



City of Longview

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

Agenda

Downtown Advisory Committee

Thursday, September 28,
2023

10:00 AM

2nd Floor, City Hall

To create a downtown in Longview whose viability is based on unique character, is easily differentiated from other commercial in the Longview/Kelso area, is attractive to residents and visitors, is active "24-7", and attracts residents and visitors from Longview and other areas.

HYBRID MEETING DETAILS

23-001542 In Person or by Microsoft Teams - [register here](#) for Teams (required)
[Join on the Web](#) - Meeting ID: 261 121 879 921 Passcode: Mfjw4

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

23-001543 Minutes from July 18, 2023
Meeting in August was cancelled.

CHANGES TO THE AGENDA

NEW BUSINESS

23-001545 Downtown Parking Study (Chief Huhta/Mary)

23-001546 Request to Change Parking Regulations

UNFINISHED BUSINESS

REPORTS

23-001544 LPD Parking Reports

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT & NEXT MEETING OCTOBER 17TH



Minutes

Downtown Advisory Committee

Tuesday, July 18, 2023

10:00 AM

2nd Floor, City Hall

HYBRID MEETING DETAILS

23-001323 In Person or by Microsoft Teams - [register here](#) for Teams (required)
[Join on the Web](#) - Meeting ID: 251 507 482 862 Passcode: FjDkwe

CALL TO ORDER

The meeting was called to order at 10:01 am.

ROLL CALL

In attendance: Allan Rudberg, Co-Chair; Elizabeth Borders; Ariel Large; Pat Palmer; Karl Salzsieder; Rashelle Sanders

Excused: Brad Whittaker, Chair; Bill Hallanger; Dawn Morgan

Absent: Rachelle Sanders; Ruth Kendall, Council Liaison

Staff present: Ann Rivers; Mary Chennault; Nancy Vandehey

APPROVAL OF MINUTES

23-001324 Minutes from June 20, 2023

Pat Palmer, seconded by Karl Salzsieder, made a motion to approve the minutes as presented. This passed unanimously.

CHANGES TO THE AGENDA

NEW BUSINESS

UNFINISHED BUSINESS

23-001325 Goals identified from the June 20th meeting

The board agreed that parking needs to be added to the shortened list of priorities. There was a discussion on the role of DAC in responsibility of the priorities.

Elizabeth Borders made a motion, second by Pat Palmer, to check DAC on the list of 16 priorities. This failed unanimously.

It was determined to keep DAC unchecked but to monitor the progress. The first step is to reach out to

the partners listed and engage them in a discussion to work together to complete the task. Karl Salzsieder made a motion to direct Ann Rivers to contact groups and report back within 60 days and incorporate parking issues to the priorities list. This failed for a lack of second, as the board can make recommendations to Council but not direct staff. Ann Rivers volunteered to seek out a group to join our meetings for the next few months rather than one larger meeting. Parking will be added as item #63 and added to the priorities list.

REPORTS

23-001327 Downtowners Report - Josh/Ariel/Pat

As Ariel Large needed to leave, she asked to provide a report first. Downtowners are currently working on Harvest Festival, the Centennial parade and outdoor seating.

23-001326 Parking Reports - LPD

Mary Chennault shared the parking reports. She shared that a part-time parking enforcement person was hired. Software hasn't been purchased yet as the final steps have not been completed on the ordinance update. Mary will follow up with the group on the higher number of warnings given.

PUBLIC COMMENTS

As the visitors to the meeting arrived after the public comment period, Allan Rudberg asked if they wanted to speak.

Max Camp of Continental Investors expressed frustration with the parking regulations and inconsistencies with ticketing and warnings.

Erik Halverson asked about getting the extra 2 hour parking passes online rather than coming into City Hall to purchase.

Ruth Kendall stated that the new software will have that capability.

There was a discussion about the current \$30K balance in the parking fund. This money could be spent on parking lot repairs but it also pays the wages for parking enforcement. It was once a much higher balance and then over the years dwindled with parking changes made years ago. We are seeing an increase but we've also not been paying wages in recent months.

A request was made to provide parking lot information on the next city newsletter. After being asked how to sign up for the newsletter, Nancy was unable to find the sign up link quickly on the city website, but she will provide a link to the board after the meeting.

Karl Salzsieder asked for a parking zone map to be shared with the group.

BOARD MEMBER COMMENTS

ADJOURNMENT & NEXT MEETING AUGUST 15th

The meeting was adjourned at 11:18 am.



Longview, WA

2023 Downtown Parking Study Data Summary – Final Report

July 2023

Prepared for:



Prepared by:

RICK WILLIAMS CONSULTING
Parking & Transportation

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1.0 Executive Summary

The City of Longview wants to develop an objective understanding of the use dynamics within the parking supply downtown. Industry “best practices” metrics for evaluating on- and off-street parking supplies are provided, including occupancy, turnover, duration of stay, and hourly activity patterns. This type of data can assist the City in near-term decision-making relative to existing parking supplies to understand where parking constraints and surpluses exist and whether factors such as abuse of time limits might adversely affect access. Similarly, this type of data will aid in longer-term city planning related to parking needs for future development activity, providing insight into such issues as shared parking opportunities and the effects of planned and future development.



The study addressed the following tasks:

- A complete inventory of all on- and off-street parking in the 40-block Downtown Study Area.
- Compilation of utilization data (e.g., duration of stay, unique vehicles, turnover, rate of violation) for 876 on-street parking stalls for an assumed typical weekday in 2023: a midweek day (Wednesday) on June 21, 2023.
- Compilation of hourly off-street parking occupancy data collected on the selected data collection day from 11 city-owned parking lots (753 spaces).
- An analysis of late-night activity within the Downtown Study Area to observe the use of the on-street system after regular hours. Occupancy counts were taken on and off-street. This will estimate the number of stalls in use by downtown residents during the overnight hours.

1.1 On-Street Findings

- The weekday on-street parking system operates at a low level of demand relative to the available supply. There are no significant constraints to parking, and customers will likely find an on-street parking stall near their intended destination.
- 15 and 30 Minute stalls have high violation rates (between 31% and 53%). As well, 15 Minute stalls are not highly used.
- 1 Hour stalls have an average time stay of 1 hour 43 minutes and a violation rate of 34%. This would indicate that 1 Hour stalls are not effectively serving customers' time stay needs.
- When excessive time stays (5 hours or more) and reparking (“chain parking”) are combined, as much as 12% of observed vehicles are low-turnover users, typically employees.

1.2 Off-Street Findings

- The public off-street parking system is not currently constrained. There is an abundance of parking stalls distributed across the entire Downtown Study Area, with at least 326 empty stalls during the peak hour. The largest public lot (Lot 4) has very low occupancy rates across the operating day (<25%).

1.3 After Hours – Late Night Findings

- Use of the public system is low after hours/late night, with most of those using the system seeking parking in nine of the eleven City lots. In the late hours, 61 vehicles were parked within the 876 sampled on-street inventory.

1.4 Initial Strategy Considerations & Recommendations

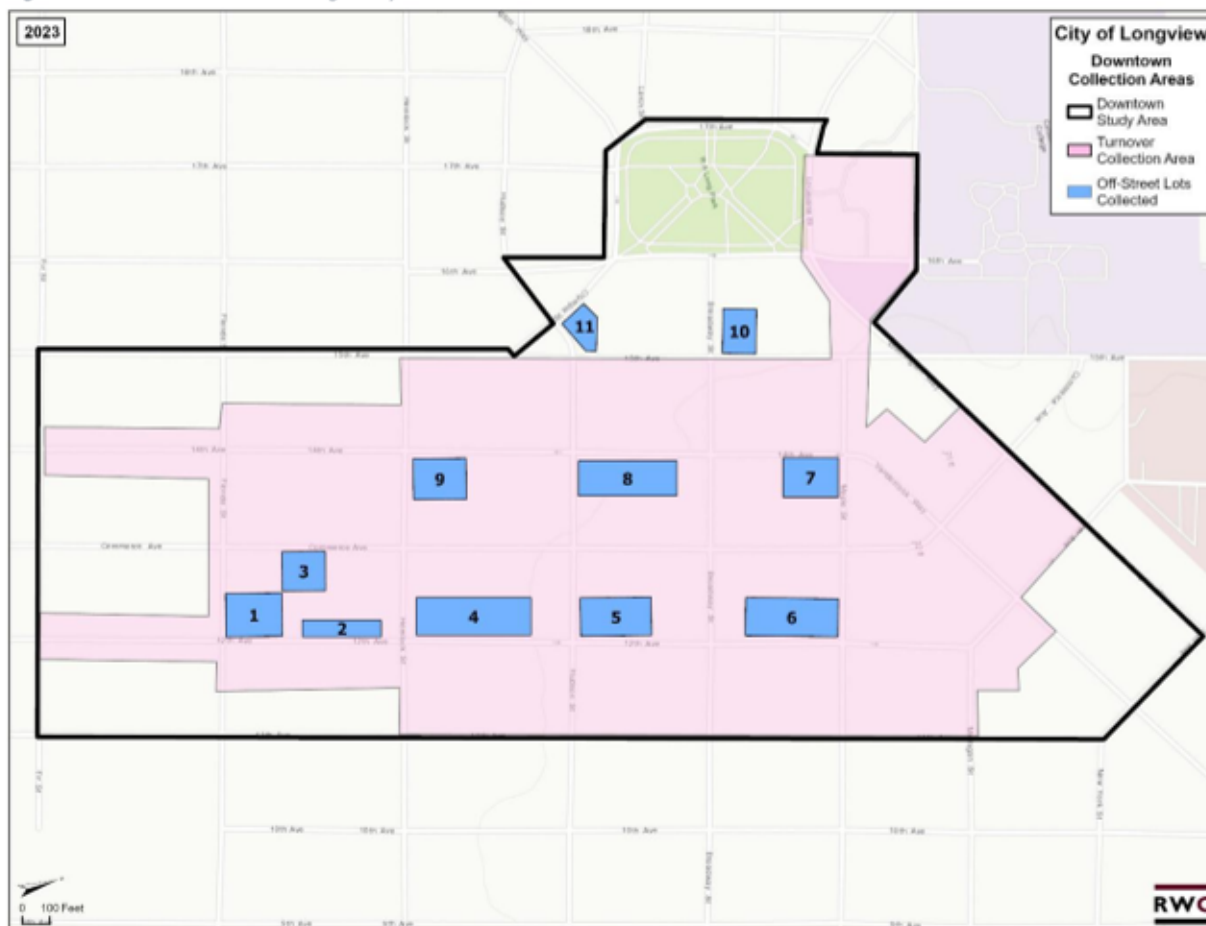
- **Simplify Time Stays** - Based on observed occupancies and rates of violation, simplifying time stays will improve the customer experience.
 - 2 Hour stalls have an average time stay of 1 hour 55 minutes and have the lowest rate of violations of any stall type. This suggests these stalls are correctly calibrated to average customer needs and should serve as the customer “base standard” for on-street time-limited parking downtown.
 - The number of high-turnover stalls (i.e., 15 and 30 Minute stalls) should be reduced and simplified to a single-time designation. This would increase access for visitors whose average duration of stay is closer to 2 hours. It would likely reduce the rate of violation as well. The City should consider consolidating these into a single 30 Minute time standard and evaluate reducing the total supply of high-turnover stalls downtown.
 - 1 Hour stalls should be eliminated and replaced with a 2 Hour time limit. The average time stay at these 65 stalls is 1 hour 43 minutes. The violation rate is 48%. These stalls are not currently meeting the needs of customers.
- **Reduce No Limit Stalls** - Thirty-five percent (35%) of all on-street parking stalls downtown (441) are No Limit, allowing unlimited free parking downtown. This is not typical for street-level business-oriented downtowns. These stalls should be evaluated to ensure they are not abutting commercial businesses and be reformatted to a visitor-friendly time limit, like 2 Hours or 3 Hours.
- **Facilitate turnover** - 10-hour parking stalls are abundant (155 stalls) but are in low demand (<50% occupancy). These stalls should be evaluated to assess reducing their number, particularly if they abut visitor-oriented street-level businesses.
- **Maximize use of the off-street public parking system** - The amount of empty off-street parking presents an opportunity for the entire downtown. Also, considering the rate of excessive time stays and reparking trends documented, efforts to move employees into the off-street supply would significantly benefit the entire parking system.
- **Awareness and branding** - Low use of the public off-street parking system may be due to a lack of awareness about their availability to users, particularly visitors trying to find parking on constrained on-street block faces. The City should explore creating a “parking brand” for downtown and incorporating that brand into signage for its off-street system and public communications network.
- **Reasonable enforcement** - Current rates of user compliance are not within ranges established as best practices in the industry (5% - 9%). At present, violation rates at timed stalls are over 18%. Nonetheless, current low levels of use do not suggest a need for a heavy enforcement presence; even with high violation rates, users are not being denied access to reasonably available parking. To this end, the City should continue monitoring use and compliance and calibrate enforcement accordingly—specifically, when occupancies (and constraints) increase over time.

