

AGENDA

Longview Downtown Advisory Committee

Tuesday, February 15, 2022

NEW MEETING TIME - 11:00 A.M.

Virtual on zoom:

<https://us02web.zoom.us/j/82366766198?pwd=STQrMnR5TGtpb3VoZC9qZTdGUUVoZz09>

Meeting ID: 823 6676 6198 Passcode: 1923 Dial by your location

+1 253 215 8782 US (Tacoma) +1 408 638 0968 US (San Jose)

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. New Members**
 - Short Intros
 - OPMA Trainings [OPMA Training weblink](#)
 - Resolution 1920
- 5. Audience Participation or Correspondence**
- 6. Reports and Sub-Committee Assignments**
 - Parking Reports – LPD
 - Parking subcommittee report
- 7. Old Business**
 - Moratorium on development downtown other than retail/personal services, offices. Update on Planning Commission review of permitted uses. [The planning commission agenda contains the information discussed at the first workshop.](#)
- 8. New Business**
 - City Council Workshop March 17, 2022 on downtown parking, time TBD.
 - Request to create a new Subcommittee for Attracting New Businesses Downtown (Ariel)
 - Topic: Idea to move the Tuesday Farmer's Market to Downtown (Ariel)
- 9. Board Member Comments**
- 10. Adjournment Comments**
 - Next meeting March 15, 2022

MINUTES
Longview Downtown Advisory Committee
Tuesday January 18, 2022
8:00 A.M.
Virtual Zoom Meeting

1. Call to order

Brad Whittaker called the meeting to order at 8:02.

2. Roll Call

- *In attendance: Elizabeth Borders; Bill Hallanger; Ariel Large; Dawn Morgan; Pat Palmer; Allan Rudberg; Karl Salzsieder; Brad Whittaker;*
- *Excused: Katie Bonus;*
- *Not in Attendance: Pat Palmer; Ruth Kendall*
- *Staff present: Adam Trimble; Ann Rivers; Mary Chennault; Nancy Vandehey*
- *Audience: Lindsey Cope*

3. Election of Officers

- *A nomination and motion was made for Brad Whittaker to serve as Chair. This passed unanimously.*
- *A nomination and motion was made for Allan Rudberg to serve as Vice-Chair. This passed unanimously.*

4. Approval of September 2021 Minutes

Karl Salzsieder asked for a correction to be made to the spelling of his name. A motion was made by Bill Hallanger, seconded by Karl Salzsieder, that the minutes be approved with spelling correction.

5. Audience Participation or Correspondence

A request by Lindsey Cope was made to change the meeting time. The new meeting time will be 11:00 am, continuing on the 3rd Tuesday of each month.

Lindsey Cope gave an update on the events happening downtown starting in March. She inquired about the possibility of storing the Christmas decorations somewhere at the city for a year while Downtowners determine a long term storage plan.

6. Reports and Sub-Committee Assignments

- *Parking Reports – LPD*
Mary Chennault presented the parking reports. She gave a brief overview of the expenses occurred throughout the year for new members.

7. Old Business

- *DAC recommendation to City Council: City Manager asked to wait until a parking study is complete before proposing changes to parking rules.*
- *On-going discussion of parking fund balance decline.*
Ann Rivers shared that the Council has asked that a new study not be completed.

There is now a new subcommittee that will be discussed under new business to look at options going forward.

- Mr. C's construction fencing – staff follow up
Contractor is no longer returning phone calls.

8. New Business

- Moratorium on development downtown other than retail/personal services, offices
Ann Rivers shared the Council's desire for Planning Commission to review the businesses allowed downtown. The moratorium is for 6 months.
- Staff request to form a 3 person sub-committee to help review parking meter & parking enforcement solutions
Ann Rivers requested 3 members to join the parking sub-committee. Brad, Bill and Ariel volunteered.
- City Council Workshop February 24, 2022 6 pm on downtown parking
The subcommittee will need to work quickly to get a presentation prepared for the Council workshop.

9. Board Member Comments

Ariel Large inquired about the steps being taken to entice new businesses. Lindsey Cope spoke on the EDC's efforts and some of the challenges presented with property owners downtown.

Ariel Large asked that the parking survey be sent out to the subcommittee members.

Karl Salzsieder is pleased with the Council decision to not complete another study.

Allan Rudberg requested an updated contact list for members.

