

MINUTES
Parking Advisory Committee
Meeting #8
Newport City Hall Council Chambers
February 15, 2023

Committee Members Present: Aaron Bretz, Janell Goplen, Bill Branigan (*by video*), Aracelly Guevara, Doretta Smith (*by video*), and Robert Emond.

Committee Members Absent: Jan Kaplan, and Gary Ripka.

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

Vendor Staff Present by Video: Poppy Guloien, and Bric Fraser.

Public Present: Cris Torp, and Michael Rioux.

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

MOTION was made by Doretta Smith, seconded by Robert Emond, to approve the January 18, 2023 and January 30, 2023 Parking Advisory Committee meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Discussion with T2 Systems Inc Regarding Elements of the Parking Management Solution.** Tokos reviewed the parking management alternatives map with the committee that included the kiosks locations and the two tiered permit parking zone concept and pricing. He then reviewed the Bay Street kiosk placement. Tokos explained that all of the pay stations were on the upland side of the Bayfront area because a lot of the parking was broken up with loading zones that had a lot of forklift and heavy truck traffic. Guevara asked if one of these kiosks could be included in the pink area that was the Canyon Way Lot #33. Tokos pointed out kiosks would only be in the green and orange areas because these were the areas where metering would be located. The pink area parking was by permit or time limit. Torp asked if someone paid at any of the four kiosks would they be covered to park in the whole area. Malloy explained the public could pay at one kiosk and park six blocks away. They weren't tagged to a specific stall. Goplen asked how many parking spots were between each kiosk. Tokos explained there were 51 stripped spaces and there was a kiosk every 13 spaces or so. He noted that they could reduce this and go from four to three kiosks by eliminating the one by Gino's and shifting the Abbey Street kiosk closer to Rogue. Smith questioned if the first kiosk would be placed where the new hotel would be going in. Tokos explained that a conditional use permit was submitted to build a hotel that had 43 off-street parking spaces on the premises. Smith asked if there would be a loading zone for the hotel and if they should have a kiosk there. Tokos didn't think they would put a loading area at the intersection and expected that they would have a loading zone across the street. Smith asked if hotel guests would use the loading area. Tokos explained they would have areas internal to that property where guests would do that.

Malloy asked how intermittent the signs would be between kiosks so that people knew the areas where they had to pay to park. Guloien explained that the locations varied but they needed signs on each block. Tokos pointed out that Bay Blvd wasn't a street that was conventional. He thought they should

talk about this after the kiosk discussion. Tokos reported that the city engineer had given his thoughts on them as well.

Tokos continued his review of the kiosk locations at Gino's restaurant, the Abbey Streets lot restrooms, the Bay Blvd and Fall Street area, the Fall Street Lot, the Hurbert Street area next to the candy shop; and the location near the Clearwater restaurant. Goplen thought they should move the kiosk by Clearwater in front of the bathrooms near #11.

Malloy noted that the Canyon Way and Lee Street lots were full six months out of the year from March through September. He asked why these didn't have kiosks. Tokos explained these areas were where permit parking would be accommodated and wouldn't be paid.

Tokos reviewed the kiosks on the boardwalk that included those at the gap between the benches, the one near Local Ocean, and the one past Port Dock 5. He asked if the layout of the kiosks made sense or if they needed to be tighten up. Tokos noted that if the thought was to tighten up the locations of the kiosks, they could either remove the one by Clearwater or eliminate the one by Gino's by shifting the kiosk by Abbey by Rouge. Branigan thought they should go with what they had and tighten them up as needed later. Smith agreed but thought #2 by Clearwater should be moved over by the restroom to alleviate confusion and reduce the gap. Goplen agreed and thought the one by Wax Works had a lot of people and thought a kiosk there would be clearly seen. Tokos pointed out that there was a private lot in that area and having a kiosk there might confuse people into thinking the kiosk applied to the private lot. Goplen noted this private lot was clearly signed. Tokos noted this area was on the edge of the paid area and a lot of the parking on Lee Street would be timed permit parking. Smith thought this would come down to making sure the signage for both Clearwater and the city was very clear. Goplen thought the color coding was great. She asked if the T2 system showed a map on their app to show the public where parking was and what zone they were in. Guloien thought the signage was the most important thing for this so people knew where the paved parking areas were. The mobile pay platform had the availability to map out all the zones in town for people to see where available parking was. Smith asked if there were screens on the kiosks and if they could color code different areas. Smith confirmed there were screens and thought they could color code for the lots. Guloien didn't think they would want to have signage on the kiosks because they wanted people to get to the kiosks to pay, then park and get out. They would want to avoid people waiting in line to pay for their transactions. Tokos thought the signage needed to be clear on what areas were paid, permit time, and private. He stated that what he heard was the Committee wanted to go with what they talked about, shift the one kiosk by Clearwater to the public restrooms, and go with the 10 kiosks as depicted at that time. Goplen thought the yellow area by #15, across from the pier could be used for a kiosk. Tokos pointed out that the city had no real estate there, and they would have to acquire easements to put a kiosk at that location. He felt the kiosks were very visible.

