

AGENDA

Longview Downtown Advisory Committee

Tuesday, January 17, 2023

MEETING TIME - 10:00 A.M.

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. Election of 2023 Chair and CoChair (Nancy)

5. Approval of Minutes

- Minutes from December 20, 2022

6. Audience Participation or Correspondence

7. New Business

- Software Online Demo (Mary/Sam Warnecke)
- Teams Practice meeting – Practice meeting will be part of February meeting

8. Old Business

- Tuesday Farmer's Market to Downtown (Ariel)

9. Reports and Sub-Committee Assignments

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

10. Tabled Items

- Request to Change Parking Regulations – none at this time
- Discuss Update to 2011 Longview Downtown Plan Goals
 - Link to 2011 Downtown Action Plan
<https://www.mylongview.com/681/Downtown-Action-Plan>

11. Board Member Comments

12. Adjournment

- Next meeting February 21, 2023 at 10 am

MINUTES
Longview Downtown Advisory Committee
Tuesday, December 20, 2022
10:00 A.M.

1. Meeting Details

- In Person – Community Development Conference Room
- By Zoom

2. Call to order

Brad Whittaker called the meeting to order at 10:00 am.

3. Roll Call

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

4. Approval of Minutes

- Minutes from November 15, 2022
Bill Hallanger made a motion, seconded by Allan Rudberg, to approve the minutes. This passed unanimously.

5. Audience Participation or Correspondence

None.

6. New Business

- Katie Bonus resignation, effective November 30th
Katie had notified the City prior to her official resignation.
- Rachelle Sanders appointed by Council, effective December 8th
Rachelle was welcomed to the Committee.
- Zoom Meeting licenses ending; Teams meetings going forward
Nancy will set up a practice meeting using Microsoft Teams. Zoom will be used in January and Teams starting in February.

7. Old Business

- Downtown Lighting Study - Ameresco
Ann Rivers spoke with Ken Hash. The current study only including parking lots with City buildings. Ann will hope to bring back a budget for lighting repairs to explore funding options.
- Tuesday Farmer's Market to Downtown (Ariel)
Ariel Large is planning to submit a Special Event application for the parking lot behind the Pounder's Building (Café Guse) at 12th & Hemlock. Planning to block half of the parking lot. There is no power or water, so a generator is needed. Two parking spaces will need to

be utilized for portapotties for 4-5 months. They will be open during market hours and closed all other times with fencing surrounding. They will provide cones and taping off of the parking lots.

8. Tabled Items

- Request to Change Parking Regulations – none at this time
 - (January) Barriers to Businesses Downtown subcommittee report: Ariel, Elizabeth
 - (January) Discuss Update to 2011 Longview Downtown Plan Goals
- These items were not discussed as they were tabled.*

9. Reports and Sub-Committee Assignments

- Parking Reports – LPD
Mary shared the parking reports. September numbers were higher as 2 PT staff were covering at that time.
Ann shared that additional permits will be available Jan 1st for lots on 12th Ave. Increased permits in Penny's lot is already in place (25% more). Percentage available is set by City Manager. Landlords may pay for leased lots if there were assigned a designated space. New signage was requested in Phase 2.
Mary has been working with the hardware vendor to get a live, local demo to see how the equipment works in our area. She will be reaching out to entities using the vendor to see how it performs for them. Ordinance changes may need to be made.
Current system to stay in place until June 2023.
- Downtowner's report – Lindsey Cope
Lindsey was not in attendance to provide an update.
Ariel stated that with Lindsey stepping down, Downtowners may go dormant without the funding from City for a new manager.
- Council Report – Ruth Kendall
Ruth stated Council has focused their time on passing budgets, nothing more to add.

10. Board Member Comments

Ariel Large inquired about the Community Development funds. Ann stated that those funds have been earmarked for repaying bonds at the Mint Farm.
Ruth brought up the 72 hours parking, asking for specifics as to why we have it. This will need to be explored further.
Mary suggested that we gather all our parking scenario questions/options and she will try to coordinate an online demo with the software vendor for our January meeting.

A refreshment sign up sheet was passed around:

Jan – Brad
Feb – Ariel
Mar – Liz
Apr – Brad

May – Ruth
Jun – Ann
Jul – Brad
Aug – Liz

Sep – Ariel
Oct – Brad
Nov – Rachelle
Dec - Liz

11. Adjournment

Meeting was adjourned at 11:05 am.

Dec-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	33	5	120.00	N	N	0
Johnson	87	58/55	3	28	28/0	0	120.00	N	N	0
15th & Broadway	111	37/10	0	37	16/6	15	120.00	Y	Y	0
Paragon	112	23/0	0	23	14/7	2	60.00	Y	Y	0
TOTAL				136	101/13	22				

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	\$4,783.04	\$3,686.45	\$8,470.49	\$5,424.86	\$3,045.63	\$11,248.29
Nov-22	\$3,147.98	\$474.25	\$3,623.10	\$5,744.55	-\$2,121.45	\$9,126.84
Dec-22					\$0.00	\$9,126.84
2022 TOTAL	\$29,934.50	\$27,666.13	\$57,603.13	\$62,876.26	-\$5,273.13	\$9,126.84

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	0	1	11
TOTAL WARNINGS	146	78	98	60	123	121	61	237	0	5	0	1	930
OVER 12" RCW 46.61.575	1	2	23	2	2	2	6	2	4	1	1	3	49
ALLEY LMC 11.44.142	1	0	1	0	1	0	2	0	0	0	0	0	5
STORING LMC 11.44.147	2	2	42	19	18	11	18	45	56	32	27	11	283
ADA RCW 46.19.050	1	2	0	0	1	6	3	2	10	1	2	2	30
YELLOW LMC 11.50.020	9	11	10	3	16	13	12	8	8	8	6	3	107
IMPROPER RCW 46.61.570	5	1	9	10	8	6	3	17	7	4	3	1	74
LIBRARY LMC 11.44.130	0	0	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	4	0	41
ANGLE PARKING WAC 308330430	0	0	1	0	2	2	0	2	5	4	4	1	21
UNLAWFUL PURPOSES WAC 308330436	0	0	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	1	2	6
OT 30 MIN LMC 11.50.070	1	3	2	0	0	0	0	0	5	7	5	1	24
OT 1 HR LMC 11.50.070	1	0	0	0	0	1	0	1	3	2	1	3	12
OT 2 HR LMC 11.50.070	0	0	0	0	0	0	0	2	130	43	54	41	270
OT 3 HR LMC 11.50.070 & 11.62.030	22	6	43	3	36	61	0	91	73	85	52	19	491
OT 4 HR LMC 11.50.070	0	0	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	0	0	3
OT 72 HR LMC 11.62.030	0	0	1	0	0	1	0	2	3	0	0	0	7
Over 3 Days LMC 11.44.145	0	1	1	0	1	0	0	4	0	0	0	0	7
Exp Over 45 Days LMC 11.62.080	3	2	9	6	5	11	2	46	15	0	0	0	99
10' ROADWAY WAC308330433	0	0	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	0	0
BUS TRANSFER LOT LMC 11.62.060 (6)	0	0	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	4	2	20
TIMED LMC 11.44.110	0	0	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	0	0	42
BUS STOP WAC 308330457	0	0	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	0	0
NO PARK 12AM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	0	0	1	0	1
NO PARK 9PM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	3	0	0	0	3
NO PARK 3AM-6AM LMC 11.44.110	0	0	0	0	0	0	0	0	10	0	0	0	10
TOTAL TICKETS	56	34	152	44	99	123	55	238	347	203	165	89	1605
DISPATCHED PARKING COMPLAINTS	38	27	52	85	100	35	61	48	54	37	38	0	575

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