

WAYFINDING AND GATEWAY SIGNAGE COMMITTEE

MEETING SUMMARY

Date and Time: Monday, March 7, 2022 at 1:00 p.m.

Location: City Hall Second Floor Conference Room

1. **Call to order:** Doug called the meeting to order at 1:01pm

2. **Roll Call:**

Present: Doug Fehan, Jana Ecker, Nicholas Dupuis, Annie

VanGelderren, Marianne Gamboa, Sarvy Lipari, Kevin Hart

Absent: Sean Kammer

Others present: Claire Galli

3. **Public Comment:** No public comment.

4. **Approval of Minutes:** Annie motioned and Sarvy seconded to approve the minutes. Unanimously approved

5. **Staff memo:** Gamboa shared with the group that she shared a memo with all boards and committees.

6. **Commission Report:** Ecker asked the group what would we like in the commission report starting with an intro, background, how it evolved and all the different sections to put underneath for the complete report.

It was then mentioned that we have not received anything from McCann yet, but still working on it. Fehan asked to make sure the background information was in the report

7. **Style Guide:** The recommendations brought up by Ecker were 1. Ask commission to approve logo recommend by McCann in 2017. 2. Update 2004 wayfinding plan and attach a RFP. 3. Update Bham style guide (Gamboa does not think this needs to go to commission, just be internal)

Started discussions about the south gateway. Fehan asked if we should present an idea to commission that was not approved by the committee.

And then Ecker brought up if the logo is approved who is the committee to approve future city signs, etc... Does it stay internal or do we stay as a committee?

Gamboa then brought up about budget for all the changes: city vehicles, water tower, envelope, etc.

Might be 4th recommendation is to establish a standing board. Then brought up the idea about making sure all different departments are covered. Gamboa agreed we need to add more people. Looking into BSD Marketing member, parking and DPS.

Members agreed to when a department comes to "paint the water tower" we will just look at designs and not change the RFP process.

Marianne is willing to put together a google sheet to ask department heads for inventory of what would need to be updated and estimated costs. And the second phase would be to develop a plan to implement the costs and how to update for all departments.

Next step to put together report and RFP for next meeting and then present to commission on the 28th.

Final plan is to put to commission

1. Update Logo
2. Wayfinding plan update
3. Standing committee

Adjourn: The meeting concluded at 2:04 pm