Guevara asked if the signs would have different languages on them. Guloien explained it would be a challenge to put multiple languages on the signs. She reported that T2's pay stations had multilingual software to support French, English, Spanish, German, Vietnamese, and simplified Chinese. Goplen suggested the signs have a QR Code that linked to a website where the text could be translated into any language. Tokos asked if the text to pay had Google Translate linked into it. Fraser explained that because this was an app for people to download, it would already exist on whatever language they were using on their cell phones because it was a progressive web app. Tokos pointed out that an example of what the sign looked like was included on the staff memorandum.

Tokos reviewed the street view of Google maps to show the locations of the signage. He noted that that the signs would be mounted on city owned decorative light poles with metal straps, and would face the parking spaces. There would be three signs on poles on the Bay Street section. Then there

would be one kiosk on the corner of Bay Street and Bay Blvd. Bretz thought the section on Bay Street wouldn't be visible. He suggested it would be more effective to pick a location that was visible on Bay Street instead of going around the corner. Tokos thought that if the sign was on the corner they would lose the visibility on Bay Blvd. Bretz thought the sign should be by the base of the Coast Guard station. Tokos noted the objective was to find a location that would get visibility from both directions.

Tokos explained that they would put the signs on the city owned decorative light poles along Bay Blvd. This would help avoid adding more holes for sign posts and meant they would be spaced really well throughout the area. There was only one pole in a loading area where this didn't make sense. Goplen noted that one of the concerns raised by Janet Webster was about loading areas. Tokos explained that the loading areas were painted so they were clear they were for loading. The city would make sure there were no pay signs at the loading areas. Goplen noted that the poles were already used to hang banner signs and asked what the restrictions were on the length of signs. Tokos explained these would be regulatory signs within the right away that the city had flexibility on sizing in the sign code. They just needed to make sure that there was enough clearance so people didn't hit their heads, but these signs wouldn't interfere with the banners. Fraser noted they had an example of the same types of signs in Park City that could be shared.

Tokos reviewed the areas where there wasn't any decorative lights and how they would add them in the lots and along the streets. They would try to leverage the existing poles for signs. Tokos noted that some areas along Bay Blvd would be tricky because stores had lower eaves. He pointed out that the area next to the boardwalk was an area they couldn't utilize the light poles because Central Lincoln PUD wouldn't allow them. The city would have to put in new poles next to these lights. The spacing between the lights was pretty good when they put the signs next to each. Tokos noted they needed to have clear signage for areas that weren't pay parking areas. Goplen asked if the Port would need to change their signage for these areas. Bretz stated they wouldn't change any of their signs and would keep them as is.

Guloien noted that some municipalities colored their curbs in different areas to mark where the parking would be paid. Malloy pointed out that all of the painting down to the east end needed to be updated to make sure things were very clear. Bretz thought painting was important and the frequency of when they were repainted needed to be done at least twice a year. He also pointed out that there were areas there with little or no curbs.

Tokos explained how signage was easier to adjust down the road than kiosks were. They were thinking of doing an initial roll out of 45 signs, which could be adjusted as needed. Fraser shared the look of the Park City signs with the Committee and explained the areas where they didn't have pay stations were supplemented with signage on light poles. He explained that they could also have text codes for specific streets on the signs. Users could text a global code that would pull up a map on the phone to see all the locations in town they could pay for parking. Fraser showed an example of how the signs are placed on light poles that had banners hanging on them. Guloien noted adjustments were done all the time and the pay stations could be easily moved. She noted that people who lived locally would get used to using the app to pay for parking instead of at the pay stations.

