to get more ADA spaces. Tokos said as a matter of policy ADA spaces could be added, but the city wasn't obligated to do so under the ADA rules. Webster was concerned about potential complaints to the city that there were not enough ADA spots and asked if the city would be adding ADA spots. Tokos said the City would be obligated to do this but they might do it as a policy.
- Geltner asked if there was anything written in the municipal code that there was a terminus for meters near the Whaler Motel on Elizabeth Street. Tokos said the study focused on what the city had designated as special parking district areas which had geographic boundaries set. There was a legal description of all the special parking areas and they had requirements to develop public parking in lieu of businesses constructing their own off-street parking.

#### **Bayfront and Nye Beach Implementation Memo Discussion Items:**

- Webster asked if the \$70,000 for lot resurfacing, under annual expenses, were costs for the city to catch up to current needs. Tokos explained they were dealing with lots with different stages of repair. Webster didn't think this would be an annual expense. Tokos explained it was what they were spending annually, it would be what they were reserving annually.
- Geltner asked for clarification on what the annual costs for maintenance needs were. Tokos said these figures were the initial cost of maintenance. They had walked the lots, looked at their conditions, and priced them out.
- Geltner asked what the annual costs for the parking system enhancements were. Tokos said this was for maintenance. Geltner asked where the figure came from. Tokos thought this figure came from the study.
- Geltner asked if they did not include enforcement. Tokos said this was correct. Geltner asked if the City would need upfront funds for enforcement. Tokos said this would be discussed with Police Chief Malloy during the enforcement discussion.
- Webster suggested that when they redid the turnaround in Nye Beach they go through the inventory for ADA spaces.
- Geltner asked where the costs for striping and draining would come from since they weren't accounted for in the projection of the parking lot surface maintenance needs. Tokos said the second page of the spreadsheet wasn't attached to the packet but these costs were picked up on page two of the memo.
- Torp asked if there were expanding striping, would the \$10,000 cover the west and east end of the Bayfront, and the east end of Hatfield. Tokos said this would cover a considerable amount of striping and he would have to check on what Lancaster Consulting assumed it would cover.

#### **ADA Wheelchair Discussion Items:**

- Tokos thought there was enough ADA spaces on the Bayfront and these spaces would be exempt from permits. Geltner asked if this would be included in the signage and asked how the city would make sure they were used by wheelchairs. Branigan thought the signs that said "wheelchairs only" could be used. Tokos said there weren't a lot of these spaces and didn't think it would be an issue.
- Geltner thought that the two red marks under "no metering" on the report stood out and asked if they could put it in a better context. Tokos would clarify this. He said the city didn't have to do metering but they used them to improve turnover spaces and would raise enough revenue to cover maintenance expenses. If the City chose not to do metering there was still the problem of all the parking assets that didn't have funding to maintain them and meet the needs of the users of the Bayfront and Nye Beach. Without meters, they could do combination of permits, increase business license surcharges, and live with existing timed parking program in place currently to get revenues.

- Anderson noted that the PSAC had previously looked at using transit and private shuttles to shuttle staff to the Bayfront. She thought these monies could help to accommodate the summer employee transit.
- Webster said there was no line for maintenance shortfall and asked what was subtracted for the no-metering alternatives. Tokos said lot resurfacing, ancillary repairs, and striping would be the things that fell under annual expenses. He would look at putting it in a different format.
- Geltner said the minutes said the PSAC agreed that they didn't support installments for paying for permit fees. He asked where the recommendation would come into play. Tokos said on the administrative side they would have trouble tracking and managing installments, and it would be a challenge administratively.
- Neigebauer was concerned that a \$100 parking fee would be too costly for someone living in Nye Beach area. Webster noted that in Nye Beach staff had more options for parking than on the Bayfront.
- Webster asked if there would be any changes happening the coming summer. Tokos said probably not. The Public Works Department had been short on staffing which delayed changes because there wasn't support from the department.
- Geltner asked when the first coin would be in the meters. Tokos said he couldn't speculate. Geltner asked when it would be aired to the media. Tokos said this was something a lot of people were plugging into. There had already been outreach and press releases done, and the city would continue to do this.
- Anderson asked about the timeframe for the existing parking districts. Tokos said it was done year to year and his thoughts were to lock it in as a standing rate until an alternative structure was adopted.
- Webster asked Snow if their blue bus shuttle would expand to other employers. Snow didn't think their bus would work for others because of liability issues but said it wouldn't be entirely out of scope to work together with other employers. Snow thought this would be a question for John Moody. Tokos reminded the PSAC that Pacific Seafood was working on a housing project and he could talk to them about expanding.