There was a brief discussion on meeting online vs. in person for future meetings.

10. Next Meeting - Next meeting February 15th.

11. Adjournment

Meeting was adjourned.

RESOLUTION NO. 1920

A Resolution creating a committee known as the "Longview Downtown Advisory Committee", establishing the qualifications for membership on such committee, prescribing the duties of such committee, and repealing Resolutions Number 1762 and 1886.

WHEREAS, the City Council deems it to be in the best interests of the downtown commercial area of the City of Longview to create a committee to be known and designated as the "Longview Downtown Advisory Committee" comprised of the members described below, having the powers and duties as prescribed herein, and for the purposes hereinafter set forth;

BE IT RESOLVED by the City Council of the City of Longview, Washington, as follows:

SECTION 1. That there is hereby created an advisory committee comprised of citizens, taxpayers, business owners and operators, and property owners, known and designated as the "Longview Downtown Advisory Committee".

SECTION 2. The term "Downtown Commerce District" shall mean that area of the City of Longview within the boundaries as shown on Exhibit "A", attached hereto and incorporated herein by this reference, or as later amended. The term "Downtown Parking District" shall mean that area of the City of Longview within the boundaries as shown on Exhibit "B", attached hereto and incorporated herein by this reference, or as later amended. (Together known as the "District".)

SECTION 3. The Longview Downtown Advisory Committee shall consist of an odd number between seven (7) and fifteen (15) members appointed by the City Council. The members shall have demonstrated an interest in the improvement of the downtown business area of the City, and shall have read the Longview Downtown Plan heretofore approved by the City Council. The members shall meet the following qualifications:

(1) BUSINESS AND PROPERTY OWNER MEMBERS

(a) BUSINESS OWNERS/OPERATORS:

At least 2 to a maximum of 4 members shall be and remain during their tenure owners or operators of businesses in the District of the City.

(b) PROPERTY OWNERS:

At least 2 to a maximum of 3 members shall be and remain during their tenure the owners of real property in the District of the City.

(2) OTHER MEMBERS

(a) REGULAR SHOPPER/PURCHASER(S):

At least 1 to a maximum of 2 member(s) shall be and remain during their tenure regular purchasers of services or merchandise from businesses located in the District of the City.

(b) BUSINESS EMPLOYEES:

At least 1 to a maximum of 2 member(s) shall be and remain during their tenure employees of businesses located in the District of the City.

(c) RESIDENT IN DOWNTOWN:

At least 1 to a maximum of 2 member(s) shall be and remain during their tenure residents of a residential housing unit located in the District of the City.

(d) HOUSING AUTHORITY:

At least 1 member shall be and remain during their tenure an employee of the Longview Housing Authority.

(e) ARC OF COWLITZ COUNTY ("ARC"), or similar organization:

At least 1 member shall be and remain during their tenure a member of ARC of Cowlitz County, or similar organization.

Each member shall be a resident of the City, or a non-resident of the City with particular interest or knowledge of the District, or shall own/manage or operate a business within the District of the City. In the selection of members, each member shall be designated as meeting one of the qualifications for membership set forth in this section even though such member may meet other qualifications. (i.e., a member may be a resident in the City, and may also be a property owner, a business owner/operator, and/or a regular purchaser of goods or services in the District, but such member shall be considered to represent a single designation at the time of appointment).

SECTION 4. Except as provided in this section, each member of said committee shall serve for a term of three (3) years. As each member completes his or her term of office, an appointee to fill the position so vacated shall be appointed for a term of three (3) years if such vacancy is necessary to meet the minimum membership requirement(s); an appointee to fill the position so vacated may be appointed if such vacancy is not necessary to meet the minimum membership requirement(s), with consideration as to the ongoing make-up of the committee, and such term shall be for three (3) years. There shall be no limitation on re-appointments of members. All terms of office shall expire on December 31, and except as provided in this section; appointees shall assume their office as members on the effective date of this Resolution.

At the time of appointment, members shall be appointed for the following terms of office:

Five members shall be appointed (2 business owners/operators, 1 property owner, 1 resident in downtown, and 1 employee of the Housing Authority), for terms to expire on December 31, 2009;

Five members shall be appointed (1 business owner/operator, 1 property owner, 1 regular shopper/purchaser, 1 business employee, and 1 member of ARC [or similar organization]), for terms to expire on December 31, 2010;

Five members shall be appointed (1 business owner/operator, 1 property owner, 1 regular shopper/purchaser, 1 business employee, and 1 resident in downtown) for terms to expire on December 31, 2011;

SECTION 5. If any member of said committee should cease to meet the qualifications for membership set forth in Section 3 of this Resolution, the office of that member shall be deemed vacant, and the City Council may appoint a replacement member to complete the unexpired term of office created by the vacancy, subject to Section 4 of this Resolution.

