

AGENDA

Longview Downtown Advisory Committee

Tuesday, November 15, 2022

NEW MEETING TIME - 10:00 A.M.

In Person in Training Room or by Zoom

1. Meeting Details

- **In Person – Longview City Hall, Training Room**
1525 Broadway Street, 2nd Floor
- **By Zoom**
<https://us02web.zoom.us/j/82366766198?pwd=STQrMnR5TGtpb3VoZC9qZTdGOUVoZz09>
Meeting ID: 823 6676 6198 Passcode: 1923 Dial by your location
+1 253 215 8782 US (Tacoma) +1 408 638 0968 US (San Jose)

2. Call to order

3. Roll Call

4. Approval of Minutes

- Minutes from September 20, 2022
- Minutes from October 18, 2022

5. Audience Participation or Correspondence

6. New Business

- Bylaws Updates to match Resolution 1920
 - Committee Composition: change from appointed by City manager to ***appointed by City Council.***
 - At-Large Entities: change to match what is in the resolution – add Housing Authority and ARC categories.
 - Term: change all terms of office shall expire on May 31 to ***December 31.***
 - Vacancies: change vacancies to be appointed by City manager to ***appointed by City Council.***
- Request to Change Parking Regulations – none at this time

7. Old Business

- Increase Permitted parking in 12th Ave lots
- Downtown Lighting Study
- For 2023: Idea to move the Tuesday Farmer's Market to Downtown (Ariel)
 - LMC 12.40 allows for markets downtown, Special Event application
- TABLED UNTIL JANUARY - Discuss Update to 2011 Longview Downtown Plan Goals
 - Link to 2011 Downtown Action Plan
<https://www.mylongview.com/681/Downtown-Action-Plan>

8. Reports and Sub-Committee Assignments

- Parking Reports – LPD
- Downtowner's report – Lindsey Cope
- Barriers to Businesses Downtown subcommittee report: Ariel, Elizabeth
- Council Report – Ruth Kendall

9. Board Member Comments

10. Adjournment

- Next meeting December 20, 2022 at 10 am
- QUORUM CHECK

MINUTES

Longview Downtown Advisory Committee

Tuesday, September 20, 2022

11:00 A.M.

1. Meeting Details

- In Person – Longview City Hall, Training Room
- By Zoom

2. Call to order

Brad Whittaker called the meeting to order at 11:02 am.

3. Roll Call

- *In attendance: Brad Whittaker, Chair; Allan Rudberg, Co-Chair; Elizabeth Borders; Bill Hallanger; Ariel Large; Dawn Morgan; Pat Palmer; Karl Salzsieder; Ruth Kendall, Council Liaison*
- *Excused: Katie Bonus*
- *Staff present: Ann Rivers; Mary Chennault; Nancy Vandehey*

4. Approval of Minutes

- Minutes from August 23, 2022
Allan Rudberg made a motion, seconded by Karl Salzsieder, to approve the minute. This passed unanimously.

5. Audience Participation or Correspondence

None.

6. Reports and Sub-Committee Assignments

- Parking Reports – LPD
Mary Chennault shared August reports. Fund balance and phased approach was discussed.
- Downtowner's report – Lindsey Cope
Ariel Large reported in Lindsey's absence. Harvest Festival planning is the focus..
- Barriers to Businesses Downtown subcommittee report: Ariel, Elizabeth
Ariel Large shared data from the survey. She will forward along full report. Next step to reach out to businesses that didn't move in downtown.

7. Old Business

- Discuss Update to 2011 Longview Downtown Plan Goals
 - Link to 2011 Downtown Action Plan
<https://www.mylongview.com/681/Downtown-Action-Plan>*Tabled due to lack of time.*
- Topic: Idea to move the Tuesday Farmer's Market to Downtown (Ariel)
 - Table until October for 2023
 - LMC 12.40 allows for markets downtown, Special Event application*This item was tabled until October to start planning for 2023.*

8. New Business

- Meeting Time Change Discussion

Due to longer meetings, the Committee discussed a time change and reordering the agenda. Allan Rudberg made a motion, seconded by Karl Salzsieder, to move New Business to #6 and Reports to #8 with a new start time of 10:00 am. The passed unanimously.