Goplen asked if businesses on the Bayfront would be invited to the Committee meetings. Tokos explained that in terms of determining the order, number or placement of kiosks, they wouldn't. These needed to be ordered right away. Goplen thought they should invite business owners to come to the next meeting. Tokos thought instead of doing that at a Parking meeting they should do it at the Maritime Museum or somewhere else. He wanted to see the pricing details flushed out as much as possible beforehand because there were be a lot of questions when they talked to business owners. Goplen didn't think business owners understood that there were meetings happening where they were

making decisions about parking in front of their businesses. Bretz thought they needed to do this with the fishermen as well because they were also businesses. Tokos explained that they would be looking for feedback on the program and what adjustments needed to happen. They could do something in lieu of a parking meeting when they were ready to do this, and they would notice it to the fishing community and processors so those interested would show up. Tokos pointed out that they could make adjustments to locations of kiosks, but there wasn't plans to have them in front of many businesses.

Tokos thought the Committee should discuss why or why not they should have coin pay stations. Guloien reported that T2 had customers that only had credit card pay stations. There was around 20 to 30 percent of the population that didn't have a credit card. The city needed to determine how they would handle how people could pay for parking if they didn't have a credit card. Guloien cautioned that if the city was prepared to write this off, word would get around that if you didn't have a credit card the charges would be written off. If the city wanted people to be compliant they needed to give them all the ways to pay. Guloien explained that these kiosks would take credit cards and coins. She thought this would be plenty for Newport. Goplen reported she had received feedback that taking coins was a pain because there was extra work to man them.

Malloy pointed out that someone had to administer each pay station to collect money, and it seemed like it would be a daily thing. Guloien didn't think this had to be a daily thing. Malloy thought they would have to watch how much it was collecting so the kiosks weren't a target for theft. This would mean they would need to spend a half hour a day to collect, another hour to do paperwork and another hour or so driving the Bayfront. The officer would only be working four to five hours a day on enforcement because of this. Malloy pointed out that most departments in the city weren't set up for receipts and cash counting. Guloien thought that the city didn't need to be concerned about leaving money in the kiosks because it was too hard to get into them. Fraser explained that if they did want to have a pay station to accept cash, they could choose to only have one kiosk with cash and then set a threshold alert to notify the city when it got to a certain dollar amount so they could collect. Then, if the city saw that they didn't need to accept cash they could change the faceplate on the kiosk to not accept cash. Tokos noted the issue here was about those who didn't have a phone or credit card being penalized. He thought a way to address this was to have validation codes they could purchase from businesses. Tokos noted not every business on the Bayfront would do this. Emond asked how a person would know where to buy this coupon. Tokos thought they would know through signage and information from the city. The city could give a warning for the first incident and then say the next time they should go to a certain business to buy coupons. Guloien pointed out that the coin canisters would be locked. The person doing maintenance on them wouldn't have access to the cash. The person that took the canister would give it to the person who had the key to unlock it and count the funds.

Branigan thought they were right on the equity issue. A lot of the tourists weren't from big cities and didn't trust credit cards. He wondered if they could contact the Aquarium who had a lot of tourists and ask what percentage of their proceeds were from a credit card versus cash. Branigan thought this might help decide if they wanted a cash kiosk. Malloy asked how much money a coin receptacle would hold. Fraser thought it could be up to around \$2,000, and noted they could notify the city when a certain threshold was met. Malloy thought this would be manageable.

Goplen questioned which businesses would want to offer the coupons for purchase at their locations. Tokos thought this would create its own set of issues for the businesses and the city because it would create a transactional thing where the city would be getting reimbursed. Goplen pointed out that people could buy a smart card to use to pay. Tokos asked how hard it was to modify a kiosk if they initially did the coin option and then decided to change because they weren't being utilized. Guloien reported it wasn't hard to do and she would provide the cost difference for the two types of kiosks and what it would cost to change them back later. She noted that T2's proposal was for credit card only kiosks.

Branigan asked how much more it would be for a cash kiosk. Guloien said it would be a jump in price because they would be changing the type of pay station. She thought they could get away without taking bills. Goplen asked how often the coins got jammed in the machines. Fraser thought there would be more problems with the bills and not so much with the coin receptors.

Guevara suggested the businesses who were willing to take vouchers could pay the money collected to the city during tax seasons or at the end of the year. They could also be offered a percentage of the fees as well. Guloien noted this wasn't the first time they had a jurisdiction who wanted to have vendors sell parking. They would usually want to show a markup of revenue on them. Guloien thought this would put businesses in a position where they suddenly had to pay taxes for something that they weren't making any revenue on. Malloy thought this would be an accounting nightmare. Guloien would get back to the city on the cost to add coins and what it would cost to change them back to credit card only.