SECTION 6. There shall be an attendance requirement established in the by-laws for the Longview Downtown Advisory Committee.

SECTION 7. The Longview Downtown Advisory Committee shall have the following duties and responsibilities:

- (1) Assist, guide, and make recommendations for the implementation of the Longview Downtown Plan, as applied to the Downtown Commerce District (Exhibit "A") which was adopted by the Longview City Council under Resolution No. 1727 on December 13, 2001, including the following:
 - (a) The committee shall serve as the primary group to recommend implementation of the prioritized strategies and goals that are described in the Longview Downtown Plan;
 - (b) The committee shall provide consultation with the City downtown coordinator, (described in Section 8 of this Resolution), and may make recommendations to the Longview City Council;
 - (c) The committee shall encourage, conduct, sponsor or co-sponsor, for the benefit of the City, public programs to further the development and public awareness of, interest in, and to further

the economic vitality of the Downtown Commerce District area of the City; and

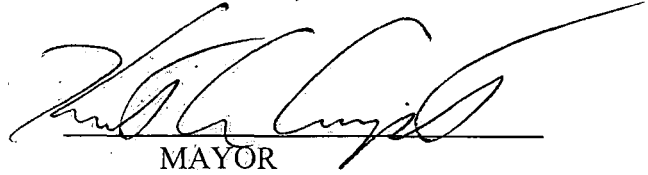
- (d) The committee shall be a central body to whom parties interested in the economic development and advancement of the Downtown Commerce District may come for information or assistance.
- (2) Investigate, study and make recommendations relative to the need for, use of and limitations of use of off-street and on-street public parking facilities serving the commercial and residential areas within the Downtown Parking District (see Exhibit "B"), as well as be a central body to whom parties interested in vehicle parking in the downtown business parking area may come for information or assistance.
- (3) The committee shall conduct all meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide their action to the extent proceedings of the committee are governed by such Act.
- (4) The committee shall perform other related functions assigned to it by the City Council.
- (5) Compensation. All members shall serve without compensation.
- (6) Rules and officers. The committee shall establish and adopt its own rules of procedures and by-laws, and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the committee's business.
- (7) Committee staff. The City Manager shall be responsible for and may designate administrative and staff services of the City to assist the committee including, but not limited to, a City downtown coordinator.

SECTION 8. The City Manager may designate a downtown coordinator from City staff to include such administrative and staff services necessary to assist the committee. The role of such downtown coordinator may include the coordination of City efforts of economic development in the Downtown Commerce District, including public infrastructure, plan development/processing, and other relevant City issues and services. The downtown coordinator's role may also be to facilitate and support the committee, to attend various boards/commission meetings when issues relating to downtown are discussed, to attend meetings of the committee, and to act as City liaison to the Columbia Theatre for the Performing Arts. The coordinator shall not be a voting member of the committee, but shall act in an advisory capacity.

SECTION 9. Repealer. Resolutions No. 1762 and 1886 of the City of Longview shall be, and the same are hereby, repealed.

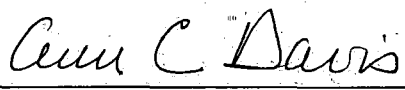
SECTION 10. This Resolution shall be in full force and effect from and after the 26th day of February, 2009.

PASSED by the City Council of the City of Longview, Washington, and approved by its Mayor at a regular meeting of said Council held on the 26th day of February, 2009.



MAYOR

ATTEST:



City Clerk

EXHIBIT A – DOWNTOWN COMMERCE DISTRICT

The Downtown Commerce district D-C, to-wit:

The area bordered on the south by Florida Street; on the north by the alley between Vandercook Way and Washington Way; on the west by the alley between 14th Avenue and 15th Avenue, and on the east by 12th Avenue.