- Council Report
 - Parking Change Update
 - Unhoused Hosted Site Update

Ruth shared an update on Council. Budget discussions are coming along. Updated system is still in the talks as an enhancement.

Council asked staff to provide options that included all city owned properties due to emergent need and a Downtown lot was a quick fit; however, Council agreed to remove the Downtown Zone as an option for Hosted Site. There is a meeting on 9/22 for further discussion.

- Request to Change Parking Regulations – none at this time

9. Board Member Comments

Several board members expressed that this has caused quite a bit of damage between the City and Downtowners. They were not involved, asked or notified until it became public at the meeting.

10. Adjournment

Meeting was adjourned at 11:54 am.

MINUTES
Longview Downtown Advisory Committee
Tuesday, October 18, 2022
11:00 A.M.

1. Meeting Details

- In Person – Community Development Conference Room
- By Zoom

2. Call to order

Allan Rudberg called the meeting to order at 10:02 am.

3. Roll Call

- *In attendance: Allan Rudberg, Co-Chair; Elizabeth Borders; Katie Bonus; Bill Hallanger; Ariel Large; Dawn Morgan; Karl Salzsieder; Ruth Kendall, Council Liaison*
- *Excused: Brad Whittaker, Chair; Pat Palmer;*
- *Staff present: Ann Rivers; Nancy Vandehey*
Nancy shared that Adam Trimble has left the City for a job at Cowlitz County.

4. Approval of Minutes

- Minutes from September and October will be presented in November.
No minutes were presented to due to staffing issues.

5. Audience Participation or Correspondence

None.

6. New Business

- Increase Permitted Parking on ~~14th Ave~~ 12th Ave
This was listed incorrectly. Parking lots on 12th Ave not 14th. Ann Rivers spoke on this item. As the majority of the parking permits are now sold, she would like to see an increase of permits available including lots on 12th Ave.
Ariel Large made a motion, seconded by Elizabeth Borders, to move forward with the same percentage for permitted parking in the 12th Avenue lots.
Karl Salzsieder made an amendment to the motion to 15% of available spaces. Ariel Large seconded. The motion with amendment passed unanimously.
Ann Rivers will move forward with taking this recommendation to City Council.

Karl Salzsieder made a motion, seconded by Ariel Large, to recommend asking Engineering to get a scope of work to update lighting in the Downtown parking lots. This passed unanimously.

7. Old Business

- Discuss Update to 2011 Longview Downtown Plan Goals
 - Link to 2011 Downtown Action Plan

<https://www.mylongview.com/681/Downtown-Action-Plan>

Tabled until January.

- Topic: Idea to move the Tuesday Farmer's Market to Downtown (Ariel)
 - Table until October for 2023
 - LMC 12.40 allows for markets downtown, Special Event application
- Ariel Large is looking for a lot for next year and will identify a lot next month.*

8. Reports and Sub-Committee Assignments

- Parking Reports – LPD
Reports were reviewed in Mary's absence.
- Downtowner's report – Lindsey Cope
Ariel Large reported in Lindsey's absence. Harvest Festival this Saturday is the focus.
- Barriers to Businesses Downtown subcommittee report: Ariel, Elizabeth
Ariel Large shared that this has been tabled until after the Harvest Festival.
- Council Report – Ruth Kendall
Ruth Kendall shared that parking enforcement was still in the budget, but still under review before finalizing. Ann is working with the City manager to move forward with funding for Executive Director position downtown.

9. Board Member Comments

Karl Salzsieder inquired about parking enforcement time, which is about 6 hours per day.

10. Adjournment

Meeting was adjourned at 11:21 am.