Goplen asked if there was a way to do validation for parking. Fraser explained they could do this with mobile pay. The business owner could decide if they wanted to do a full or partial validation. They could have a QR Code for the customer to use to scan, which was the best way to do this. There was also a web portal the business owner could use to get information from the customer and issue the validation. The city would have access to the data from any business who wanted to do validation. The city would be able to run a validation report to see what was given out and then bill the business monthly for what they paid out. Goplen asked if the business could pay beforehand and then chip away at the balance. Fraser reported there wasn't a way to do that at that time. There could be a way to give a person a coupon code that had a certain number of usages and restrictions on it. Malloy asked if the business would be billed for this and then the city would collect from them. Fraser stated they could do this.

Emond asked what would happen if someone had already paid for parking and they then got a validation. Fraser explained that their charge was a pending charge until their parking session expired. If within a window of time they got a partial or full validation, it would be closed at the full or partial rate. Goplen asked if this applied for debit cards. Fraser reported they treated debit cards the same as credit cards, but didn't put a hold on the card payments. The charge would be for the exact amount of the parking session. Emond asked if validation was cumulative for multiple vendors. Fraser thought they should have a cap on the number of time frames for validations because they couldn't do two validations on one parking session. Tokos thought they could work through the details of this in later meetings.

Tokos reported that they could not exceed the \$260,000 the City Council authorized in terms of executing a contract with T2. They needed to move into this contract quickly so they could order things and get the lead time they needed to get everything installed. Once they received the information on the cost of the coin kiosk they could move forward with ordering. If this was within the amount the Council authorized they could move forward with it. Goplen thought there was no use overspending and pointed out that they didn't have to do coins in all of the kiosks. Tokos thought they could do three coin kiosks with one at the Abbey Street, one across from Clearwater, and another across from Local Ocean. Emond asked how people would know to go to these kiosks to pay by coin. Guloien thought they could decal the kiosk. Tokos asked if they had to buy the signs from T2 or if they could print their own. Fraser explained that the most important part of the signs were the text codes and the QR codes. Once those were provided to the city they could choose to print whatever they wanted and they weren't required to go through T2. Tokos reported that this would be done based on how much Public Works could take on.

Tokos reviewed the pricing for the paid parking, timed parking and permit parking that had already

been discussed. The paid parking in the green and yellow areas on the map would be a \$1 an hour, no daily maximum, 11 a.m. to 7 p.m., 7 days a week, from May to October. Malloy thought this should start in March. Tokos reminded that this was what the Committee had discussed. Emond asked if someone could park for 8 hours and pay \$8. Tokos confirmed they could. He noted that paid parking would be applicable on the weekends from November to April, and during this time there would also be a four hour time parking limit. Emond questioned if someone parked in the off season for four hours it would be free and if they parked in the on season they could park for eight hours if they paid \$8. Goplen thought they would have to move their car after four hours. Malloy simplified it by saying if they were paying for parking, they could park a maximum of eight hours and if it was free parking it would be a maximum of four hours. Tokos thought they could say during the on season they would pay for the four hours and during the offseason it was free. Either way, it was four hours. The Committee was in general agreement with this. Emond asked how they would know when someone moved their car to another spot. Guloien reported there were GPS coordinates for this. Goplen asked if someone was parked for four hours could they come back and pay another four hours to stay there. Guloien said they could and there was no way to stop this. This was something that T2 was working on to combat it. Malloy asked if the sign template would show the time differences. Tokos reported there were some templates they could use. Malloy thought the peak season should be March to October, seven days a week, and then the other months should be free, including weekends.

Tokos reported that they only had permit zones that would be \$45 a month at the Abbey, Fall and Bay Blvd lots. Emond and Goplen thought this was cheap. Guloien asked who would be eligible for the Tier 1 zone. Tokos reported that the Committee talked about a hunting permit with no guarantees that there would be a space available. Those who would pay for permits were the ones that would be there frequently enough to use them, such as employees and the commercial fishing community. The Port would give the city a list of commercial fishermen who would be eligible for permits. This would be their own Tier 2 permits, by invitation only, and would apply to the east side parking permits. The commercial fishing community permits would be for a 72 hour period because they would be out fishing for extended periods of time. These permits could be purchased on a monthly basis.