2.0 Study Overview

2.1 Study Area

The 2023 Downtown Study Area boundary was drawn to catalog Downtown's public and private parking supplies. The City of Longview provided the study area boundary. **Figure A** illustrates the Downtown Parking Study Area.

Figure A: 2023 Downtown Parking Study Area



2.2 Parking Inventory (Supply)

Longview's downtown public parking inventory comprises 2,026 stalls, including 1,273 *on-street* and 753 *off-street* at 11 sites.¹ The Downtown Study Area has 40 total or partial city blocks. Within those 40 blocks, there are a total of 160 block faces, 142 of which allow vehicle parking.² **Table 1** in **Section 2.3** provides a breakout of all on-street stalls and stalls sampled.

As a precursor to the data collection effort, the City of Longview provided the consultant with an inventory of parking stalls. The consultant a) adjusted the inventory using Google Maps in advance of data collection and b) made additional refinements on the day of the survey when surveyors and supervisors in the field identified

¹ Private off-street parking facilities were not included within the inventory or data collection effort.

² As a rule, a city "block" is generally comprised of four "block faces." Of these block faces, some allow the parking of a vehicle. Other block faces (or portions) may not allow parking. Block faces that allow vehicle parking are considered "parkable" for purposes of occupancy and utilization measurement.

additional discrepancies from the inventory provided initially. As a result, all on-street spaces are cataloged by block face and time limit designation. An updated map of the inventory is provided in **Figure B**.

Figure B: 2023 Downtown Parking Inventory



2.3 Data Collection Methodology

Data was collected on Wednesday, June 21, 2023. Hourly on- and off-street parking counts were collected each hour between 10:00 AM and 8:00 PM.³ The survey date and data collection hours were selected in consultation with City staff. The data collection methodology for measuring parking utilization was based on Oregon Transportation & Growth Management Program's guide on parking: [Parking Made Easy – A Guide to Managing Parking in Your Community](#).



On-street

A sample of 876 on-street stalls within the study area was measured for hourly utilization (a 69% sample).⁴ This entails counting each occupied parking stall by recording a vehicle's license plate each hour for 10 consecutive hours. Utilization data provides information on metrics that include occupancy, the number of unique vehicles, the average duration of stay, violation rates at timed stalls, excessive time stays, and stall turnover.

Key characteristics of the on-street supply (as shown in **Table 1**) include:

- There are 10 stall types provided in the study area, a combination of eight (8) different time limit designations (including No Limit) and ADA accessible and Authorized Vehicles Only. All parking is provided free of charge.
- The two most common stall types are 2 Hour and No Limit stalls, representing 38% and 35% of the total inventory, respectively. This is followed by 10 Hour stalls representing 17% of all stalls.
- There are several smaller supply options available that include 15 Minutes (22 stalls), 30 Minutes (17), 1 Hour (65), 4 Hours (9), ADA Accessible stalls (11), and Authorized Vehicles Only (6). These stalls, when combined, comprise 121 stalls, about 10% of the total supply.

Table 1: On-street Inventory by Stall Type and Percentage of Total Supply

Use Type	All Stalls ⁵	% Total Stalls	Sampled Stalls ⁶	% Sampled Stalls
On-Street Supply Studied⁷	1,273	100%	876	100%
15 Minute	22	2%	19	2%
30 Minute	17	1%	15	2%
1 Hour	65	5%	50	6%
2 Hour	482	38%	393	45%
4 Hour	9	< 1%	-	-
10 Hour	220	17%	155	18%
ADA accessible	11	< 1%	9	1%
Authorized Vehicles Only	6	< 1%	6	< 1%
No Limit	441	35%	229	26%

³ These are top-of-the-hour numbers, meaning the 7:00 PM data counts were collected between 7:00 and 8:00 PM.

⁴ The original scope was based on an inventory of 850 stalls. Given the study zone contained 1,273 stalls, the consultant created an 876-stall sample that attempts to proportionally represent all stall types within the larger study zone. The consultant is confident that the sample selected is both representative and statistically significant for quantifying typical use.

⁵ These provided total inventoried stalls were observed on 160 total block faces (approximately 40 blocks), 142 of which allow for parking.

⁶ The sampled stalls were collected on 92 total block faces (approximately 23 blocks), 84 of which allow for parking.

⁷ All on-street parking stalls (No Limit spaces exempt) are signed.

Overall, the inventory is quite varied and may need to be simplified or clarified for users. The minor distinction in time between 15 and 30 Minute parking for high turnover users could be simplified to a single standard. Also, over 50% of the inventory is devoted to long-term stays of 10 Hours (17%) and No Limit (35%) parking. This is not typical in downtown areas striving to prioritize visitor trips and reasonable levels of turnover to maximize customer trips to street-level businesses. The high percentage of such stalls encourages all-day use of the on-street system by employees and residents. This should be evaluated, especially on block faces zoned commercial and abutting a street-level business.

Off-street

Off-street parking occupancy entails counting occupied parking stalls each hour of the survey day. In the Downtown Study Area, occupancy data was collected on 11 City-owned off-street lots, representing 753 stalls. A breakout of the City lots is provided in **Table 2**. Lots are summarized by number of stalls and percentage of total City off-street supply. Each lot has a Lot ID number corresponding to its location on the **Figure A** study area map.

Table 2: Off-street Public Inventory by Stall Total and Percentage of Total Supply

Lot ID	Facility	Stalls	% Total
Off-Street Supply Studied		753	100%
1	PUBLIC PARKING - LOT NEAREST FLORIDA ST	61	8%
2	TRANSIT TRANSFER STATION - LOT NEAREST 12TH AVE	30	4%
3	PUBLIC PARKING - LOT NEAREST COMMERCE STREET	32	4%
4	PUBLIC PARKING	159	21%
5	PUBLIC PARKING	82	11%
6	PUBLIC PARKING	96	13%
7	PUBLIC PARKING	60	8%
8	PUBLIC PARKING	115	15%
9	POLICE STATION	58	8%
10	CITY RESERVED PARKING	37	5%
11	CITY RESERVED PARKING	23	3%

Lot 4 is the largest of the eleven City lots, with 159 stalls (about 21% of the total public off-street supply). Lot 11 is the smallest, with 23 stalls (about 3%) designated explicitly for reserved parking. Lot 2 (30 stalls/4%) is associated with the transit transfer station. The remaining lots (Lots 1, 3, 4, 5, 6, 7, and 9) are designated for general public parking, with Lot 10 (like Lot 11) held for reserved parking.

2.4 Measuring Performance

Parking is considered constrained when 85% or more of the available supply is routinely occupied during the peak hour. This is indicated in the graphic at right, within the red band. The figure provides a simple visual to illustrate performance levels within a parking supply; at the system, district, sub-zone, lot, and/or block face level.

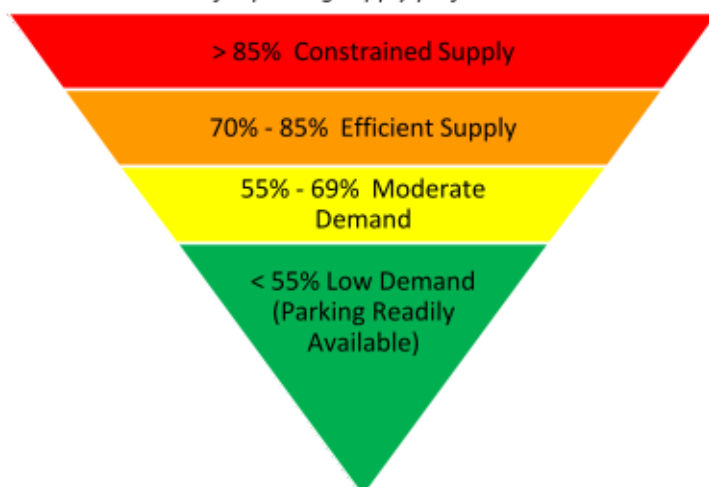
In a constrained system, finding an available spot is difficult, especially for infrequent users such as customers and visitors. This can cause frustration and negatively affect perceptions of parking in an area. Continued constraints can make it difficult to absorb and attract new growth or to manage fluctuations in demand—for example, seasonal or event-based spikes.

Occupancy rates of 55% or less (green) indicate a low demand for parking, and empty parking spaces are readily available. While availability may be high, this may also mean a volume of traffic inadequate to support active and vital businesses. Occupancy rates between the upper and lower thresholds indicate moderate (55% to 69%), shown in yellow, or efficient (70% to 85%) use, shown in orange.

An efficient parking supply shows active use but little constraint that would create difficulty for users. Efficient use supports vital ground-level businesses and business growth, is attractive to potential new users, and can respond to routine fluctuations (e.g., normal growth, events, and seasonality).

RWC's Longview Downtown Study Area parking analysis uses these categories to evaluate the system's performance. All occupancy graphics and heat maps also use the color scheme representing performance levels described here.

Color metrics for parking supply performance or demand



3.0 On-Street Parking

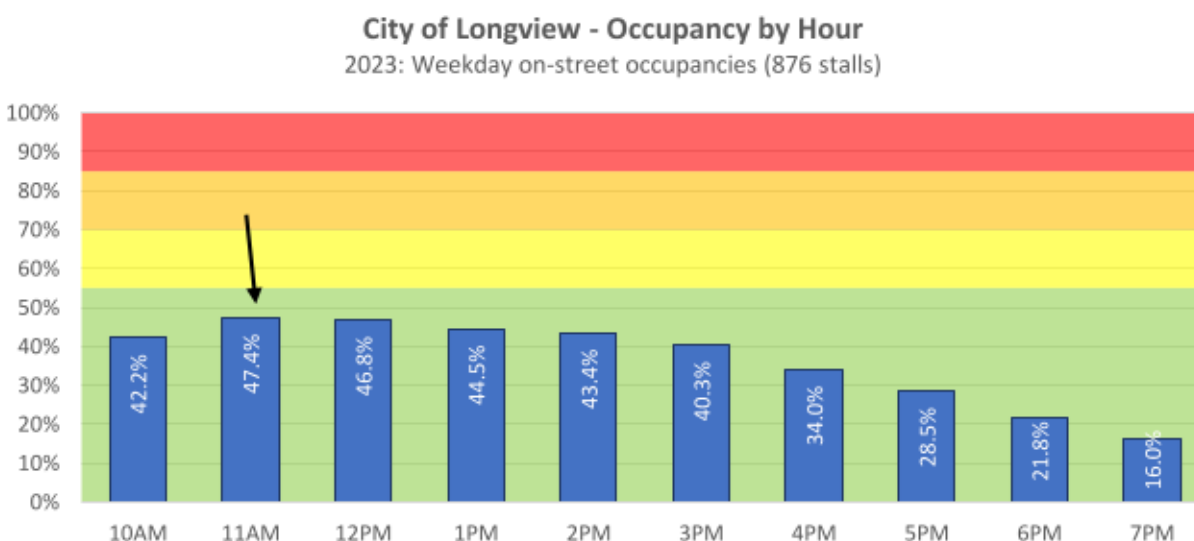
3.1 Data Findings

Occupancy

Figure C provides a comparative hour-by-hour look at the parking occupancy on the survey day.⁸ Occupancies represent 876 sampled parking stalls. Sampled stalls were collected on 92 total block faces (approximately 23 City blocks), 84 of which allow parking. The **Figure D** heat map illustrates those block faces.

- The peak hour reaches 47.4% at 11:00 AM (within the low “green” demand range).
- Occupancies decreased following the 12:00 PM hour, tapering to just 16% at the 7:00 PM survey hour.
- This use pattern reflects a typical downtown lunch/retail visitor activity period (11:00 AM to 2:00 PM).
- This pattern does not indicate increasing late afternoon/early evening activity that would reflect restaurant and entertainment business demand.
- On average, overall weekday occupancies are low (green range) in all surveyed hours.

Figure C: Downtown Study Area – On-street Occupancies (Hourly Comparison)



Utilization by Stall Type

Table 3 summarizes occupancies and peak hours by stall type (time stay), the number of stalls empty at the peak hour, the average duration of stay, and the violation rate (where applicable) for the combined 876 stall on-street supply sample.

- During the weekday peak hour, 11:00 AM – 12:00 PM, 47.4% of stalls are occupied within the Downtown Study Area.
- At the peak hour, 478 stalls are empty. There is a substantial supply available to accommodate growing parking demand.
- The average length of stay of all on-street parkers is 2 hours 24 minutes.
- 15- and 30-Minute stalls have high violation rates (between 31% and 53%). As well, 15 Minute stalls are not highly used. The City may want to consider consolidating these into a single 30 Minute time standard and evaluate reducing the total supply allocated downtown.⁹

⁸ Note the color banding in the table that corresponds to the performance colors in the graphic in **Section 2.4**.

⁹ This would likely require outreach to businesses directly affected by these stalls.

- 1 Hour stalls have an average time stay of 1 hour 43 minutes and a violation rate of 34%. This would indicate that 1 Hour stalls are not effectively serving customer time stay needs.
- 2 Hour stalls have an average time stay of 1 hour 55 minutes and have the lowest rate of violations of any stall type. This suggests these stalls are correctly calibrated to average customer needs.
- The average stay for No Limit stalls (stalls with no time restriction) is approximately 3 hours 42 minutes, less than the 4 hours 5 minutes average stay at 10 Hour stalls.

Table 3: On-street Utilization by Stall Type

Use Type	Stalls	Peak Hour	Peak Occupancy	Empty Stalls	Average Length of Stay	Violation Rate
On-Street Supply Studied	876	11:00 AM – 12:00 PM	47.4%	458	2:24 hours	18%
15 Minute	19	12:00 PM – 1:00 PM	42.1%	11	-	53%
30 Minute	15	11:00 AM – 12:00 PM	73.3%	4	-	32%
1 Hour	50	3:00 PM – 4:00 PM	48.0%	26	1:43 hours	34%
2 Hour	393	11:00 AM – 12:00 PM	56.0%	173	1:55 hours	19%
10 Hour	155	2:00 PM – 3:00 PM	47.1%	82	4:05 hours	0%
ADA accessible	9	12:00 PM – 1:00 PM	66.7%	3	2:54 hours	0%
Authorized Vehicles Only	6	10:00 AM – 11:00 AM 2:00 PM – 3:00 PM	83.3%	1	3:20 hours	-
No Limit	229	12:00 PM – 1:00 PM	36.8%	141	3:42 hours	-

- 10 Hour and No Limit stalls have low use (green band). The City may want to explore reducing the number of these stalls to provide more visitor parking (e.g., 2 Hours). This would particularly apply to block faces adjacent to commercial visitor-oriented businesses.
- The overall violation rate is 18% at time-limited stalls. Industry best practices for violations suggest standard rates between 5% and 9%, putting Longview outside the targeted enforcement efficiency range.

Other Characteristics of Use

Table 4 provides additional metrics of use for the on-street system. This table summarizes the use characteristics of the on-street supply, including unique vehicle trips, turnover, and excessive time stays. These metrics provide insights into how many people visit downtown and how efficiently parking spaces are used.

Table 4: Other On-street Use Metrics

Use Characteristics	All Users
Vehicle Trips	1,314
Vehicles Served Per Stall ¹⁰	1.50
Average Duration of Stay (Hours: Minutes)	2 Hours 24 minutes
Turnover Rate ¹¹	4.18
Vehicles Observed Moving (% vehicle trips)	35 (3%)
Vehicles stay ≥5 hours in time-limited stalls (% vehicle trips)	115 (9%)

¹⁰ Total vehicle trips divided by the number of stalls. Based on occupancy totals the overall average use per stall in a given day.

¹¹ The potential number of times a stall turns over in a 10-hour period, based on the average duration.

Key indicators from **Table 4** include:

- **Unique Vehicle Trips (UVT) and Vehicles Served per Stall**
 - The recording of license plate numbers allows for identifying the total number of unique vehicles using the on-street system on a typical operating day¹² and the number of vehicles served per stall.
 - The number of unique vehicles parked on-street over the 10-hour data collection period totaled 1,314 on the survey day. Within the study area, each stall served an average of 1.50 trips.
 - Over time and in subsequent studies, the City can use these numbers to compare increases (or decreases) in on-street activity, using 2023 as a baseline of business vitality in the downtown parking district. Increases in these base numbers will indicate improvements in vehicle trip growth over time and a metric to track as new strategies (e.g., simplified time stays, new rates/fees) might be implemented.
- **Turnover and Average Duration of Stay (efficiency of the parking system)**
 - In most cities, the primary time limit allows for calculating an intended turnover rate. For example, if the limit for a stall is 2 hours over a ten-hour period, the intent would be that is occupied by 5 vehicles and meet its intended turnover rate of 5.0 turns.¹³ As such, if turnover were demonstrated to be at a rate of less than 5.0, the system would be deemed inefficient. A rate of more than 5.0 would indicate a system operating efficiently. Most downtowns strive for a rate of 5.0 or higher, given the goal of supporting short-term visitor access.¹⁴
 - A higher turnover rate allows more vehicles to access the downtown area without building more (expensive) parking stalls. A simple variation of 0.5 turns (from 5.0 to 4.5) can result in a significant economic impact downtown. For example, in a community with 1,000 parking stalls, a 0.5 turn differential would reduce the potential number of daily vehicle trips by 500. If each vehicle trip spent an average of \$30, that is \$15,000 of potential unrealized revenue per day, \$105,000 per week, and up to \$5.4 million per year. While this is just a hypothetical example, it illustrates the importance of maintaining active turnover in a parking supply. This is of particular significance for street-level businesses serving customer visits.
 - In Longview's downtown, the turnover rate is 4.18 on the weekday (2 hours 24 minutes per trip). This rate is less than 5.0, likely reflecting the high number of No Limit and 10 Hour stalls that may attract employees and residents to park on-street during business hours. Managing the right mix of time stays will be important as downtown parking demand grows.
- **Excessive Time Stays (5 or more hours)**
 - The on-street parking system typically provides the most valuable and convenient parking access for downtown visitors. It provides them with the closest access point to their street-level destination. Therefore, preserving these spaces for that user group to the highest degree possible is critical. This metric is used to understand how many employees or residents might park on-street during typical downtown business hours *in time-limited stalls*.¹⁵ Within the industry, any stay (particularly on-



¹² Note this does not represent all vehicles Downtown, as license plate numbers were not recorded in most of the off-street facilities.

¹³ Some in the industry call this the desired "minimum design capacity."

¹⁴ This is based on studies indicating that the most used time stay standard in retail/customer-focused downtowns is 2 Hours (both metered and unmetered).

¹⁵ In other words, No Limit stalls are not included in this average, as parking in No Limit stalls for periods of more than 5 hours is allowed.

- street) of 5 or more hours can generally be associated with a non-visitor trip, particularly in stalls prioritized for shorter, visitor-oriented trips.¹⁶
- For Longview, 115 vehicles were in this category on the survey day, representing 9% of all unique vehicles. This number is high, particularly downtown, with such a high number of No Limit stalls that allow unlimited long-term use. This is a metric to continue to track to ensure that the parking areas and commercial business frontages prioritized for visitor use are not abused by those seeking longer-term stays downtown.
- **Re-parking (or Chain Parking)**
 - During the survey day, the movement of unique vehicles was tracked using their license plate data. Surveyors observed 35 unique license plates (3% of all unique vehicles observed) move from one on-street stall to another. This is not a significant number, but when coupled with extended time stays of 5 or more hours, 12% of all vehicles were found to be parking long-term or reparking. Most of these vehicles likely belong to employees.

Heat Map

Often, occupancy findings within a large study area can understate performance outcomes, masking possible areas of constraint within a supply. This can be addressed with heat maps that allow for a focus on smaller operating areas, for example, illustrating use at the block face level. **Figure D** provides a peak hour heat map for the sampled on-street parking within the Downtown Study Area.¹⁷ As stated earlier, the sample area included 92 total block faces (approximately 23 city blocks). Eighty-four (84) block faces allow parking.



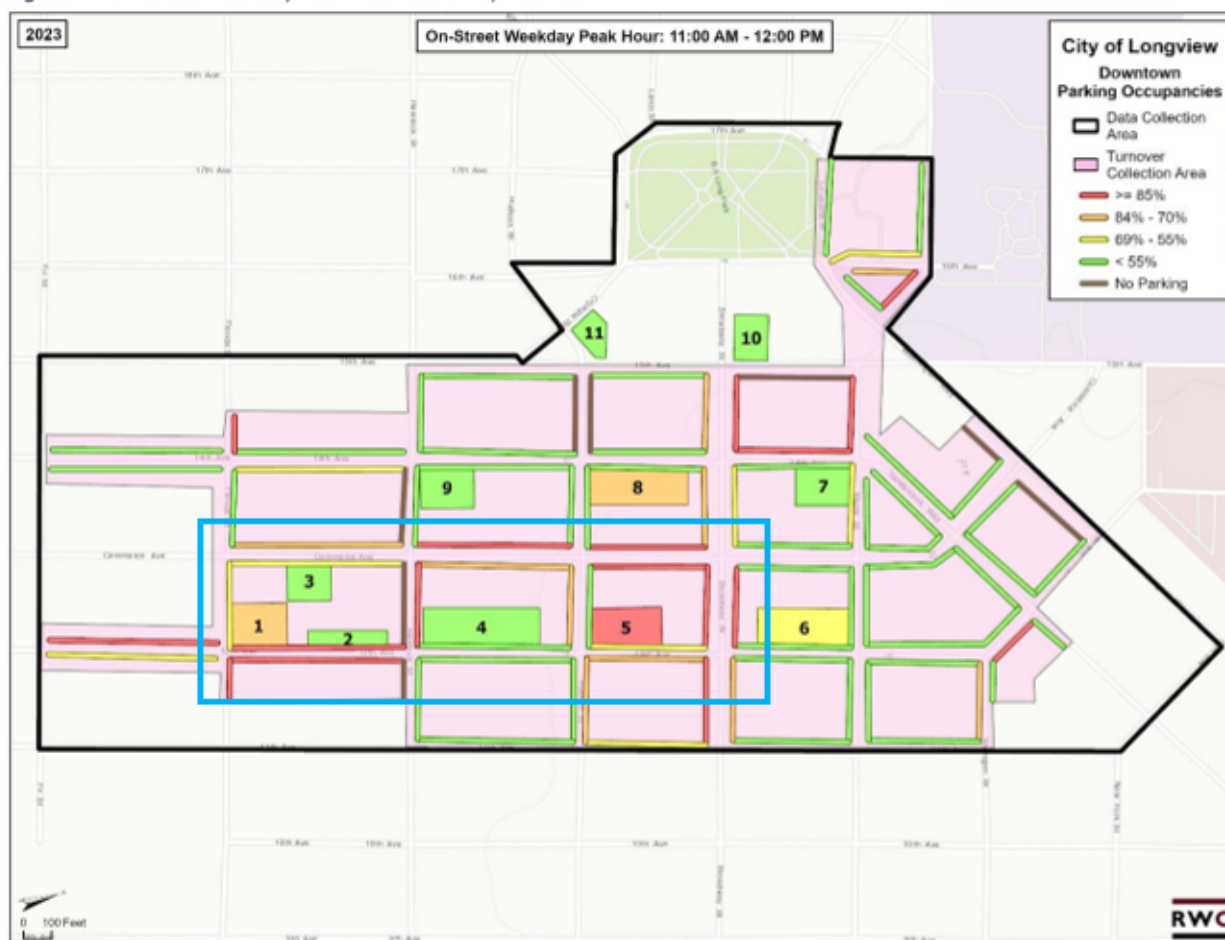
As the maps indicate:

- At the peak hour (11:00 AM – 12:00 PM), 17 block faces are constrained and occupied at or above 85% (red). This represents 20% of all parkable block faces in the sample area.
- Ten (10) block faces (12%) are coded orange, denoting efficient demand, with some available stalls.
- The remaining 57 block faces are either yellow (9 block faces/11%) with moderate demand or green with low demand (48 block faces/41%). These block faces indicate ample supply to absorb vehicle demand.
- Ten (10) of the 17 constrained block faces are clustered on block faces within the light blue outlined box on the **Figure D** map. This includes the area bounded by Florida Street (west), Broadway Street (east), Commerce Avenue (north), and 12th Avenue (south).
- Users of parking in this clustered area may feel there are few convenient opportunities to find available *on-street* parking on adjacent block faces, though public Lots 2, 3, and 4 show particularly low use (green).
- For the most part, even with the clustering of constrained block faces, parking is available on adjacent blocks, off-street facilities, or within a short walking distance.

¹⁶ While it is not foolproof, this metric does provide a sense of how many are using the time limited on-street system for vehicle storage.

¹⁷ NOTE that the map includes off-street lots (and their occupancy) *at the on-street peak hour*. Heat maps showing the peak hour for off-street lots are provided in **Section 4.0**. It is informative to see the relationship between the on- and off-street supplies at their unique peak hours.

Figure D: On-street Weekday Peak Hour Heat Map – 11:00 AM



3.2 Summary of On-street Parking Findings

The on-street parking system operates at a low level of demand relative to the available supply. Though there is a clustering of constrained block faces along portions of Commerce and 12th Avenues, there are no significant constraints to parking, and customers will likely find an on-street parking stall near their intended destination.

Considerations related to simplifying the current mix of time limit options and reducing the number of 10 Hour and No Limit stalls can provide an opportunity to create more customer-oriented stalls downtown.

As occupancy and demand for parking increases, addressing the high rates of time stay violations at time-limited stalls will ensure a higher level of compliance by the user and improved turnover overall. Enforcement should be addressed once any potential re-formatting of time-limited stalls has been completed.

4.0 Off-street Parking

4.1 Data Findings

Below are findings of parking performance at eleven public off-street parking sites, totaling 753 stalls.

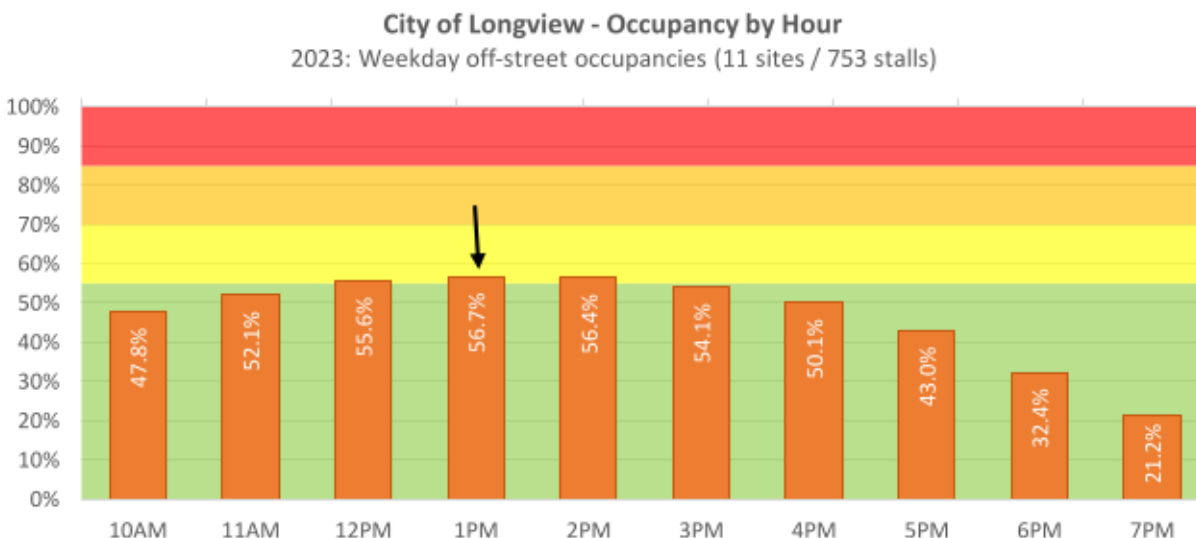
Occupancy

Figure E compares an hour-by-hour look at off-street parking occupancy on both survey days. Occupancies are consistently low throughout the operating day (green band on the figure).

- The weekday peak hour reaches 56.7% at 1:00 PM, a moderate (yellow) level of demand.
- Occupancies remain moderate for a three-hour period from 12:00 PM through 3:00 PM.
- Occupancies fall into the low range of demand (green) for 7 of the 10 hours surveyed.
- As a unique supply, off-street parking operates at a higher occupancy level than the on-street system, as described in **Section 3.0**.



Figure E: 2023 Weekday Off-street Occupancies by Hour (Public Lots)



Utilization by Type of Facility

Table 5 summarizes the number of public stalls by Lot ID, the number of stalls, their corresponding peak hour occupancies, and the number of empty stalls available at the peak hour.

Per the table, the peak hour of use for the combined eleven lot public system is between 1:00 PM and 2:00 PM. However, each lot maintains a unique peak hour ranging from 10:00 AM (Lot 10) to 5:00 PM (Lot 7). The unique peak hour is the point during the day when the highest number of vehicles are parked on that specific lot.

Table 5: Weekday Off-Street Peak Occupancies by Site

Lot ID	Facility	Stalls	Peak Hour	Peak Occupancy	Empty Stalls
Off-Street Supply Studied		753	1:00 PM - 2:00 PM	56.7%	326
1	PUBLIC PARKING - LOT NEAREST FLORIDA ST	61	4:00 PM - 5:00 PM	85.2%	9
2	TRANSIT TRANSFER STATION - LOT NEAREST 12TH AVE	30	12:00 PM - 3:00 PM	23.3%	23
3	PUBLIC PARKING - LOT NEAREST COMMERCE STREET	32	1:00 PM - 2:00 PM	43.8%	18
4	PUBLIC PARKING	159	5:00 PM - 6:00 PM	24.5%	120
5	PUBLIC PARKING	82	1:00 PM - 2:00 PM	95.1%	4
6	PUBLIC PARKING	96	1:00 PM - 2:00 PM	80.2%	19
7	PUBLIC PARKING	60	5:00 PM - 6:00 PM	53.3%	28
8	PUBLIC PARKING	115	12:00 PM - 1:00 PM 2:00 PM - 3:00 PM	91.3%	10
9	POLICE STATION	58	12:00 PM - 2:00 PM	53.4%	27
10	CITY RESERVED PARKING	37	10:00 AM - 11:00 AM	24.3%	28
11	CITY RESERVED PARKING	23	3:00 PM - 4:00 PM	47.8%	12

As **Table 5** indicates:

- At peak the combined peak hour (1:00 PM – 2:00 PM), there are 326 empty stalls.¹⁸
- Three lots (Lots 1, 5, and 8) reach a constrained (red) level of demand during their peak hours.
- The largest public lot (Lot 4) has very low demand, even at its peak hour (5:00 PM – 6:00 PM), when occupancy reaches just 24.5%. This lot alone accounts for, at minimum, 126 (37%) of the 326 empty off-street stalls at the combined peak hour.
- Given its central location within the Downtown Study Area, and as overall downtown parking demand increases, Lot 4 is an opportunity site to direct visitor and employee traffic into. The current on-street constraints identified in **Figure D** could be easily mitigated by greater use of Lot 4.

Overall, the off-street system is underutilized. Individual lots maintain varying peak hours and occupancies, but at least 326 stalls are empty at the downtown peak hour. Given that the lots are under city control, programs and strategies that more fully maximize the use of this supply should be explored.

Heat Map

Figure F illustrates the off-street parking heat maps for the peak hour on the study day.

- Only two lots (Lots 5 and 8) are constrained (red) at the off-street peak hour (1:00 PM – 2:00 PM).
- Also, fewer on-street block faces are constrained at the off-street peak hour, particularly in the boxed area described in **Figure D** above.
- At the off-street peak hour, abundant parking is available in the public off-street system to absorb demand. The on-street system provides more than adequate opportunities to park near any destination.

¹⁸ Future efforts to better utilize these empty stalls in the off-street supply will help maximize access (for longer-term stays) and integrate with the on-street system (catering to shorter-term visits).

Figure F: Off-street Weekday Peak Hour Heat Map – 1:00 PM



4.2 Summary of Off-street Parking Findings

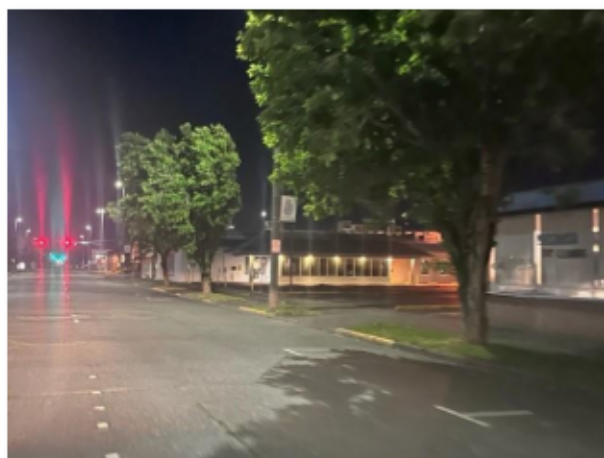
The public off-street parking system currently has ample parking availability, even during peak hours. An abundance of parking stalls is distributed across the entire study area, with at least 326 stalls available during peak hours. Exploring opportunities to capture these unused stalls to mitigate on-street constraints should be pursued.

In sum, the amount of empty parking presents an opportunity for the entire downtown. When coupled with what was revealed about excessive time stays and reparking in the on-street analysis, efforts first to move employees to off-street supply would significantly benefit the entire parking system.

5.0 After-Hours Occupancy Evaluation

The project scope called for an overnight study to evaluate the usage of the parking system well after all businesses had closed. The survey team conducted early morning counts in public on and off-street supplies. Typically, overnight (after-hours) counts are conducted to determine how (or if) parking is being utilized by residents, as they are the “active” users of the system when all other uses are closed.

In the case of Downtown Longview, this was clearly the lowest observed use of the parking system. As shown in **Table 6**, among the 84 parkable block faces, only 61 vehicles were parked on-street (7% occupied). At that time, over 800 parking spaces were empty.



The highest use of the on-street system centered around the block faces in the southern part of the study area, bordered by 12th Avenue (south), Commerce Avenue (north), Hudson Street (west), and Broadway Street (east). The block face with the most vehicles parked (9) was the north side of Commerce Avenue, between Hemlock and Hudson Streets. Overall, very few cars were on-street after hours. This is illustrated in **Figure G**.

The off-street parking supply was more heavily used, showing a combined 30% occupancy in the eleven City lots, with 226 vehicles parked. This provides evidence that most downtown residents parking after hours in public supply are using off-street lots (226 vehicles parked off-street versus 61 parked on-street). At that time, there were 527 empty off-street stalls within the public supply. Despite the “higher” occupancy rates, overall levels remain low. **Table 7** displays these findings in contrast to the daytime data collection's first (10:00 AM) and last hours (7:00 PM).

As shown in **Figure G**, Lot 4 has one of the lowest occupancy rates during daily operating hours (reaching just 24.5% and 39 parked vehicles between 5:00 PM and 6:00 PM but has 61 vehicles parked (38%) in the after-hours count. Lot 3 and Lot 11 are the only City lots with no vehicles parked after hours. Overall, those seeking parking options during late night hours are using City lots.

Table 6: On-street Night Count Vehicle User Observations

Study Time	Block Faces	Stalls	Vehicles Parked	Occupancy Observed	Stalls Empty
After Hours	84	876	61	7.0%	815
10:00 AM	84	876	367	42.2%	503
7:00 PM	84	876	139	16.0%	731

Table 7: Off-street Night Count Vehicle User Observations

Study Time	Sites	Stalls	Vehicles Parked	Occupancy Observed	Stalls Available
After Hours	11	753	226	30.0%	527
10:00 AM	11	753	360	47.8%	393
7:00 PM	11	753	175	23.2%	578

Figure G: Combined After Hours Heat Map – Off-Street Occupancies and On-Street Stalls Occupied



6.0 Report Summary

Use of the on-street system is consistently low relative to the total parking supply. While there is a small cluster of constrained block faces, adequate empty parking is available within a reasonable walking distance of any destination downtown, even at the peak hour. Demand for the off-street supply is also low, with a three-hour period of moderate activity in the 11-lot off-street system. Within the study sample, 794 stalls are empty at peak hours, 458 (on-street) and 326 (off-street).

Opportunities to capture more use of the off-street supply through branding and communications would be greatly beneficial to those areas on-street where parking constraints are clustered. Also, efforts to simplify time limit standards on-street, move employees to off-street locations, and strategically deploy enforcement to reduce current violation rates will benefit customer access, experience, and turnover, particularly on commercial block faces and serving customer visits at the street level.



Strategies to address the high level of users parking for an extended period (5 or more hours) and/or moving their vehicles from one stall to another (re-parking/chain parking) should be pursued. Combined, these two metrics can total as much as 12% of all unique vehicles within the on-street system.

Use of the public system is low after hours/late night, with most of those using the system seeking parking in nine of the eleven City lots. In the late hours, just 61 vehicles were parked within the 876 sampled on-street inventory.

In summary, the level of parking demand in Downtown Longview is low though constrained blocks may cause frustration for some visitors looking for parking in limited locations. Outside that time, the parking system operates at low and moderate levels. This allows Longview time and opportunity to implement simple, basic, and low-cost strategies now (e.g., simplified time stays, branding, communications, and reasonable enforcement) in a manner that attracts new trips and businesses whose demand for parking can be more efficiently absorbed.



2023 Downtown Parking Study



Longview City Council Presentation

August 23, 2023



Presentation Format



- RWC Background
- Study Findings
- Key Recommendations
- Q&A



Parking Made Easy

- Established in 1995
- Employee-owned company
- Main Street Focused
- Consulting in all elements of parking
 - ✓ Policy / Code
 - ✓ Operations - On and Off-street / Expense & Revenue Auditing
 - ✓ Data Collection
 - ✓ Demand – Measurement and Forecasting
 - ✓ Development – Financial Feasibility
 - ✓ Rates and Fees Assessments
 - ✓ Parking Technologies
 - ✓ Municipal and Private Clients
- Transportation Demand Management (TDM)



Washington Client Cities

- | | |
|---------------------|----------------|
| ▪ Auburn | ▪ Redmond |
| ▪ Bainbridge Island | ▪ Richland |
| ▪ Bellevue | ▪ Ridgefield |
| ▪ Bremerton | ▪ SeaTac |
| ▪ Chehalis | ▪ Seattle |
| ▪ Des Moines | ▪ SDOT |
| ▪ Everett | ▪ Spokane |
| ▪ Kennewick | ▪ Tacoma |
| ▪ Kent | ▪ Tukwila |
| ▪ King County | ▪ Vancouver |
| ▪ Kirkland | ▪ WASH DOT |
| ▪ Leavenworth | ▪ Wenatchee |
| ▪ Longview | ▪ White Salmon |
| ▪ Mount Vernon | ▪ Woodinville |
| ▪ Olympia | ▪ Yakima |
| ▪ Pasco | |

Downtown Parking Assessment



Downtown boundary: 15th/17th Avenues (north), 11th Avenue (south), Fir Street (west), Washington Way (east).

- Full inventory of parking in the study area
 - 1,273 on-street stalls
 - 753 off-street stalls (11 public sites)
 - High percentage in long-term parking (52%)

Use Type	All Stalls	% Total Stalls	Sampled Stalls	% Sampled Stalls
On-Street Supply Studied	1,273	100%	876	100%
15 Minute	22	2%	19	2%
30 Minute	17	1%	15	2%
1 Hour	65	5%	50	6%
2 Hour	482	38%	393	45%
4 Hour	9	< 1%	-	-
10 Hour	220	17%	155	18%
ADA accessible	11	< 1%	9	1%
Authorized Vehicles Only	6	< 1%	6	< 1%
No Limit	441	35%	229	26%

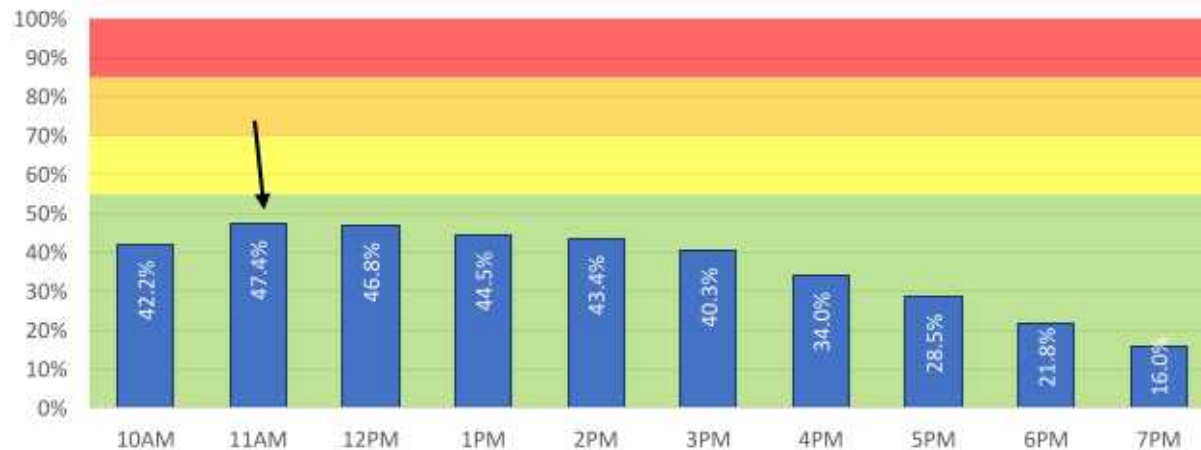
- Weekday Data Collection
 - Wednesday, June 21, 2023
 - 10 consecutive hours (10 AM through 8 PM)
 - License Plates (on-street) 69% sample (876 stalls)
 - Occupancy counts (11 off-street lots) 100% sample (753 stalls)
- Late night/after-hours occupancy counts

On-street findings: 10 AM - 7 PM

Color metrics for parking supply performance or demand



City of Longview - Occupancy by Hour
2023: Weekday on-street occupancies (876 stalls)



- 47.4% peak occupancy (11 AM) indicating **low demand** (green band)
- Declining occupancies in each hour after 11 AM
- **478 stalls are empty** in the on-street supply at the **peak hour**
- There is a **substantial supply available** to accommodate growing parking demand.

On-street parking: 10 AM - 7 PM

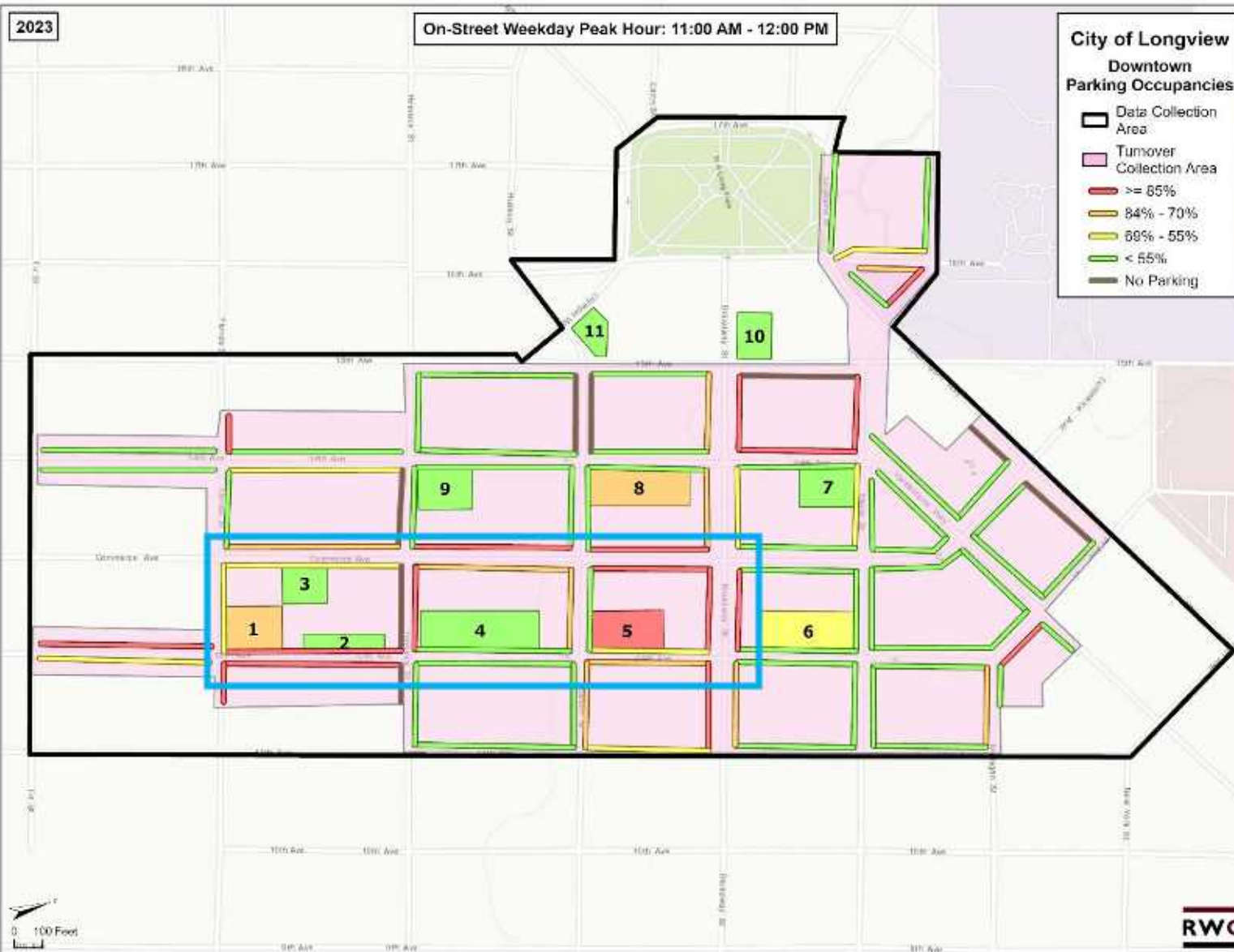


Use by stall type

- 15/30-minute stalls – should be 30-minutes?
- 1 Hour stall – 1:43 time stay
- 2 Hour stall – 1:55 time stay/lowest violation rate.
- 10-hour stall – too many?
- No-Limit stall – too many?
- Overall violation rate in timed stalls is high per industry standards.

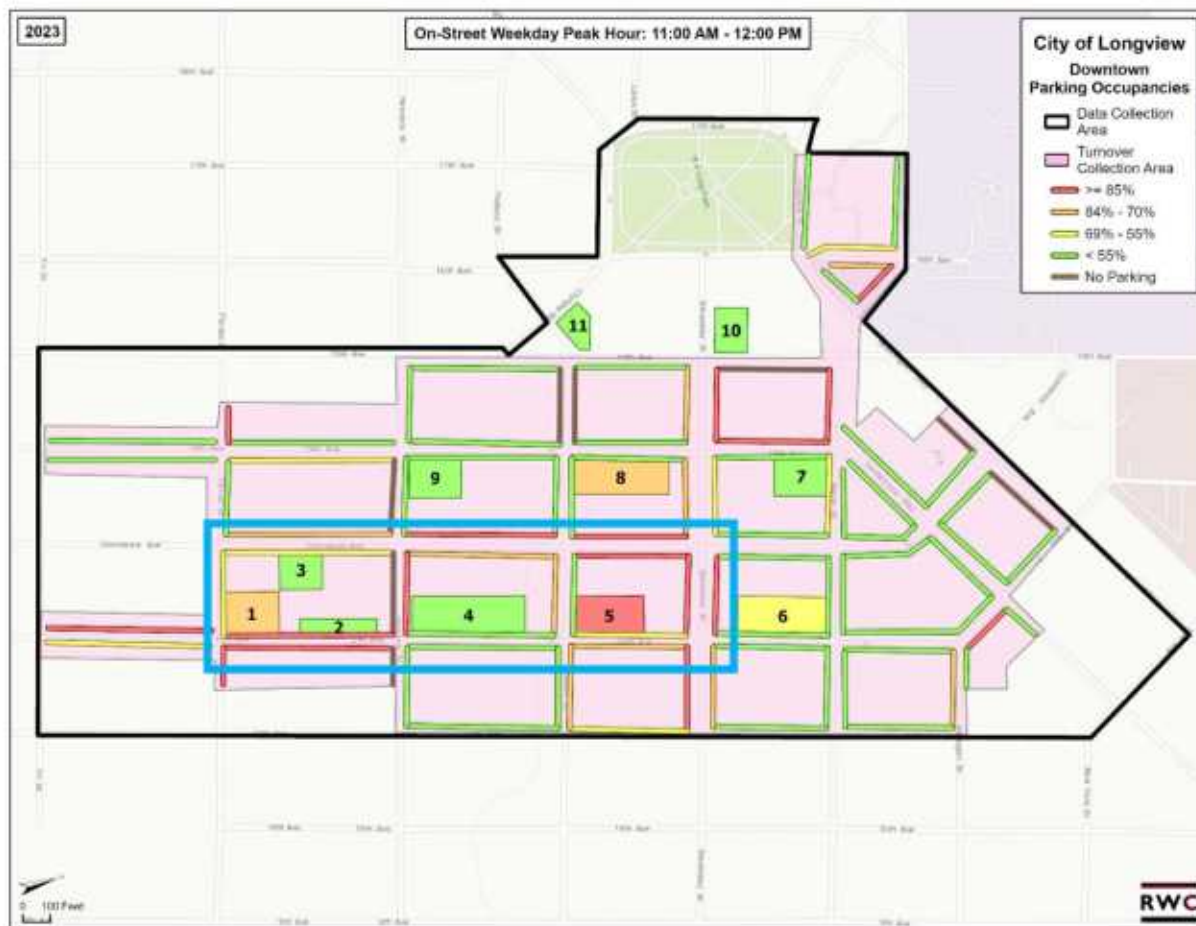
Use Type	Stalls	Peak Hour	Peak Occupancy	Empty Stalls	Average Length of Stay	Violation Rate
On-Street Supply Studied	876	11:00 AM – 12:00 PM	47.4%	458	2:24 hours	18%
15 Minute	19	12:00 PM – 1:00 PM	42.1%	11	-	53%
30 Minute	15	11:00 AM – 12:00 PM	73.3%	4	-	32%
1 Hour	50	3:00 PM – 4:00 PM	48.0%	26	1:43 hours	34%
2 Hour	393	11:00 AM – 12:00 PM	56.0%	173	1:55 hours	19%
10 Hour	155	2:00 PM – 3:00 PM	47.1%	82	4:05 hours	0%
ADA accessible	9	12:00 PM – 1:00 PM	66.7%	3	2:54 hours	0%
Authorized Vehicles Only	6	10:00 AM – 11:00 AM 2:00 PM – 3:00 PM	83.3%	1	3:20 hours	-
No Limit	229	12:00 PM – 1:00 PM	36.8%	141	3:42 hours	-

On-street heat map: At the Peak Hour 11AM



- **47.4% Peak Hour (low demand)**
- **10 of 17 constrained block faces are clustered (light blue box):**
 - Florida Street (west), Broadway Street (east), Commerce Avenue (north), and 12th Avenue (south).
- **Users in this clustered area may feel there are few opportunities to find available *on-street* parking on adjacent block faces.**
 - However, **public Lots 2, 3, and 4** show particularly low use (green).
- **Even with the clustering of constrained block faces, parking is available on adjacent blocks, off-street facilities, or within a short walking distance.**

On-street heat map: Clustered Area 11AM



Weekday On-Street Characteristics	Nodal Supply	Overall Supply
Total Stalls	273	876
Peak Hour	11:00 AM – 12:00 PM	11:00 AM – 12:00 PM
Peak Occupancy	72.5%	47.4%
Stalls Available	75	458
Average Duration	2:09 hours	2:24 hours
Violation Rate	17.7%	18.3%
Vehicle Trips	668	1,314
Vehicles Hours Parked	1,433	3,146
Turnover Rate	4.66	4.18
Vehicles Observed Moving (% vehicle trips)	16 (2.4%)	35 (2.7%)
Vehicles stay ≥ 5 hours in time-limited stalls (% vehicle trips)	63 (9.4%)	115 (8.8%)

- Higher peak occupancy - 72.5% (efficient demand) vs 47.4% (low demand)
- 75 empty stalls within the 18-block face cluster
- Average Duration - 2:09 hrs. (cluster) vs 2:25 hrs. (overall supply)
 - Both numbers are likely affected by 10-hour parking and repark/overstay
- 364 off-street spaces in the cluster (Lots 1, 2, 3, 4, 5), 174 empty
- Turnover – 4.66 (cluster) vs 4.18 (overall supply)
- Repark/overstay – 11.8% (cluster) vs 11.5% (overall supply)

On-street parking

Use Characteristics	All Users
Vehicle Trips	1,314
Vehicles Served Per Stall	1.50
Average Duration of Stay (Hours: Minutes)	2 Hours 24 minutes
Turnover Rate ¹	4.18
Vehicles Observed Moving (% vehicle trips)	35 (3%)
Vehicles stay ≥5 hours in time-limited stalls (% vehicle trips)	115 (9%)

Key findings:

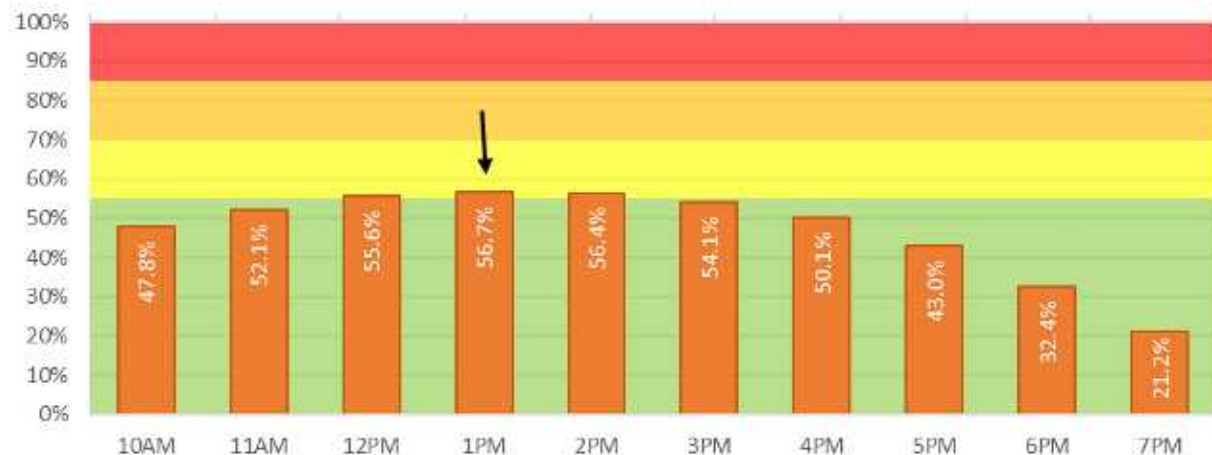
- Turnover goal should be 5.0 (based on 2-Hour visitor need)
- 12% of trips in time stalls are either violations or moving from timed stall to timed stall
- Not a problem now. Low demand is not creating conflict for stalls (especially for short-term visitors)
- Continue to track these metrics

Off-street findings: 10 AM - 7 PM

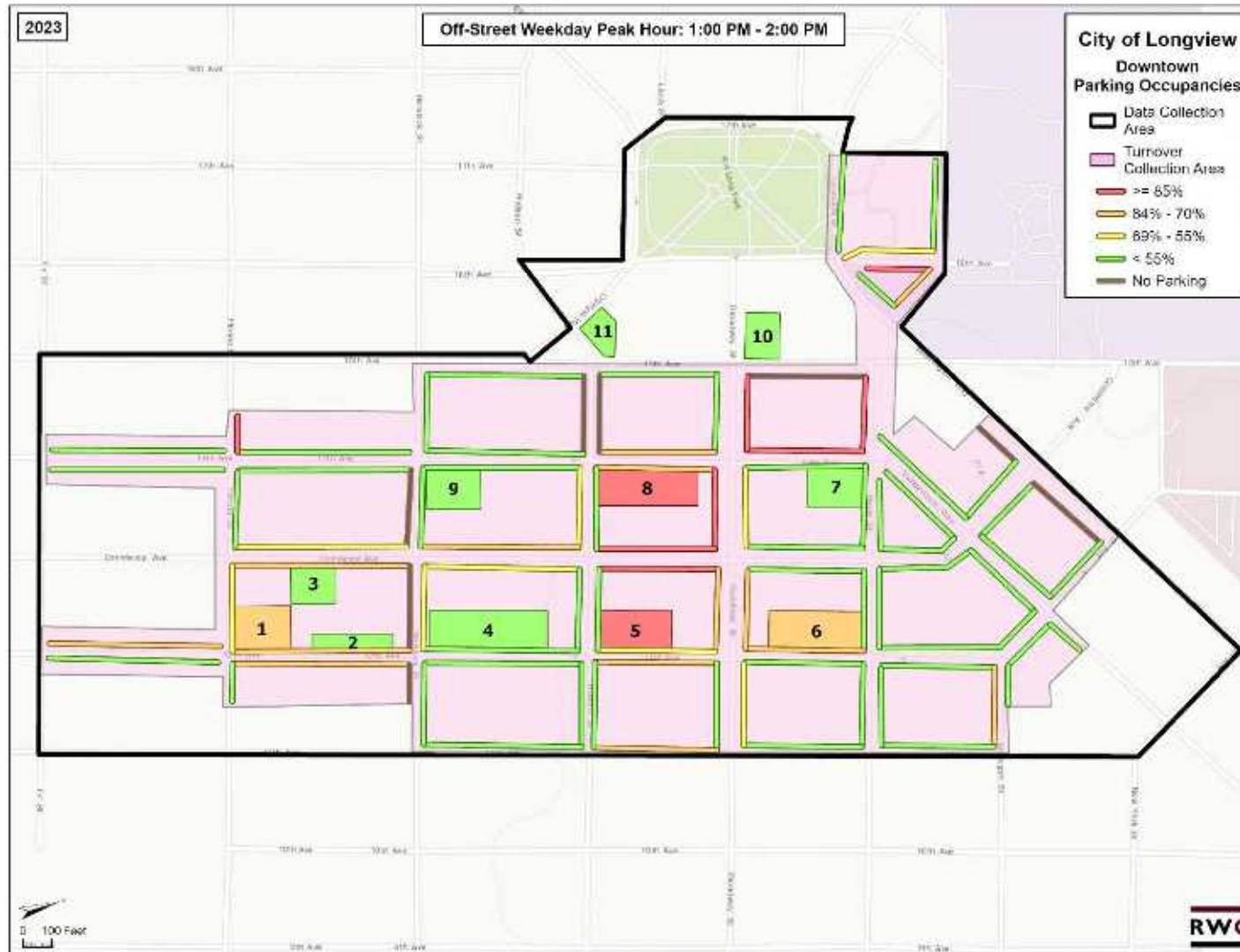
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1	PUBLIC PARKING - LOT NEAREST FLORIDA ST	61	4:00 PM - 5:00 PM	85.2%	9
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10	CITY RESERVED PARKING	37	10:00 AM - 11:00 AM	24.3%	28
11	CITY RESERVED PARKING	23	3:00 PM - 4:00 PM	47.8%	12

- **326 empty stalls** at the 1:00 PM peak hour in public lots
- **3 Lots reach 85%+** during the operating day (Lots 1, 5, and 8).
- The **largest lot (Lot 4 has low demand** (green)
- **Lot 8 – most used lot (91.3%)**
- Off-street has **ample parking availability**.
- Exploring opportunities to **capture these unused stalls** to mitigate on-street constraints **should be pursued**.

City of Longview - Occupancy by Hour
2023: Weekday off-street occupancies (11 sites / 753 stalls)



Off-street heat map: At the Peak Hour 1 PM



Late Night/After Hours: At the Peak Hour 11AM

- Purpose: To evaluate the **level of use** of on and off-street systems “**after hours**” as a **measure of downtown residential** use of the parking system.
- **61 vehicles** parked on-street (7.0%)
- **226 vehicles** parked off-street (30.0%)
- Use indicates that the **3:00 AM – 6:00 AM restriction is effective** for on-street.
- If **residents** need parking after hours, they are **finding the City lots.**

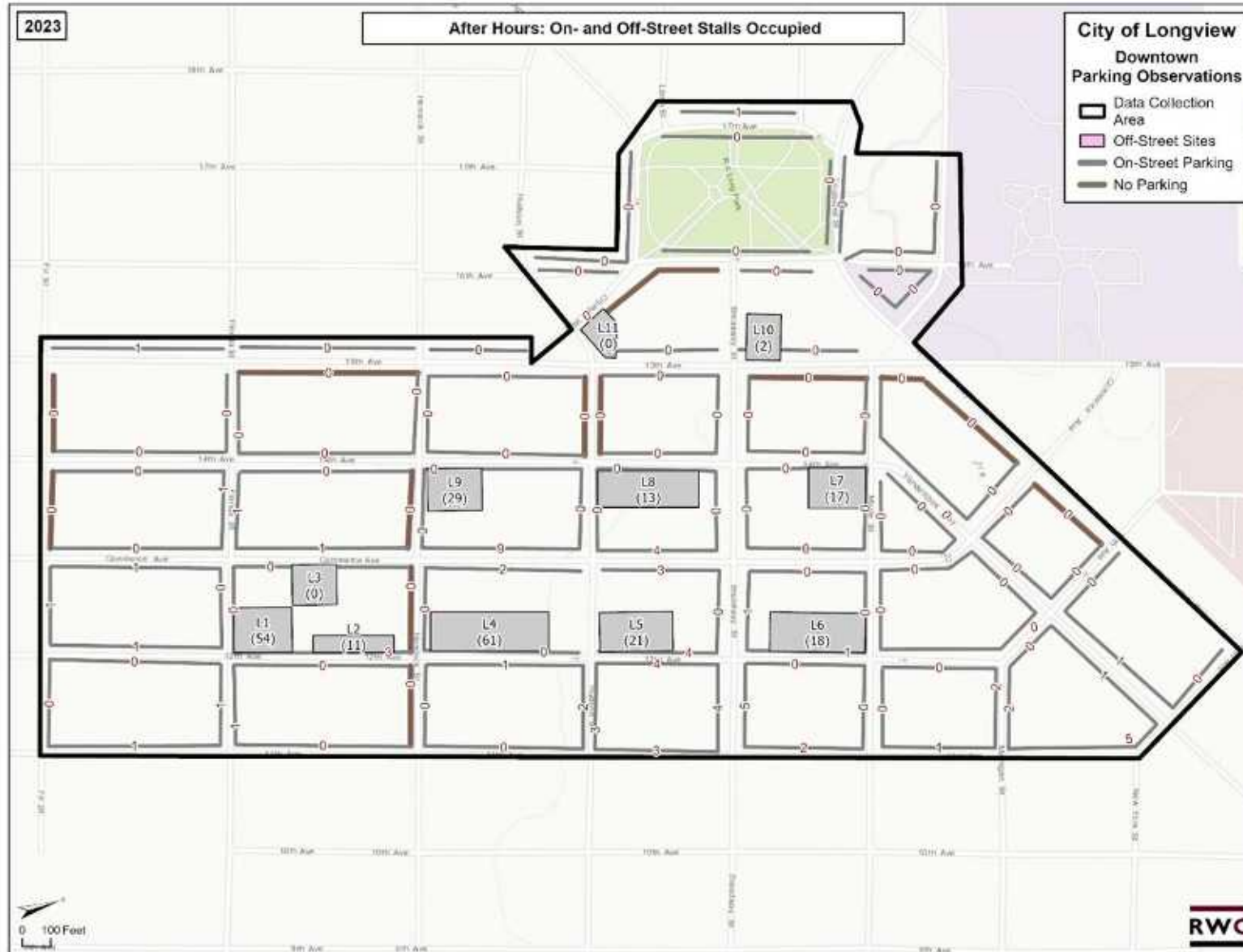
On-Street Stalls

Study Time	Block Faces	Stalls	Vehicles Parked	Occupancy Observed	Stalls Empty
After Hours	84	876	61	7.0%	815
10:00 AM	84	876	367	42.2%	503
7:00 PM	84	876	139	16.0%	731

Off-Street Stalls

Study Time	Sites	Stalls	Vehicles Parked	Occupancy Observed	Stalls Available
After Hours	11	753	226	30.0%	527
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7:00 PM	11	753	175	23.2%	578

Late Night/After Hours Map

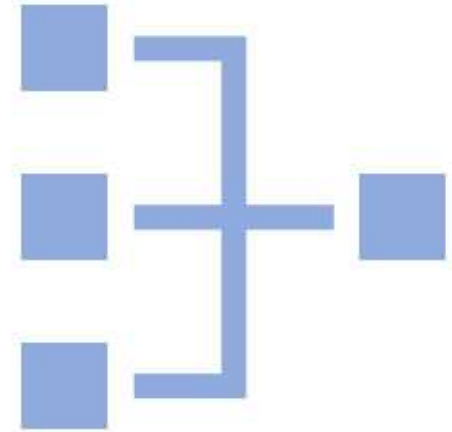


- **Lot 1** – highest occupancy lot (54 cars/89% occupied).
- **Lot 4** – highest use lot (61 cars/38% occupied).
- Those seeking parking options during late night hours are using City lots.
- **Residential parking is not impacting the normal operating day.**



Recommendations / Considerations

- **Simplify Time Stays** – move to 2 Hours
- **Reduce No-Limit stalls**
 - ✓ Particularly areas abutting street-level commercial land uses
- **Facilitate turnover** – Too many 10-hour stalls
- **Maximize public off-street**
 - ✓ Particularly areas abutting street-level commercial land uses
- **Awareness and branding** – Why are public lots underutilized (even when constraints occur)?
- **Reasonable enforcement** – Goal of 5% - 9% violation rate.
 - ✓ Level enforcement reflects level of demand



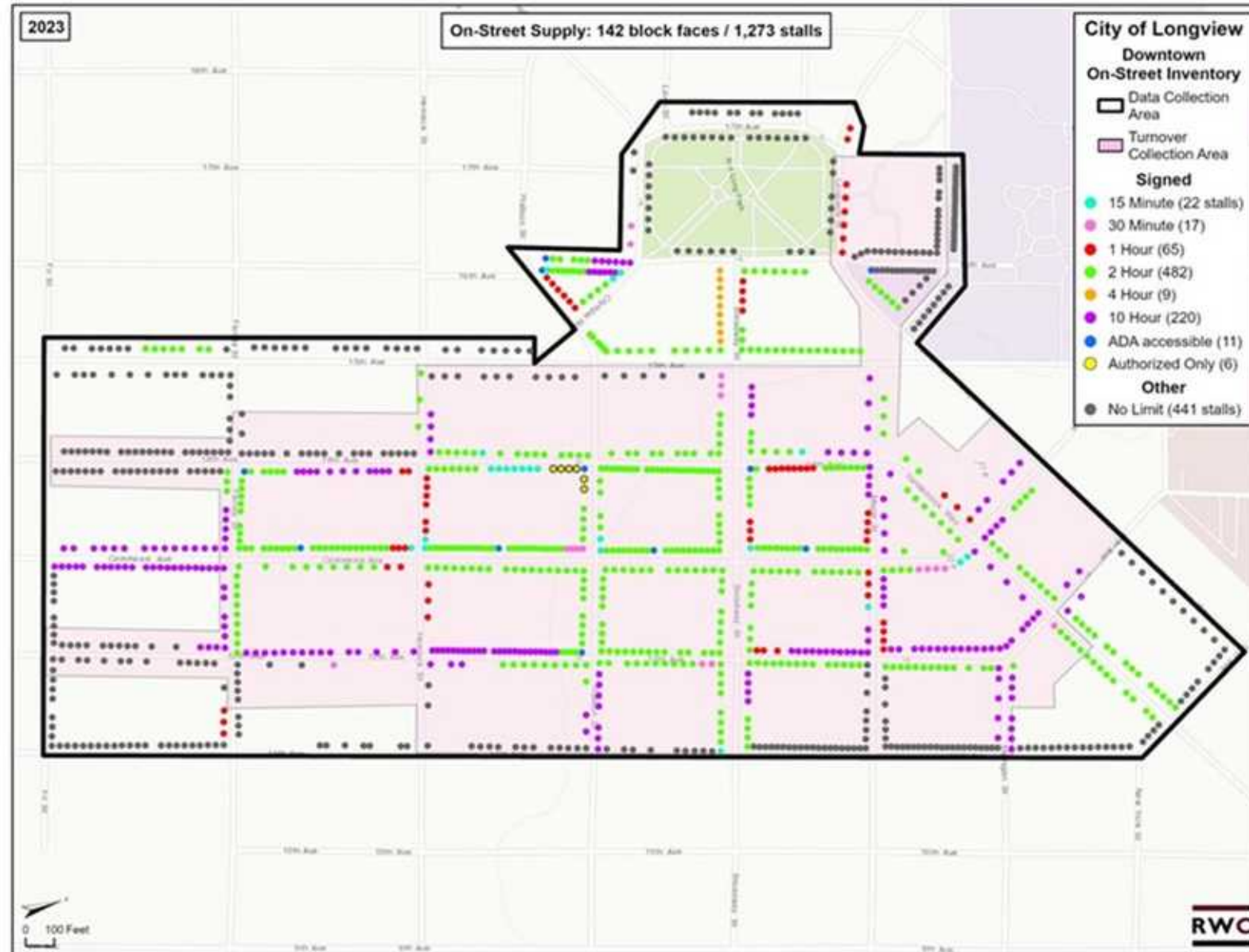


Thank You



Rick@rickwilliamsconsulting.com

Inventory of On-street Supply





REQUEST TO CHANGE PARKING REGULATIONS

Longview Violations Bureau ♦ Parking Enforcement
Longview Police Department ♦ 1351 Hudson Street ♦ Longview, WA 98632
360.442.5817 ♦ fax 442.5963 ♦ www.mylongview.com

Part I – Making a Request

Individual making request:

LORRETTA (LORRIE) MORGAN

Date of Request:

8/29/2023

Business making request:

MT. ST. Helens
Crafters Resource Center

Business contact phone:

(360) 957-8779

Address/City/State/ZIP

1150 Vandercook Way, Longview WA 98632

Type of request:

☐ 15-minute zone change

☐ 30-minute zone change

☒ 2-hour zone change

☐ Handicapped zone change

☐ Other (Please specify) _____

For Office Use Only - Block Spaces

Request details/Comments

Request change from 2 hours to max amount for business parking on Vandercook Way between 11th & 12th A

Part II – Concurrence of Adjacent Neighbors

Note: Longview Municipal Code 11.50.060 requires that merchants wishing to change parking time limits in front of their nearby business location must make a written request of all business owners whose principal business entrance is within three designated on-street parking spaces sought for parking time limit changes. If the spaces you are asking to change are within three spaces of another business you must have the business owners sign below, indicating whether the owner agrees or disagrees with the request.

Neighboring Business Name

Sunset Guardians

Neighboring Business Contact Phone

360-984-5280

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1146 Vandercook Way, Longview, WA 98632

Signature of neighboring business owner

Shirley White

Neighboring Business Name

Wesco/Evergreen Paint

Neighboring Business Contact Phone

(360) 423 9928

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1142 Vandercook Way

Signature of neighboring business owner

Kevin M... (manager)

Neighboring Business Name

Carl's Towing

Neighboring Business Contact Phone

360-423-4460

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1137 Vandercook Way

Signature of neighboring business owner

Carl's Towing

Part III – Approval Process – For Office Use Only

Longview Police Department /Parking Enforcement Receipt by

Date

Verified for Accuracy

☐ Approved

☐ Disapproved

Parking Committee Representative

Date

Approval

☐ Approved

☐ Disapproved

Engineering Division

Date

Approval

☐ Approved

☐ Disapproved

City Manager Final Approval

Date

Approval

☐ Approved

☐ Disapproved

Internal Tracking Form (for office use only)

Request to Change Parking Regulations

City Manager - Notify LPD that parking change has been approved/disapproved

☐ Approved ☐ Disapproved
(Copy of approval form attached)

Person forwarding this form:

Forward original packet to: ☐ LPD/Parking Enforcement

Forward copy of packet to: ☐ City Attorney

Comments:

City Attorney – Prepare Ordinance

Ordinance paperwork prepared?

☐ Yes ☐ No

Date

Council meeting date to be read:

Finalized date:

Forward copy to: ☐ City Manager

Comments:

Longview Police Department /Parking Enforcement – Notify applicant and Parking Committee of approval/disapproval

1. Applicant notified of parking change recommendation?

☐ Yes ☐ No

Date

Applicant/business name:

Person who notified applicant:

2. Parking Committee notified of parking change recommendation?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ Engineering

Comments:

Public Works/Engineering – Send out work order and mapping changes

1. Street/Traffic notified of work to be done?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward to: ☐ Street/Traffic

Comments:

Street/Traffic – Carry out work order

Parking change work order completed?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ GIS

Send a copy of completed work order to: ☐ Public Works/Engineering

Comments:

GIS/Mapping Division – Make map changes

Map changes made to mapping data base?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ City Manager

Send copy of completed map changes to: ☐ LPD for files

Comments:

City Manager – File project paperwork as complete

All aspects of parking change completed?

☐ Yes ☐ No

Date

Filing Date:

Project folder name:

LPD emailed or called when all processes have been completed

☐ Yes ☐ No

Comments:

SCHEDULED CLASSES

- **8/22 3-6 PM - Introduction to Hand Sewing**
- **8/26 2-6 PM - Introduction to Machine Sewing**
- **8/29 3-6 PM - Introduction to Hand Embroidery**
- **9/2 2-6 PM - Introduction to Machine Embroidery**
- **9/12 4-6 PM - Introduction to Block coding (ages 5 and up)**

Classes are free for students (adults included with student ID), \$10 for paid members, \$30 for non-members!

We will provide simple starter kits for each of the classes as well as provide resources for additional training.

More advanced kits will be available for sale.

Classes are limited to 20 people. Signups will be in person or by phone (360) 957-8779 prior to class scheduled date.



Mt. St. Helens

Crafters Resource Center

1150 Vandercook Way, Longview, WA

(360) 957-8779

www.lorriesbroideries.com

lorriesbroideries@gmail.com

Discover your creative passion at

Mt St Helens Crafters Resource Center!

Our welcoming community space helps you learn, create, and connect with other crafters of all ages!

We offer classes in sewing, embroidery, beading and jewelry, art, and much more taught by experienced artists.

We feature a large open workshop, kids craft corner young adult electronics area, sewing and embroidery machines, quilting supplies and longarm, beading and jewelry, work bench (wood, leather, soldering, etc.) and more (with some supplies available on-site).

Bring the kids too - we provide a safe, friendly environment for crafters of all ages.

Let your imagination flourish at MS Helens Crafters Resource Center, near the Columbia Theater/ KLTV. Conveniently located near several craft stores.

Hours of Operation

Monday	10 AM to 6 PM
Tuesday	10 AM to 6 PM
Wednesday	Closed
Thursday	Closed
Friday	10 AM to 6 PM
Saturday	10 AM to 6 PM
Sunday	12 Noon to 6 PM

Please contact me @ (360) 957-8779
and let me know when this
will be presented and reviewed
with the city Council!

Thank you,
Lorrie Morgan

Mt. St. Helens Crafters Resource Center

Sponsored by Lorrie's Broideries

Lorrie Morgan
President and Owner

1150 Vandercook Way, Longview, WA
Phone: (360) 957-8779
www.lorriesbroideries.com
lorriesbroideries@gmail.com



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	\$1,986.99	\$635.00	\$2,622.96	\$1,944.44	\$678.52	\$18,996.05
Mar-23	\$7,006.50	\$2,170.00	\$10,722.64	\$2,439.10	\$8,283.54	\$27,279.59
Apr-23	\$1,919.18	\$4,480.00	\$6,400.32	\$2,356.61	\$4,043.71	\$31,323.30
May-23	\$2,617.18	\$868.00	\$4,261.47	\$1,673.08	\$2,588.39	\$33,911.69
Jun-23	\$1,981.86	\$6,912.00	\$22,787.50	\$3,939.39	\$18,848.11	\$52,759.80
Jul-23	\$4,406.75	\$1,403.01	\$15,787.26	\$16,960.90	-\$1,173.64	\$51,586.16
Aug-23	\$7,745.40	\$526.02	\$8,271.42	\$14,110.91	-\$5,839.49	\$45,746.67
Sep-23					\$0.00	\$45,746.67
Oct-23					\$0.00	\$45,746.67
Nov-23					\$0.00	\$45,746.67
Dec-23					\$0.00	\$45,746.67
2023 TOTAL	\$31,131.69	\$21,434.03	\$78,762.42	\$45,147.26	\$33,615.16	\$45,746.67
*June 2023 revenue total includes transfer in from general fund to cover a parking utilization study.						
*July 2023 revenue total includes transfer in from general fund to cover a parking utilization study. Study is billed on monthly basis (paid July - Sept).						

From: [Mary Chennault](#)
Sent: Monday, August 07, 2023 1:36 PM
To: [Ann Rivers](#); [Nancy Vandehey](#)
Subject: June 2023 parking financial report
Attachments: [Parking Financial Report 2023.06.pdf](#)

Attached is the June 2023 parking financial report. A portion of the parking utilization study costs were transferred from the LPD general fund budget to the parking fund in June 2023 to cover this expense. However, the expense isn't actually paid from the expenditures until July 2023, so this makes our fund balance look almost \$14,000 higher than it really is.

There are additional costs associated with this study that will be paid out over the next month or two. I believe those will be reimbursed again by the police general fund.

Let me know if there are any questions.

Mary Chennault

Administrative Manager
Longview Police Department
P.O. Box 128
Longview, WA 98632
www.mylongview.com/police
phone: 360.442.5805

My work schedule is Mondays – Thursdays, off on Fridays.

Jul-23

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	3/0	7	120.00	N	N	0
Merc	86	113/108	5	38	28/3	7	120.00	N	N	0
Johnson	87	58/55	3	28	21/0	7	120.00	N	N	0
15th & Broadway	111	37/10	0	37	18/5	14	120.00	Y	Y	0
Paragon	112	23/0	0	23	5/6	12	60.00	Y	Y	0
			TOTAL	136	75/14	47				

Aug-23

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	3/0	7	120.00	N	N	0
Merc	86	113/108	5	38	32/3	3	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	18/5	14	120.00	Y	Y	0
Paragon	112	23/0	0	23	5/6	12	60.00	Y	Y	0
			TOTAL	136	82/14	40				

TICKET STATISTICS BY VIOLATION CODE

2023	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
W FREEFORM	0	4	1	0	2	17	72	0					96
TOTAL WARNINGS	0	4	1	0	2	17	72	0	0	0	0	0	96
OVER 12" RCW 46.61.575	0	2	0	0	1	1	3	6					13
ALLEY LMC 11.44.142	0	0	0	1	0	1	1	0					3
STORING LMC 11.44.147	21	32	9	12	9	3	13	8					107
ADA RCW 46.19.050	1	0	0	0	1	1	7	7					17
YELLOW LMC 11.50.020	1	2	5	1	2	12	19	19					61
IMPROPER RCW 46.61.570	1	4	12	8	5	5	10	9					54
LIBRARY LMC 11.44.130	0	0	0	0	0	0	0	0					0
WRONG DIRECTION RCW 46.61.575	1	4	5	2	4	5	11	2					34
ANGLE PARKING WAC 308330430	0	0	0	0	2	10	9	8					29
UNLAWFUL PURPOSES WAC 308330436	0	0	0	1	0	0	0	1					2
OT 15 MIN LMC 11.50.070	0	0	1	0	4	1	2	3					11
OT 30 MIN LMC 11.50.070	0	2	1	5	3	5	2	2					20
OT 1 HR LMC 11.50.070	0	0	0	0	0	0	7	4					11
OT 2 HR LMC 11.50.070	0	18	15	23	22	34	88	100					300
OT 3 HR LMC 11.50.070 & 11.62.030	0	17	26	29	32	18	61	119					302
OT 4 HR LMC 11.50.070	0	0	0	0	0	0	0	0					0
OT 10 HR LMC 11.50.070	1	0	2	0	1	2	1	0					7
OT 72 HR LMC 11.62.030	0	0	1	0	0	0	4	5					10
Over 3 Days LMC 11.44.145	0	2	1	4	3	0	0	0					10
10' ROADWAY WAC308330433	0	0	0	0	0	2	0	0					2
CITY HALL VISITOR LMC 11.62.030 (6)	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
LEASED SPACE LMC 11.62.030 (2)	0	0	0	0	0	0	0	0					0
TIMED LMC 11.44.110	0	0	0	0	0	0	0	0					0
PERMIT REQUIRED LMC 11.62.030 (3)	0	0	6	0	0	0	0	2					8
BUS STOP WAC 308330457	0	0	0	1	0	0	0	0					1
OFF TRUCK ROUTE LMC 11.68.050	0	1	0	1	0	0	0	0					2
POSTED NO PARKING LMC 11.44.110	0	0	0	3	0	0	1	0					4
NO PARK 12AM-5AM LMC 11.44.110	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					0
NO PARK 3AM-6AM LMC 11.44.110	0	0	0	0	0	0	0	0					0
TOTAL TICKETS	26	84	84	91	89	100	239	295	0	0	0	0	1008
DISPATCHED PARKING COMPLAINTS	34	50	42	56	51	38	49	61					381

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

From: [Mary Chennault](#)
Sent: Thursday, July 20, 2023 1:57 PM
To: [Ann Rivers](#); [Nancy Vandehey](#)
Subject: Parking map with timed on-street parking spaces
Attachments: [Downtown parking map 4-19-2023.pdf](#)

Attached is a parking map for the next DAC meeting which shows the different time limits currently in place for downtown parking.

Also, with regards to the question about warnings being issued in June 2023. Those were for a variety of violations but did include OT parking. The new part-time parking enforcement officer thought he had discretion to give warnings for all parking offenses. I explained the history of warnings and how we have moved away from those for overtime parking. He understand that now. I can explain this at the next meeting.

Please let me know if there is additional information needed.

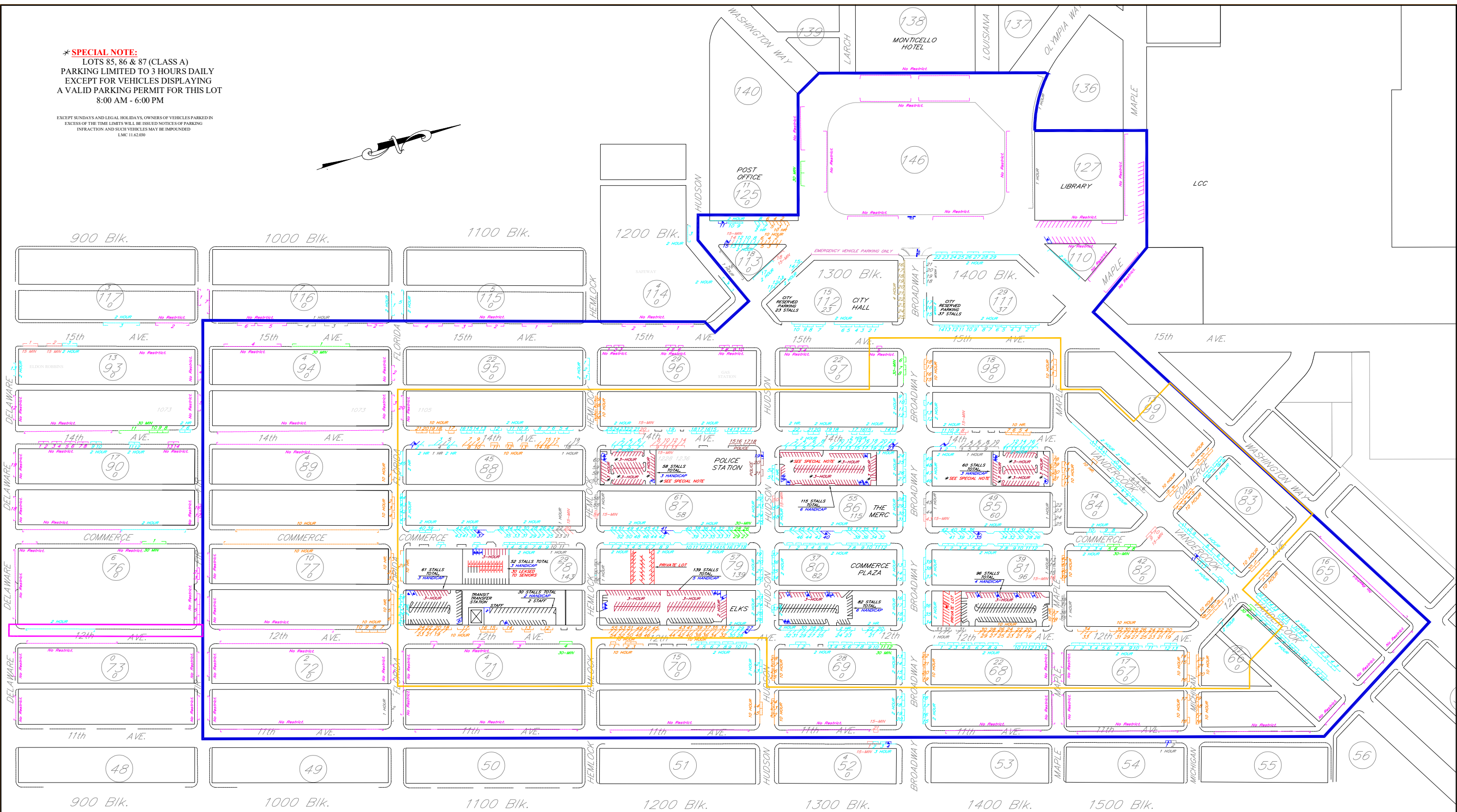
Mary Chennault

Administrative Manager
Longview Police Department
P.O. Box 128
Longview, WA 98632
www.mylongview.com/police
phone: 360.442.5805

My work schedule is Mondays – Thursdays, off on Fridays.

***SPECIAL NOTE:**
LOTS 85, 86 & 87 (CLASS A)
PARKING LIMITED TO 3 HOURS DAILY
EXCEPT FOR VEHICLES DISPLAYING
A VALID PARKING PERMIT FOR THIS LOT
8:00 AM - 6:00 PM

EXCEPT SUNDAYS AND LEGAL HOLIDAYS, OWNERS OF VEHICLES PARKED IN
EXCESS OF THE TIME LIMITS WILL BE ISSUED NOTICES OF PARKING
INFRACTION AND SUCH VEHICLES MAY BE IMPOUNDED
LMC 11.62.030



PARKING COLOR CODE			
■	MAGENTA -- NO RESTRICTION	■	GREEN -- 30 MIN.
■	ORANGE -- 10 HOUR	■	CRIMSON -- 3 HOUR
■	CYAN -- 2 HOUR	■	RED -- LEASED
■	GRAY -- 1 HOUR	■	BLUE -- HANDICAPPED ACCESSIBLE
■	PINK -- 15 MIN.	■	BLUE -- HANDICAPPED (VAN ACCESSIBLE)
■	GOLD -- 4 hr.	■	PURPLE -- EMERGENCY VEHICLE
■	-- DC ZONE BOUNDARY	■	BROWN -- (POLICE) UNLIMITED
■	-- DOWNTOWN BUSINESS PARKING BOUNDARY		

11.50.090 Chain parking
When a motor vehicle is moved out of one parking space anywhere in the 1100, 1200, 1300 or 1400 blocks of Commerce Avenue, or anywhere in the 1200 or 1300 blocks of Broadway, the 1400 block of 15th Avenue or the 900 block of 12th avenue, and into another parking space on either side of the street within the same block, on the same calendar day, the two or more continuous parkings of such motor vehicle shall be considered as one continuous parking. For the purposes of this section, "block" means that portion of a street including both sides thereof, lying between two intersections. It is the intent of this section to limit the parking of a motor vehicle to a maximum of two hours parking time in any one block. The time begins when the motor vehicle is first parked in the block; thereafter, the motor vehicle has a total time of two hours in which it may be parked in the block, regardless of how many times the motor vehicle may leave the block during the maximum two-hour period of time. (Ord. 3462).

BY	DATE	REVISION
Cole	1-2010	Updated map for new DAC Parking Area Expansion
Cole	4-2010	Updates per Parking Enforcement Officer
Cole	5-2011	Updated map to designate DC Zone & time changes
Cole	8-2011	Change BLK 90 1-8 from 3 HR to No Restriction
Cole	5-2012	Portions of Blks 65, 66, 67, 77, 83, 89 to 10 hour
Cole	8-2012	Revision to Blk 82 offer Street Scope Project
Cole	4-2016	Revision to Blk 96 -- 4 Spaces JHR to 10HR
Cole	8-2017	Revision to 15th Ave & Other Misc Corrections
Barham	8-2022	Updated per Ordinance No. 3462

DATE: April 2023	DESIGN: BOLTON	DRAWN: SBB	CHECKED: KAE
Kristina Swanson City Manager	Ken Hash Director of Public Works	Karl Enyeart City Engineer	

City of Longview, Washington

Downtown Parking Map

SCALE:
HORZ:
N/A
VERT:
N/A

SHEET NO.
1 of 1

PROJECT NUMBER
101

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