4. **Changes to Parking Enforcement (Discussion with Police Chief).** Police Chief Malloy addressed the PSAC. He said parking enforcement on the Bayfront had changed. The contract with TCB was terminated in 2018. The city had authorized a parking enforcement officer and they would be hiring a person in February. The Police Department (PD) was working on an ordinance to be able to enforce timed parking. Malloy explained how the PD enforced on the Bayfront currently. He said the PD had to use common sense to enforce while trying not to upset a lot of people. When the meters were implemented the code would need to be updated in order to enforce. Malloy noted that the majority of the parking enforcement would happen in the Bayfront. The PD budgeted for a second parking officer in March of 2019. They wouldn't be hiring the person this year but would carrying it over to the next year. He said the community service officer, the parking officer, and another enforcement officer would maintain the parking and vacation rental enforcement together.

**Discussion Items:**

- Neigebauer asked if room taxes could help fund enforcement officer positions. Tokos noted that the policy choice the City Council would be making on the recommendation by the Planning Commission for a reduction of Short-Term rentals by 25-30 percent could make it a challenge because it meant the city would have to deal with some reduction in room tax collections, while still needing to do an increase in investments for enforcement. Malloy said every dollar of room tax collected was planned for. They couldn't take anything away from this because a deficit to the general fund couldn't be made without adding something back to it.
- Branigan asked if they could use the police volunteers to do enforcement. Malloy said volunteers were sworn in to do parking but they were primarily for ADA parking enforcement. A discussion ensued regarding what the PD could enforce for parking and the need for proper signage.
- Ripka asked if the new parking officer would be enforcing the Port parking. Malloy said TCB would be doing this and the PD would assist.
- Webster requested that when the new parking enforcement officer was hired that they come to the Bayfront to meet with businesses. Malloy said the enforcement officer would be required to be present on the Bayfront.
- Torp asked how wrong way parking would be enforced. Malloy said they weren't enforcing because they didn't have anyone to do this.
- Geltner asked if permissible length could be enforceable for areas that are striped. Malloy said they used to do this but determined there wasn't enough time to do it and it was a lot harder to enforce.
- Matthews asked when Malloy thought the ordinance would be implemented. Malloy said he hoped to have it by spring break.
- Webster suggested that the west side of Bay Street be signed.

7. **Parking Code Alternatives.** Tokos reviewed his memo on the parking code alternatives and reviewed the goals and corresponding policies.

**Discussion Items:**

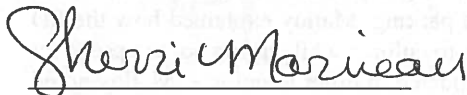
- Webster asked if Goal 2, Policy 1, Strategy 2 meant an increase in business license fees. Tokos said yes.
- Geltner asked if there was any value in different meter rates and peak demand periods, and asked if the rate could be lowered per hours. Tokos said meters could be turned off for different periods. Anderson said this level of planning would be addressed when there was a policy in place. Ripka noted that the parking on the Bayfront had been very busy this whole winter. Tokos said he could talk to Malloy about getting the parking officer trained fast to be able to help with this.
- Snow was concerned that changing the meters for different seasons would confuse people.
- Tokos asked if the PSAC was concerned about metering on peak demand. Ripka thought the Bayfront was busy all the time. Tokos said he would say that the metering options should work within the parameters of each of the parking districts.
- Bretz asked if the rates would be set by ordinance. Tokos said the ability to set fees were done by ordinance and then rates would be set by policies.
- Geltner thought the ordinance should state, under “ Parking Advisory Committee,” that representatives should include area business not just the Port and the commercial fishing industry.
- Ripka asked who was in charge of rate increases. Tokos said the City Council.

Tokos asked the PSAC to send input to him and he would bring updates to the next meeting.

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

9. **Adjournment.** Having no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,



Sherri Marineau  
Executive Assistant