Also that area bordered on the south by Florida Street; on the north by Michigan Avenue, on the west by 12th Avenue, and on the east by the alley between 11th Avenue and 12th Avenue;

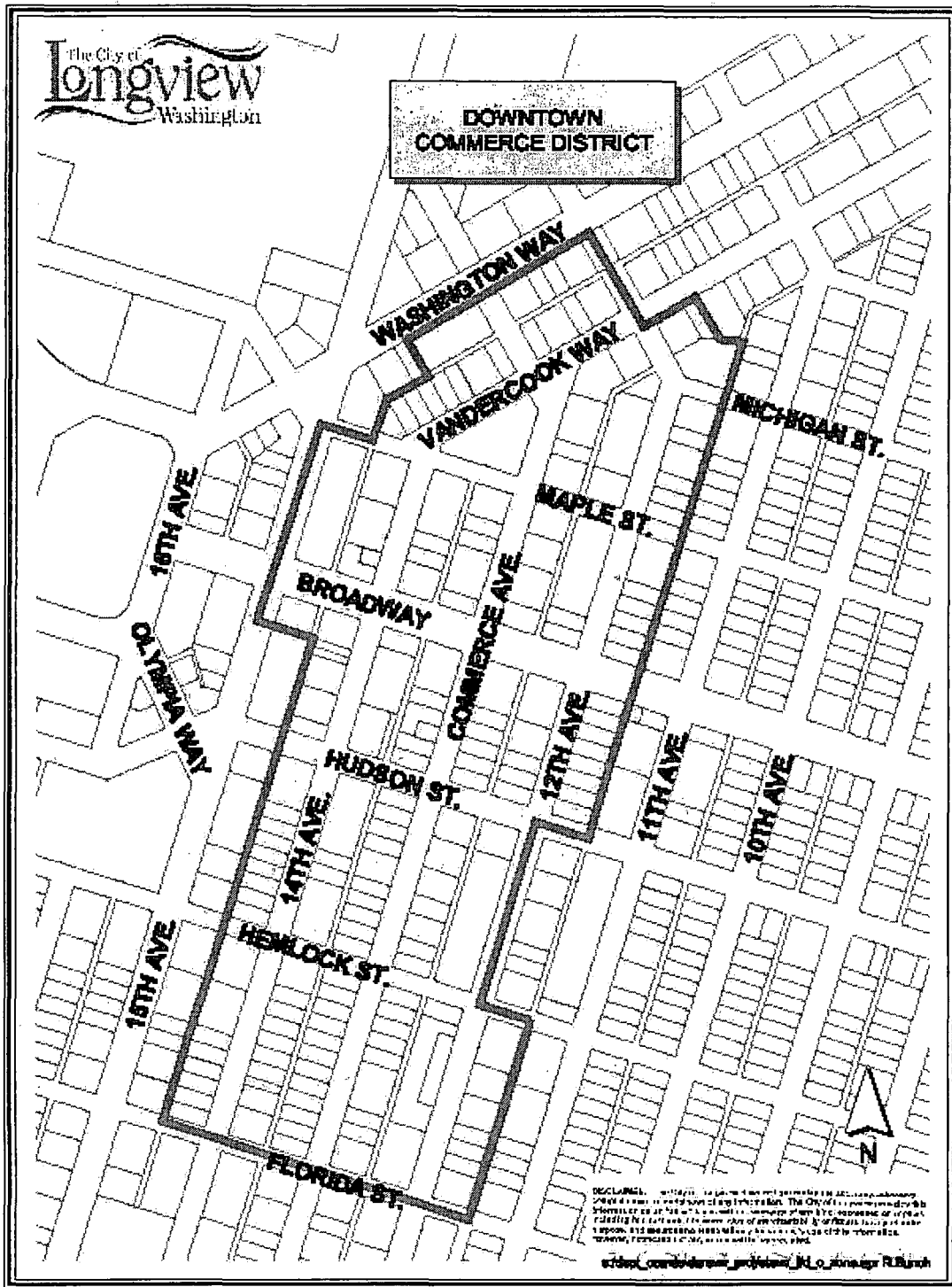
Also, Lots 1 through 10 inclusive of Block 70, Plat of Longview No. 4;

Also, Lots 15 and 16 of Block 97; Lots 9 through 16 inclusive of Block 98, and Lots 16 through 20 inclusive of Block 99, Plat of Longview No. 11;

Also, Lots 57, 58, 58B and 58C of Block 83, Assessor's Plat No. 17;

Also, Lots 7 through 12 inclusive of Block 66, Plat of Longview No. 2

**DOWNTOWN
COMMERCE DISTRICT**



Biennial Expenditure Report

1/26/2022 9:32:39AM

City of Longview, WA
For the Year Ended December 2021

120 DOWNTOWN PARKING

00 DOWNTOWN PARKING

Account Number		Adjusted Appropriation	December Expenditures	Year to Date Expenditures	Year to Date Encumbrance	Balance	% Expnd
521	Law Enforcement Activities						
521.70	Traffic Policing						
521.70.10.000	SALARIES & WAGES	40,910.00	2,379.54	33,901.74	0.00	7,008.26	82.87
521.70.10.006	VACATION/HOLIDAY	0.00	543.01	5,517.96	0.00	-5,517.96	0.00
521.70.10.007	SICK LEAVE	0.00	515.22	1,835.10	0.00	-1,835.10	0.00
521.70.10.062	CLOTHING ALLOWANCE	0.00	155.00	310.00	0.00	-310.00	0.00
	SALARIES & WAGES	40,910.00	3,592.77	41,564.80	0.00	-654.80	101.60
521.70.20.001	MEDICAL-DENTAL-LIFE	8,600.00	572.25	8,427.45	0.00	172.55	97.99
521.70.20.002	NOTIONAL HEALTH REIMBURSEMENT ACCT	170.00	13.26	167.35	0.00	2.65	98.44
521.70.20.003	PENSION	5,310.00	352.36	4,789.65	0.00	520.35	90.20
521.70.20.006	SOCIAL SECURITY	3,120.00	274.54	3,139.07	0.00	-19.07	100.61
521.70.20.140	INDUSTRIAL INSURANCE	320.00	28.40	291.95	0.00	28.05	91.23
521.70.20.625	UNEMPLOYMENT COMPENSATION	100.00	0.00	0.00	0.00	100.00	0.00
521.70.20.626	EMPLOYEES BENEFIT RESERVE	410.00	51.58	618.81	0.00	-208.81	150.93
	PERSONNEL BENEFITS	18,030.00	1,292.39	17,434.28	0.00	595.72	96.70
521.70.31.001	OFFICE & OPERATING SUPPLIES	500.00	0.00	183.76	0.00	316.24	36.75
521.70.31.009	UNIFORMS & CLOTHING	200.00	3.79	35.67	0.00	164.33	17.84
	OFFICE & OPERATING SUPPLIES	700.00	3.79	219.43	0.00	480.57	31.35
521.70.35.003	SMALL ITEMS OF EQUIPMENT	150.00	0.00	21.57	0.00	128.43	14.38
	SUPPLIES	850.00	3.79	241.00	0.00	609.00	28.35
521.70.41.099	OTHER PROFESSIONAL SERVICES	0.00	0.00	54.20	0.00	-54.20	0.00
521.70.42.001	TELEPHONE	440.00	0.00	457.89	0.00	-17.89	104.07
521.70.43.003	TRAVEL & TRAINING	200.00	0.00	0.00	0.00	200.00	0.00
521.70.44.001	ADVERTISING - LEGAL, BIDS, ETC	100.00	0.00	0.00	0.00	100.00	0.00
521.70.45.007	CLANCY LEASE	3,900.00	302.15	3,323.65	0.00	576.35	85.22
	OPERATING RENTALS AND LEASES	3,900.00	302.15	3,323.65	0.00	576.35	85.22
521.70.49.026	PRINTING & BINDING	3,300.00	0.00	83.08	0.00	3,216.92	2.52
	MISCELLANEOUS	3,300.00	0.00	83.08	0.00	3,216.92	2.52
	OTHER SERVICES & CHARGES	7,940.00	302.15	3,918.82	0.00	4,021.18	49.36
	Public Safety	67,730.00	5,191.10	63,158.90	0.00	4,571.10	93.25

Biennial Expenditure Report

1/26/2022 9:32:39AM

City of Longview, WA
For the Year Ended December 2021

120 DOWNTOWN PARKING

00 DOWNTOWN PARKING

Account Number		Adjusted Appropriation	December Expenditures	Year to Date Expenditures	Year to Date Encumbrance	Balance	% Expnd
542	Roads/Streets Ordinary Maintenance						
542.65	Parking Facilities						
542.65.48.008	PARKING FACILITY MTNCE	4,000.00	271.68	4,253.83	0.00	-253.83	106.35
542.65.48.009	PARKING ENFORCEMENT EQUIPMENT	400.00	0.00	0.00	0.00	400.00	0.00
	REPAIRS AND MAINTENANCE	4,400.00	271.68	4,253.83	0.00	146.17	96.68
542.65.49.025	DIKING ASSESSMENTS	940.00	0.00	0.00	0.00	940.00	0.00
	Transportation	5,340.00	271.68	4,253.83	0.00	1,086.17	79.66
	EXPENDITURE/EXPENSE CONTROL		5,462.78	67,412.73			
			[5,462.78]	[67,412.73]			
	DOWNTOWN PARKING	73,070.00	5,462.78	67,412.73	0.00	5,657.27	92.26

Jan-22

LOT BREAKDOWN

Lot Name	Lot#	Total Spaces/General Use	ADA Spaces	Number Auth. to lease	Number leased/city	Number Avail to lease	Cost/Space	Permit Only	Numbered Spaces	Number on wait list
Penny's	85	58/55	3	10	9/0	1	120.00	N	N	0
Merc	86	113/108	5	38	16/3	19	120.00	N	N	0
Johnson	87	58/55	3	28	24/0	4	120.00	N	N	0
15th & Broadway	111	37/10	0	37	18/6	13	120.00	Y	Y	0
Paragon	112	23/0	0	23	14/6	3	60.00	Y	Y	0
TOTAL				136	81/15	40				

TICKET STATISTICS BY VIOLATION CODE

2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
W 15 MIN LMC 11.50.070	1												1
W 30 MIN LMC 11.50.070	7												7
W 1 HR LMC 11.50.070	6												6
W 2 HR LMC 11.50.070	0												0
W 3 HR LMC 11 50.070 & 11.62.030	132												132
W 4 HR LMC 11.50.070	0												0
W 10 HR LMC 11.50.070	0												0
W 72 HR LMC 11.62.030	0												0
W FREEFORM	0												0
TOTAL WARNINGS	146	0	0	0	0	0	0	0	0	0	0	0	146
OVER 12" RCW 46.61.575	1												1
ALLEY LMC 11.44.142	1												1
STORING LMC 11.44.147	2												2
ADA RCW 46.19.050	1												1
YELLOW LMC 11.50.020	9												9
IMPROPER RCW 46.61.570	5												5
LIBRARY LMC 11.44.130	0												0
WRONG DIRECTION RCW 46.61.575	5												5
ANGLE PARKING WAC 308330430	0												0
UNLAWFUL PURPOSES WAC 308330436	0												0
OT 15 MIN LMC 11.50.070	0												0
OT 30 MIN LMC 11.50.070	1												1
OT 1 HR LMC 11.50.070	1												1
OT 2 HR LMC 11.50.070	0												0
OT 3 HR LMC 11.50.070 & 11.62.030	22												22
OT 4 HR LMC 11.50.070	0												0
OT 10 HR LMC 11.50.070	2												2
OT 72 HR LMC 11.62.030	0												0
Over 3 Days LMC 11.44.145	0												0
Exp Over 45 Days RCW 46.16A.030 (7)	3												3
10' ROADWAY WAC308330433	0												0
CITY HALL VISITOR LMC 11.62.030 (6)	0												0
BUS TRANSFER LOT LMC 11.62.060 (6)	0												0
LEASED SPACE LMC 11.62.030 (2)	0												0
TIMED LMC 11.44.110	0												0
PERMIT REQUIRED LMC 11.62.030 (3)	3												3
BUS STOP WAC 308330457	0												0
OFF TRUCK ROUTE LMC 11.68.050	0												0
NO PARK 12AM-5AM LMC 11.44.110	0												0
NO PARK 9PM-5AM LMC 11.44.110	0												0
NO PARK 3AM-6AM LMC 11.44.110	0												0
TOTAL TICKETS	56	0	0	0	0	0	0	0	0	0	0	0	56
DISPATCHED PARKING COMPLAINTS	38												38

BELOW VIOLATIONS ARE FOR GO-4TH CELEBRATION ONLY

RV PARKING PERMIT

ADA PARKING ONLY VALID PERMIT REQUIRED

VENDOR PERMIT REQUIRED

IMPROPER

YELLOW

ALLEY

OVER 12"

WRONG DIRECTION