Oct-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	10/0	0	120.00	N	N	0
Merc	86	113/108	5	38	37	1	120.00	N	N	0
Johnson	87	58/55	3	28	26/0	2	120.00	N	N	0
15th & Broadway	111	37/10	0	37	17/6	14	120.00	Y	Y	0
Paragon	112	23/0	0	23	12/7	4	60.00	Y	Y	0
TOTAL				136	102/13	21				

City of Longview Violation Bureau
Financial Statistics

2021						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-21	\$1,319.13	\$1,085.00	\$2,407.61	\$4,913.45	-\$2,505.84	\$31,900.84
Feb-21	\$1,058.63	\$73.00	\$1,134.70	\$5,541.95	-\$4,407.25	\$27,493.59
Mar-21	\$1,773.71	\$3,083.50	\$4,860.16	\$5,511.34	-\$651.18	\$26,842.41
Apr-21	\$1,087.82	\$2,252.25	\$3,341.73	\$5,538.07	-\$2,196.34	\$24,646.07
May-21	\$3,228.69	\$46.25	\$3,276.29	\$5,563.64	-\$2,287.35	\$22,358.72
Jun-21	\$1,422.17	\$3,138.50	\$4,562.00	\$5,860.10	-\$1,298.10	\$21,060.62
Jul-21	\$3,986.07	\$1,149.00	\$5,138.07	\$5,495.13	-\$357.06	\$20,703.56
Aug-21	\$2,565.28	\$1,456.00	\$4,022.61	\$5,866.07	-\$1,843.46	\$18,860.10
Sep-21	\$3,667.34	\$3,323.50	\$6,992.24	\$5,703.94	\$1,288.30	\$20,148.40
Oct-21	\$2,216.41	\$2,520.00	\$4,737.97	\$5,849.91	-\$1,111.94	\$19,036.46
Nov-21	\$1,667.70	\$517.50	\$2,186.65	\$6,106.35	-\$3,919.70	\$15,116.76
Dec-21	\$1,510.71	\$3,901.52	\$5,412.23	\$6,129.02	-\$716.79	\$14,399.97
2021 TOTAL	\$25,503.66	\$22,546.02	\$48,072.26	\$68,078.97	-\$20,006.71	\$14,399.97
2022						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-22	\$1,398.17	\$2,880.02	\$4,278.19	\$4,865.94	-\$587.75	\$13,812.22
Feb-22	\$1,164.48	\$129.00	\$1,293.50	\$5,498.24	-\$4,204.74	\$9,607.48
Mar-22	\$2,743.69	\$3,600.05	\$6,343.74	\$5,498.88	\$844.86	\$10,452.34
Apr-22	\$2,038.94	\$2,815.59	\$4,854.53	\$5,505.12	-\$650.59	\$9,801.75
May-22	\$2,041.85	\$573.17	\$2,615.02	\$6,200.33	-\$3,585.31	\$6,216.44
Jun-22	\$2,217.36	\$5,137.25	\$7,354.85	\$5,536.43	\$1,818.42	\$8,034.86
Jul-22	\$1,756.45	\$1,903.00	\$3,659.82	\$5,487.36	-\$1,827.54	\$6,207.32
Aug-22	\$3,264.31	\$1,414.03	\$4,678.34	\$7,386.28	-\$2,707.94	\$3,499.38
Sep-22	\$5,378.23	\$5,053.32	\$10,431.55	\$5,728.27	\$4,703.28	\$8,202.66
Oct-22					\$0.00	\$8,202.66
Nov-22					\$0.00	\$8,202.66
Dec-22					\$0.00	\$8,202.66
2022 TOTAL	\$22,003.48	\$23,505.43	\$45,509.54	\$51,706.85	-\$6,197.31	\$8,202.66

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	0	0	0	0	0	4					6
W 30 MIN LMC 11.50.070	7	5	8	1	2	4	2	11					40
W 1 HR LMC 11.50.070	6	3	4	0	1	0	0	8					22
W 2 HR LMC 11.50.070	0	0	0	0	0	0	0	4					4
W 3 HR LMC 11 50.070 & 11.62.030	132	69	86	59	119	113	59	209					846
W 4 HR LMC 11.50.070	0	0	0	0	0	0	0	0					0
W 10 HR LMC 11.50.070	0	0	0	0	0	0	0	0					0
W 72 HR LMC 11.62.030	0	0	0	0	0	0	0	1					1
W FREEFORM	0	0	0	0	1	4	0	0	0	5			10
TOTAL WARNINGS	146	78	98	60	123	121	61	237	0	5	0	0	929
OVER 12" RCW 46.61.575	1	2	23	2	2	2	6	2	4	1			45
ALLEY LMC 11.44.142	1	0	1	0	1	0	2	0	0	0			5
STORING LMC 11.44.147	2	2	42	19	18	11	18	45	56	32			245
ADA RCW 46.19.050	1	2	0	0	1	6	3	2	10	1			26
YELLOW LMC 11.50.020	9	11	10	3	16	13	12	8	8	8			98
IMPROPER RCW 46.61.570	5	1	9	10	8	6	3	17	7	4			70
LIBRARY LMC 11.44.130	0	0	0	0	0	0	0	0	0	0			0
WRONG DIRECTION RCW 46.61.575	5	3	6	1	5	3	0	5	2	7			37
ANGLE PARKING WAC 308330430	0	0	1	0	2	2	0	2	5	4			16
UNLAWFUL PURPOSES WAC 308330436	0	0	0	0	0	0	0	0	0	0			0
OT 15 MIN LMC 11.50.070	0	0	0	0	0	1	0	2	0	0			3
OT 30 MIN LMC 11.50.070	1	3	2	0	0	0	0	0	5	7			18
OT 1 HR LMC 11.50.070	1	0	0	0	0	1	0	1	3	2			8
OT 2 HR LMC 11.50.070	0	0	0	0	0	0	0	2	130	43			175
OT 3 HR LMC 11.50.070 & 11.62.030	22	6	43	3	36	61	0	91	73	85			420
OT 4 HR LMC 11.50.070	0	0	0	0	0	0	0	0	0	0			0
OT 10 HR LMC 11.50.070	2	1	0	0	0	0	0	0	0	0			3
OT 72 HR LMC 11.62.030	0	0	1	0	0	1	0	2	3	0			7
Over 3 Days LMC 11.44.145	0	1	1	0	1	0	0	4	0	0			7
Exp Over 45 Days LMC 11.62.080	3	2	9	6	5	11	2	46	15	0			99
10' ROADWAY WAC308330433	0	0	0	0	0	0	0	0	0	0			0
CITY HALL VISITOR LMC 11.62.030 (6)	0	0	0	0	0	0	0	0	0	0			0
BUS TRANSFER LOT LMC 11.62.060 (6)	0	0	0	0	0	0	0	0	0	0			0
LEASED SPACE LMC 11.62.030 (2)	0	0	4	0	4	5	0	0	0	1			14
TIMED LMC 11.44.110	0	0	0	0	0	0	0	0	0	0			0
PERMIT REQUIRED LMC 11.62.030 (3)	3	0	0	0	0	0	9	9	13	8			42
BUS STOP WAC 308330457	0	0	0	0	0	0	0	0	0	0			0
OFF TRUCK ROUTE LMC 11.68.050	0	0	0	0	0	0	0	0	0	0			0
NO PARK 12AM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	0	0			0
NO PARK 9PM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	3	0			3
NO PARK 3AM-6AM LMC 11.44.110	0	0	0	0	0	0	0	0	10	0			10
TOTAL TICKETS	56	34	152	44	99	123	55	238	347	203	0	0	1351
DISPATCHED PARKING COMPLAINTS	38	27	52	85	100	35	61	48	54	37			537

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