Goplen thought the Tier 1 permit prices were too cheap for 12 hour parking. She thought Tier 1 should be \$65 and Tier 2 should be \$45. Tokos reminded that the Committee discussed making the Tier 2 permit zones more attractive. They would want the Tier 2 to be cheaper to get people's behaviors to change. Malloy asked what the criteria was for monthly permits. Tokos pointed out they had to figure out how to vet this. Goplen thought they could limit these to people in certain zip codes. Guloien thought they could have a preapproved list for the specific permit types. Tokos suggested they have local business give lists of people eligible for the permits. Bretz thought it was a good theory, but noted that the Port was challenged in vetting this because people were motivated to skirt the system any way they could. He thought the easiest way to do it was to tie it to a business owner who could vouch that somebody worked for them. Tokos thought they could have businesses provide a list of people eligible and then limit the permits to that.

Guloien explained another way to restrict eligibility was to set up a way for people to apply for permits on their phone, and then ask them to submit required documents. The city would then have to look at the attached document to approve them for the permit. Tokos reported the city didn't have staff to do this and thought the easiest way to do this was for businesses to provide email addresses. Goplen thought this would still have logistics because they would have to determine how many permits were allowed for each business. Tokos thought that if they got the pricing right they could do this for Canyon Way or Lee Street. He noted the west side would be paid only on the street and never an option for the permits. Goplen thought that Tier 1 should be \$65 but the fishing should be \$45. Bretz reported the fishing community would be unhappy about this, but he thought this seemed reasonable. He suggested

that instead of saying commercial fishing community, they should use the terminology “commercial fishermen” because no one used that term.

Tokos stated that what he heard was the Committee was comfortable with the Tier 1 level. Malloy thought there should be a significant difference between Tier 1 and 2. Emond suggested \$70 and \$30. Tokos asked if there was any issues on setting the fees at a certain level. Guloien thought they could make the two different tiers at whatever prices they wanted, and then give store owners a number of discounted employee permits from the cost of the \$70 and \$30 permits. This would motivate people to drive to other lots by giving them a better price. Guloien suggested that the discount on the \$30 Tier 1 permit for an employee be \$20. She noted they could gather custom fields to find out where the person’s employment was and then set a certain number of permits per business. Once these were sold, nobody else would be able to get them. Tokos noted the city didn’t want to get into individualized reviews for permits. He thought they could say the base price for Tier 1 was \$65 and \$45 for employees, then have the Tier 2 base price be \$45 and \$25 for employees. Then the businesses would give a list of employees to the city. Tokos pointed out that not all of the employees were going to want to pay these prices. Goplen thought having the Tier 2 at \$25 would be fine. Emond thought the Committee talked about how the pricing wouldn’t be set by ordinance so they could easily change it. Tokos explained they would need to be set by resolution and could be changed easily. Emond was more concerned about how they would validate the permits for residential areas. Tokos reported they could use utility bills to confirm this. Guloien also noted that if the city had a list of all the addresses that were eligible, T2 could upload them to determine if they were eligible. Tokos thought this would be easier than having employers provide lists. Malloy asked if all businesses on the Bayfront paid the parking districts fees. Tokos confirmed they did on their business licenses. The Council resolution effectively said that once there was an alternative way for paying for maintenance for these lots and other improvement there, this should be something that went away. Malloy thought this might incentivize business owners to have their employees pay for parking.

Tokos acknowledged the letters received from Cris Torp, and Janet Webster. Tokos pointed out the responses he gave to Webster. If the Committee had questions on these, they could discuss them at the next meeting.

- 6. Public Comment.** Michael Rioux addressed the Committee and reported that he was the Chair of the Bike and Pedestrian Advisory Committee. Their committee was trying to make Newport more walkable and bikeable. They were trying to get their ideas out to different committees about what they were doing and how they could work with the groups to achieve their goals. Rioux wanted to talk with this committee at some point about implementing city wide bicycle parking. They wanted to collaborate to get people to ride their bikes to the bayfront but stay in other areas in the city. Rioux reported they could reach out to city representative, Beth Young to set up a joint meeting at some point.

Malloy reported the parking position was closed, and they had nine applicants. When they narrowed down the field for interviews they would reach out to the panel for a different group who would work with their staff to decide who should move forward. Goplen asked what happened if the city lost the funding for the enforcement position. Tokos said this was a question on how the position was paid for. Through the budgeting process they would determine if the city wanted this funded through revenues from the parking fund, instead of being commingled with the general fund. This had its advantages because it was easier for people to look at collections and enforcement fees in one fund and made it more transparent. Malloy noted that the parking position with the police department was funded through the general fund. If for some reason they lost the permit meter revenues, the city would have to determine if the position would be absorbed through the general fund.

Tokos would share the information he received from T2, how the contracts were coming together, and if anyone had concerns.

7. **Adjournment.** Having no further business, the meeting adjourned at 8:11 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant