



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda

Downtown Advisory Committee

Tuesday, March 21, 2023

10:00 AM

2nd Floor, City Hall

HYBRID MEETING DETAILS

23-000962 In Person or on Microsoft Teams
REGISTRATION REQUIRED FOR TEAMS

Link: <https://teams.microsoft.com/join/c1kmWbBb5k-fLVaiF7JUdg,RP65YRG0Kk6TXD4laNEONQ,2GjsLH5Vt0qCPrURv-4czw,Pw3qO95A9EGmulROqdv4FA,y7sshnxdlk2W--vzLqToAg,0TJktdbLfUu8Hqr5o4RmUg?mode=read&tenantId=59265973-5bb0-4fe6-9f2d-56a217b25476&webinarRing=gcc>

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

23-000955 Minutes from February 21, 2023

PUBLIC COMMENTS

NEW BUSINESS

UNFINISHED BUSINESS

23-000959 Tuesday Farmer's Market to Downtown Parking Lot (Ariel)

REPORTS

23-000954 Parking Reports - LPD

23-000957 Downtowner's Report

23-000958 Council Report - Councilmember Kendall

TABLED ITEMS

23-000961 Request to Change Parking Regulations - None at this time

23-000960 TABLE UNTIL JUNE 2023 - Discuss Update to 2011 Longview Downtown Plan Goals
<https://www.mylongview.com/681/Downtown-Action-Plan>

BOARD MEMBER COMMENTS

ADJOURNMENT & NEXT MEETING APRIL 19TH



City of Longview

1525 Broadway
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Minutes

Downtown Advisory Committee

Tuesday, February 21, 2023

10:00 AM

2nd Floor, City Hall

MEETING DETAILS

23-000885 In Person – Longview City Hall, Training Room or By Zoom:
<https://us02web.zoom.us/j/82366766198?pwd=STQrMnR5TGtpb3VoZC9qZTdGOUVhZz09>
Meeting ID: 823 6676 6198 Passcode: 1923 Dial by your location
+1 253 215 8782 US (Tacoma) +1 408 638 0968 US (San Jose)

CALL TO ORDER

The meeting was called to order at 10:00 am.

ROLL CALL

In attendance: Allan Rudberg, Co-Chair; Elizabeth Borders; Bill Hallanger; Ariel Large; Dawn Morgan; Pat Palmer; Rachelle Sanders; Karl Salzsieder; Ruth Kendall, Council Liaison

Excused: Brad Whittaker, Chair

Staff present: Ann Rivers; Mary Chennault; Nancy Vandehey

ELECTION OF OFFICERS

23-000887 Election of 2023 Chair and Co-Chair - Nancy (Tabled from January meeting)

A nomination and motion was made for Brad Whittaker to serve as Chair by Allan Rudberg, seconded by Ariel Large. This passed unanimously.

A nomination and motion was made for Allan Rudberg to serve as Vice-Chair by Bill Hallanger, seconded by Ariel Large. This passed unanimously.

APPROVAL OF MINUTES

23-000888 Minutes from January 17, 2023

A motion was made by Bill Hallanger, seconded by Elizabeth Borders, to approve the minutes as presented.

PUBLIC COMMENTS

Ken Hash, Public Works Director, requested a letter of support from the board for a proposed project to continue the Streetscape on Commerce. He provided the previous letter of support signed by Dawn Gregg in 2021. Letters needs to be sent to Senator Patty Murray, Senator Maria Cantwell and Representative Glesenkamp Perez.

A motion was made by Elizabeth Borders, seconded by Bill Hallanger, to provide a letter of support for future Streetscape project.

Nancy will prepare the letters based off the previous letter for Allan's signature. There was a request to find funding for parking lots before the sidewalks, but there is not funding for such projects.

NEW BUSINESS

23-000889 Microsoft Teams meeting - practice

Nancy walked through how a Teams meeting will look. A test meeting will be available prior to next month's meeting.

23-000890 Parking Enforcement, potential contract

Mary Chennault shared a presentation for a potential contract for parking enforcement. There was discussion on the higher cost of contract vs in-house. The current staff on parking enforcement has taken a new job at the LPD, but will cover until a permanent position is filled. Mary gave some historical information on downtown parking, permits, revenue and expenses.

UNFINISHED BUSINESS

23-000891 Tuesday Farmer's Market to Downtown Parking Lot (Ariel)

Nancy is working on the Special Event permit with the applicants but there are some LMC changes that need to be made prior to approval. There is a meeting with applicants this afternoon. LMC changes need 30 days after approval to take effect.

REPORTS & SUB-COMMITTEE ASSIGNMENTS

23-000892 Parking Reports – LPD

Mary explained the higher expenses in December and reviewed all the reports.

23-000893 Downtowner's report

Ariel Large gave a brief update on moving into 2023. A new president has been elected. The positions of treasurer and secretary remain unfilled. There's a possibility that after May, all planned activities will stop. Pat Palmer mentioned the clean up day scheduled for April 22nd. Ann will follow up with Waste Control on the request.

23-000894 Council Report - Councilmember Kendall

None.

23-000895 Barriers to Businesses Sub-Committee Report - Ariel, Elizabeth

Ariel stated that she doesn't have the manpower to continue and asked that this be removed from the agenda.

TABLED ITEMS

23-000896 Request to Change Parking Regulations - None at this time

23-000897 Discuss Update to 2011 Longview Downtown Plan Goals <https://www.mylongview.com/681/Downtown-Action-Plan>

*Ariel Large made a motion to schedule this as a Special Meeting to discuss 2011 Downtown Plan Goals. This was seconded by Elizabeth Borders and passed unanimously.
Ann Rivers suggested a doodle poll to set a date.*

BOARD MEMBER COMMENTS

Allan thanked Ariel for bringing the refreshments today and staff for their work.

Ariel inquired about the vision on the City that might be good to align with for the plans for Downtown. Ruth will inquire with the subcommittee that was appointed at staff retreat.

ADJOURNMENT - Next Meeting March 21st at 10 am.

The meeting adjourned at 11:06 am.

City of Longview Violation Bureau
Financial Statistics

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	\$6,278.59	\$5,800.00	\$12,079.51	\$9,074.84	\$3,004.67	\$12,131.51
2022 TOTAL	\$36,213.09	\$33,466.13	\$69,682.64	\$71,951.10	-\$2,268.46	\$12,131.51
2023						
<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-23	\$3,467.83	\$4,440.00	\$7,908.85	\$1,722.83	\$6,186.02	\$18,317.53
Feb-23					\$0.00	\$18,317.53
Mar-23					\$0.00	\$18,317.53
Apr-23					\$0.00	\$18,317.53
May-23					\$0.00	\$18,317.53
Jun-23					\$0.00	\$18,317.53
Jul-23					\$0.00	\$18,317.53
Aug-23					\$0.00	\$18,317.53
Sep-23					\$0.00	\$18,317.53
Oct-23					\$0.00	\$18,317.53
Nov-23					\$0.00	\$18,317.53
Dec-23					\$0.00	\$18,317.53
2023 TOTAL	\$3,467.83	\$4,440.00	\$7,908.85	\$1,722.83	\$6,186.02	\$18,317.53

*Finance has not published January 2023 finance reports yet.