

Complete Streets Advisory Committee
February 22, 2022 – 4:00 P.M.
AGENDA

This meeting will be held in person and virtually using Zoom. Dial 1-253-215-8782 and enter the meeting ID #830 6661 8552, password 456789

- **CALL TO ORDER**
- **ROLL CALL**
- **APPROVAL OF MEETING NOTES**
 - Notes From January 25, 2022
- **OLD BUSINESS**
 - Festival Bike Racks
 - Grant Opportunities
 - Rails to Trails Update
 - Annual Performance Report to Council on March 10th
- **NEW BUSINESS**
 - Meeting time change needed?
 - Establishing Bylaws for Committee
 - OPMA Training - [LESSON 3: OPEN PUBLIC MEETINGS ACT – RCW 42.30 | Washington State](#)
- **REPORTS**
 - Project Updates
 - Bicycle and Pedestrian Master Plan - [Link](#) to Virtual Open House
- **BOARD MEMBER COMMENTS**
- **EDUCATION TOPIC**
- **ADJOURNMENT**

In Person Bicycle and Pedestrian Master Plan Open House on March 10th.
Complete Streets Annual Performance Report to Council on March 10th.
The next regular meeting is scheduled for March 22nd at 4:00 p.m.

Attachments (all pdfs)

- Meeting Notes
- CSAC_Bylaws_draft

Complete Streets Advisory Committee
Regular Meeting
January 25, 2022 – 4:00 P.M.
Notes

- **CALL TO ORDER**

Meeting was called to order by Morgan Palmer at 4:00 P.M.

- **ROLL CALL**

In attendance:

Morgan Palmer, Chair

Clark Carroll

Dave Fine

George Winn

Trey Davis

Ruth Kendall, Council liaison

Ken Hash, PW Director

Sam Barham, Engineer

Nancy Vandehey, Admin

Excused:

Elizabeth Stratton

Not in attendance:

Matthew Carnahan

- **APPROVAL OF MEETING NOTES**

A motion was made by George Winn, seconded by Dave Fine, that the notes be accepted and approved. Passed unanimously.

- **OLD BUSINESS**

- LONGVIEW BICYCLE PLAN

Master Plan is now on website. Reviewed virtual open house on screen. Virtual open house will go live on Feb 1st and run for the whole month. An in-person open house will be scheduled in March. After any edits gathered from open house, it will be presented to Council. Options for promotion to the public were discussed.

- ANNUAL PERFORMANCE REPORT TO COUNCIL

Morgan share the report with the group. Members shared some ideas to include in the report.

- PROJECT UPDATES

Washington Way project is in design phase with RFP out now. Design should start in Spring. Beech & 30th project has \$244,000 to restripe from Oregon Way to Washington Way. Bike lanes from Beech St. Design will be completed in house. Sam Barham reported that he hopes to go out with 46th Ave this summer.

- FESTIVAL BIKE RACKS

Tabled until future meeting when Matt is present.

- **NEW BUSINESS**

- GRANT OPPORTUNITIES

The local bus service nominated the City for a Transportation Improvement Board Complete Streets grant. They want us to put together 3 work plans - \$300k, \$400k & \$500k. We are guaranteed one of those levels. It was suggested to use a portion of the funds for a Fix It Station located at the Bus Station as part of the project award.

This is the year for City Safety Grants. We are a variety of low cost fixes. Options include corridor improvements on Nichols; spot improvements on Maple and Nichols (NE/NW); Tennant Way corridor – pedestrian upgrades; Ocean Beach Highway between Lake Sacajawea and Fred Meyer

- **EDUCATION TOPIC**

- **REPORTS**

- **BOARD MEMBER COMMENTS**

Ken Hash reported that the Longview Public Service group is taking over the Patriot Rail. There is a meeting this week. A local meeting is on Friday and they are looking for board members.

George Winn asked about the Broadway and 7th Ave crossing walk painting. It appears to have been missed on the restriping schedule.

- **ADJOURNMENT**

Meeting was adjourned at 5:03 P.M.

DRAFT
RULES OF PROCEDURE for the LONGVIEW
COMPLETE STREETS ADVISORY COMMITTEE

1. The City established the Complete Streets Advisory Committee ("Committee") in 2019 by Ordinance 3413, as codified in Longview Municipal Code Chapter 12.70.
2. The purpose of the Committee is to advise the City regarding complete streets elements, transportation system plans and design criteria, and when otherwise needed to fulfill the goals of Chapter 12.70.
3. The position of Chair will be held by the City Engineer, or appointed Engineering staff.
4. Regular meetings shall be held on the fourth Tuesday at **4:00 p.m.**, of each month in a meeting room at the Longview City Hall with a virtual option.
5. Special meetings shall be held when called by the Chair, at such time and place as shall be set by the presiding officer calling the Special Meeting.
6. A quorum for conducting business shall be a minimum of four members. No official business may be conducted unless a quorum of members is present, except that any number less than a quorum shall have the power and authority to adjourn the meeting from time to time until a quorum is obtained.
7. A member may attend and participate at a meeting by use of a speakerphone or by some more contemporary communication mode such as zoom or video conference. This attendance and participation requires clear two-way communication: the member on the phone line or video/internet connection must hear and perhaps see what is happening at the meeting and can also be heard and perhaps be seen by those present at the meeting. This can be considered to be attendance at the meeting, and the physically-absent member counts towards a quorum.
8. Any member who has three unexcused absences during the calendar year or two unexcused absences in a row, of a regularly scheduled meeting, must provide a sufficient explanation of the absences or be subject to recommendation for removal from the Committee.
9. All members including officers shall have a vote in ruling on any business.
10. The assigned Administrative Assistant shall be the Custodian of Records and shall keep official records of all minutes and business transacted by the

*Rules of Procedure for
Longview Complete Streets Advisory Committee*

Committee. Such records shall be available for inspection by the public at all reasonable times.

11. A majority vote of all members of the Committee shall be necessary to pass any motion, except as required by law or ordinance.
12. Where not otherwise specified by these rules, the meetings of the Committee and the manner of conducting business shall be governed by Roberts Rules of Order, Revised.
13. These rules may be altered, amended, revised or supplemented from time to time by a majority vote of all members of the Committee. Any such alteration, amendment, revision or supplement shall be in writing and shall be filed with the Custodian of Records following its passage by the Committee.