



City of Longview

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

Agenda

City Council

*Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz*

Thursday, September 28, 2023

6:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

<https://us02web.zoom.us/j/82394132374>

Telephone options (dial any of the following numbers):

1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
23-001536 CHUCK TILTON, FATHER'S HOUSE
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES

23-001412 SEPTEMBER 8, 2023 SPECIAL MEETING/TRAINING
SEPTEMBER 14, 2023 REGULAR MEETING

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

23-001457 PROCLAMATION - NATIONAL FIRE PREVENTION WEEK OCTOBER 8-14, 2023
RECIPIENT: FIRE CHIEF JIM KAMBEITZ

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

23-001500 NEIGHBORHOOD PARK GRANT APPLICATION FOR CENTRAL SANDLOT BASEBALL

RECOMMENDED ACTION:

MOTION TO APPROVE FUNDING THE CENTRAL SANDLOT LEAGUE FOR \$4,666
TOWARDS THEIR DUGOUT SCREEN RENOVATION

23-001501 PARK PRIORITY DECISION MATRIX AND PARK PRIORITY RECOMMENDATION LIST

RECOMMENDED ACTION:

MOTION TO APPROVE THE PARK PROJECT PRIORITY MATRIX AND THE PARK
PROJECT RECOMMENDATION LIST

23-001504 PROPOSED PRELIMINARY PLAT - OLIVE WAY TOWNHOME SUBDIVISION

RECOMMENDED ACTION:

APPROVAL OF PLANNING COMMISSION RECOMMENDATION TO APPROVE
PRELIMINARY PLAT FOR OLIVE WAY TOWNHOME SUBDIVISION

11. ORDINANCES & RESOLUTIONS

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS

14. CONSENT CALENDAR

23-001488 APPROVAL OF CLAIMS

23-001499 RESOLUTION 2461 - SURPLUS FLEET SERVICES PROPERTY

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2461

23-001519 SET PUBLIC HEARING – 2024-2029 SIX YEAR TRANSPORTATION IMPROVEMENT
PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

RECOMMENDED ACTION:

MOTION TO SET THE CITY COUNCIL MEETING OF OCTOBER 26, 2023, AS THE DATE
AND TIME FOR A PUBLIC HEARING ON THE 2024-2029 SIX-YEAR TIP/POP

23-001521 PROJECT COMPLETION – RESERVOIR 5 ROOF REPLACEMENT PROJECT

RECOMMENDED ACTION:
MOTION TO ACCEPT AS COMPLETE THE RESERVOIR 5 ROOF REPLACEMENT PROJECT

15. **CITY MANAGER'S REPORT**

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

23-001480 EXECUTIVE SESSION PER RCW 42.30.110(1)(G) TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

18. **ADJOURNMENT**

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, OCTOBER 12, 2023 – 6:00 P.M.

THURSDAY, OCTOBER 26, 2023 – 6:00 P.M.



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Minutes

City Council

*Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz*

Friday, September 8, 2023

9:00 AM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Training Room, 1525 Broadway, Longview, on Friday, September 8, 2023 at 9:00 a.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Mayor Wallis called the meeting to order at 9:04 a.m.

2. **FLAG SALUTE**

The flag salute was recited.

3. **ROLL CALL**

Present: Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Councilmember Ortiz

Absent: Councilmember Boudreau (arrived at 1:05 p.m.)

Staff Present: City Manager Kris Swanson, City Attorney Dana Gigler (arrived at 12:35), City Clerk Tiffany Ostreim, Assistant City Manager Ann Rivers, Parks & Recreation Director Jen Wills, Human Resources Director Sabrina Fraidenburg (morning training)

4. **COUNCIL TRAINING**

23-001426 PLANNING FOR THE FUTURE PROGRAM - DR. JOHN LUTHY

City Manager Kris Swanson introduced Dr. John Luthy who explained strategic thinking and planning for community leaders and public managers. The Council took no action at the training.

5. **WORKING LUNCH**

The training concluded at 1:00 p.m.

6. COUNCIL BUSINESS**23-001456 COUNCIL MEETING DATES IN NOVEMBER**

The regular meetings scheduled for November 9, 2023 and November 23, 2023 will be cancelled due to the holidays. Special council meetings will be held on November 14, 2023 and November 28, 2023 in lieu thereof.

The regular meeting of December 14, 2023 will be held as scheduled. The regular meeting of December 28, 2023 will be cancelled. A special meeting in December may be called as needed.

A Special Council meeting will be held November 17, 2023 for all council members and newly elected council members.

23-001483 COUNCIL LIAISON ASSIGNMENTS TO BOARDS & COMMISSIONS

Council concurred with the appointment of Ruth Kendall to the City Homeless Housing Task Force and Gena James as the County representative to the HHTF. Clarification was made for the Public Infrastructure Committee. Council liaison assignments to boards and commissions will be reviewed at the beginning of 2024.

23-001484 COUNCILMEMBER EXPECTATIONS

Council reviewed the 2020 council expectations and made recommended updates.

23-001485 COUNCIL AGENDA ITEMS & FORMAT

Council reviewed Resolution No. 2407, Order of Business of the City Council. Next workshop scheduled for September 28, 2023 will be held in the Council Chambers.

23-001486 COUNCIL MEETING PROTOCOLS & RULES OF ENGAGEMENT

Council concurred with moving forward on a PIO position.

23-001487 2024 LEGISLATIVE PRIORITIES DISCUSSION

The 2024 Legislative Session is rapidly approaching. Gordon Thomas Honeywell Governmental Affairs recommended adopting priorities with sufficient time to socialize the City's agenda with the 19th and 20th legislative Districts to ensure support and identify shared priorities. Council started collecting initial agenda ideas. Will schedule a work session on October 12, 2023 or October 26, 2023 to refine agenda ideas and develop a draft legislative agenda document. In November, 2023 Council will adopt a final agenda. In Late November or early December a delegation dinner will be scheduled with members of the 19th and 20th Legislative Districts to discuss the city's final 2024 agenda.

7. ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

*Tiffany Ostreim
City Clerk*

*Approved: _____
Mayor*

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, SEPTEMBER 14, 2023 – 6:00 P.M.

THURSDAY, SEPTEMBER 28, 2023 – 6:00 P.M.

NEXT REGULAR WORKSHOP:

THURSDAY, SEPTEMBER 28, 2023 – 6:00 P.M. – AFFORDABLE HOUSING



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Council Member Christopher Ortiz*

Thursday, September 14, 2023

6:00 PM

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1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
Mayor Wallis called the meeting to order at 6:00 p.m.

2. INVOCATION*/FLAG SALUTE

23-001414 CHUCK TILTON, FATHER'S HOUSE

No invocation was given. The flag salute was recited.

3. ROLL CALL

Present: Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel (on-line), Councilmember Boudreau, Councilmember Ortiz

Staff Present: City Manager Kris Swanson, City Attorney Dana Gigler, City Clerk Tiffany Ostreim, Public Works Director Ken Hash, Parks & Recreation Director Jen Wills, Police Captain Branden McNew, Fire Chief Jim Kambeitz, Public Works Assistant Director Chris Collins, Human Resources Director Sabrina Fraidenburg

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

23-001408 AUGUST 22, 2023 SPECIAL MEETING MINUTES
AUGUST 22, 2023 REGULAR MEETING MINUTES

A motion was made by Councilmember Kendall, seconded by Councilmember Boudreau, to approve the August 22, 2023 Special Meeting Minutes and August 22, 2023 Regular Meeting Minutes. The motion carried unanimously.

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

23-001410 PROCLAMATION - CONSTITUTION WEEK - SEPTEMBER 17-23, 2023

RECIPIENT: AVA BERRY, DAUGHTERS OF THE AMERICAN REVOLUTION

Mayor Wallis presented the proclamation to Ava Berry, who accepted on behalf of the Daughters of the American Revolution.

8. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

*Retha Porter, Kalama, provided public comment.
Daryl VanDinter provided public comment.
Jason Still provided public comment.
Sandy Culkins provided public comment.
Carol Anderson provided public comment.
Samantha Madtson provided public comment.
Carina Green provided public comment.
Derek Fine provided public comment.*

9. **PUBLIC HEARINGS**

23-001409 2023 ANNUAL HOME PROGRAM GRANT ALLOCATIONS

RECOMMENDED ACTION:

**HOLD THE PUBLIC HEARING ON 2023 HOME PROGRAM APPLICATIONS.
MOTION TO ALLOCATE HOME FUNDING AS FOLLOWS: ALLOCATE \$150,000 TO
FOUNDATION FOR THE CHALLENGED THE ACQUISITION AND REHABILITATION OF A
HOME FOR LOW-INCOME TENANTS WITH DISABILITIES AND HOLD REMAINING
\$73,893 FOR ALLOCATION NEXT YEAR.**

*Community Development Program Coordination Specialist Kenny Robinson presented.
Council discussed the presentation.
Mayor Wallis opened the public hearing at 6:38 p.m.*

*Jason Still provided public comment.
Ron Kosloski provided public comment.
Daryl VanDinter provided public comment.
Mayor Wallis closed the public hearing at 6:52 p.m.*

A motion was made by Councilmember Boudreau, seconded by Councilmember Wean, to allocate HOME funding as follows: allocate \$150,000 to Foundation for the Challenged the acquisition and rehabilitation of a home for low-income tenants with disabilities and hold the remaining \$73,893 for allocation next year. The motion carried unanimously.

10. BOARD & COMMISSION RECOMMENDATIONS

23-001444 ACCESSIBILITY ADVISORY COMMITTEE RECOMMENDATION

**RECOMMENDED ACTION:
AUTHORIZE THE REQUESTED FUNDING AMOUNT OF \$8,421.23 ALLOCATED FROM THE ADA CAPITAL FUND AS RECOMMENDED BY THE ACCESSIBILITY ADVISORY COMMITTEE**

*Safety and Risk Manager Rashelle Douglas presented.
Jason Still provided public comment.*

A motion was made by Councilmember Ortiz, seconded by Councilmember Boudreau, to authorize the requested funding amount of \$8,421.23 allocated from the ADA Capital fund as recommended by the Accessibility Advisory Committee. The motion carried unanimously.

11. ORDINANCES & RESOLUTIONS

23-001443 ORDINANCE NO. 3491 - AMENDING CHAPTER 18.10.070 OF THE LONGVIEW MUNICIPAL CODE REGARDING ABOVE GROUND FUEL TANKS

**RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3491**

Fire Marshal Jon Dunaway presented.

A motion was made by Councilmember Wean, seconded by Councilmember Boudreau, to adopt Ordinance No. 3491. The motion carried unanimously.

23-001461 ORDINANCE NO. 3489 – AMENDING CHAPTERS 15.12 AND 15.26 OF THE LMC REGARDING SANITARY SEWER SERVICE CHARGES AND USE OF PUBLIC SEWERS

**RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3489**

Assistant Public Works Director Chris Collins presented.

A motion was made by Councilmember Wallin, seconded by Councilmember Kendall, to adopt Ordinance No. 3489.

*Jason Still provided public comment.
The motion carried unanimously.*

23-001463 RESOLUTION NO. 2460 - DELEGATING TO THE PUBLIC WORKS DIRECTOR AUTHORITY TO LEGALLY BIND THE CITY OF LONGVIEW FOR THE SOLE PURPOSE OF REQUESTING FEDERAL REIMBURSEMENT

RECOMMENDED ACTION:**MOTION TO AUTHORIZE THE MAYOR TO SIGN RESOLUTION NO. 2460**

Public Works Director Ken Hash presented.

A motion was made by Councilmember Boudreau, seconded by Councilmember Kendall, to authorize the Mayor to sign Resolution No. 2460.

Jason Still provided public comment.

The motion carried unanimously.

23-001469 ORDINANCE NO. 3494 - AMENDING CHAPTER 7.29 OF THE LMC REGARDING CAMPING AND STORAGE OF PERSONAL PROPERTY IN PUBLIC PLACES

RECOMMENDED ACTION:**MOTION TO ADOPT ORDINANCE NO. 3494**

Captain Branden McNew presented.

A motion was made by Councilmember Wallin, seconded by Councilmember Wean, to adopt Ordinance No. 3494.

A motion was made by Councilmember Kendall, seconded by Councilmember Boudreau, to amend the motion striking the following from Section 1 (4) "other than vehicles". The amended motion carried unanimously.

A motion was made by Councilmember Boudreau, seconded by Councilmember Wallin, to amend the ordinance to include: city owned parking lots, rights-of-ways associated with city owned parking lots and areas where it's not special designation.

Council discussed the amendment to the ordinance.

Jason Still provided public comment.

Councilmember Boudreau withdrew his motion.

The main motion as amended carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis requested concurrence for the appointments of Councilmember Ruth Kendall to the City Homeless Housing Task Force and Gena James as the county representative to the HHTF. Council concurred. Mayor Wallis provided a report.

13. COUNCILMEMBERS' REPORTS

Councilmember Ortiz provided a report.

Councilmember Kendall provided a report.

Councilmember Boudreau provided a report.

Councilmember Wean provided a report.

Councilmember Wallin provided a report.

Councilmember Strobel requested to be excused from the September 28, 2023 City Council meeting.

14. CONSENT CALENDAR

Ken Hash explained the downtown traffic signal upgrades and Vandercook Park restroom utilities.

A motion was made by Councilmember Strobel, seconded by Councilmember Boudreau, to approve the Consent Calendar. The motion carried by the following vote:

Ayes: Councilmember Strobel, Councilmember Boudreau, Councilmember Ortiz, Councilmember Kendall, Councilmember Wallin, Mayor Wallis

Nays: Councilmember Wean

23-001435 APPROVAL OF CLAIMS

23-001442 PROPOSED ANNEXATION OF PROPERTY OFF RUTHERGLEN ROAD AND SET PUBLIC HEARING FOR OCTOBER 12, 2023 (PARCEL WL2507010, SANDAKER)

RECOMMENDED ACTION:

MOTION TO ACCEPT ANNEXATION AND SET PUBLIC HEARING FOR OCTOBER 12, 2023

23-001459 BID REVIEW – DOWNTOWN TRAFFIC SIGNAL UPGRADES

RECOMMENDED ACTION:

MOTION TO ACCEPT THE LOW BID AND AWARD TO MILL PLAIN ELECTRIC IN THE AMOUNT OF \$377,926.16

23-001460 BID REVIEW – VANDERCOOK PARK RESTROOM UTILITIES

RECOMMENDED ACTION:

MOTION TO ACCEPT THE LOW BID AND AWARD TO CLARK AND SONS IN THE AMOUNT OF \$74,575.00

23-001468 ORDINANCE NO. 3492 AND ORDINANCE NO. 3493 ZONING AND ANNEXATION OF 3312 VIRGINIA WAY

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3492 AND ORDINANCE NO. 3493

15. CITY MANAGER'S REPORT

23-001458 REGIONAL WATER TREATMENT PLANT PARTICIPANTS AGREEMENT

RECOMMENDED ACTION:

MOTION TO DIRECT THE CITY ATTORNEY TO DRAFT A RESOLUTION WHICH AUTHORIZES THE CITY MANAGER TO SIGN THE REGIONAL WATER TREATMENT PLANT PARTICIPANTS AGREEMENT

Public Works Director Ken Hash presented.

Larry Crosby provided public comment.

A motion was made by Councilmember Kendall, seconded by Councilmember Ortiz, to direct the City Attorney to draft a resolution which authorizes the City Manager to sign the new Regional Water Treatment Plant Participants Agreement.

Jason Stil provided a public comment.

A motion was made by Councilmember Boudreau to amend by removing language in Article 5, System Development Charge. The motion failed for lack of a second.

The motion carried unanimously.

23-001462 PROJECT UPDATE – WASHINGTON WAY COMPLETE STREETS PROJECT

RECOMMENDED ACTION:

NONE – INFORMATION ONLY

Public Works Assistant Director Chris Collins presented.

*City Manager Swanson provided the 8 month report on Hope Village.
City Manager Swanson thanked city employees for work in the Highlands neighborhood as part of the
United Way Day of Caring.*

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

The meeting was adjourned at 8:40 p.m.

*Tiffany Ostreim
City Clerk*

*Approved: _____
Mayor*

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NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, SEPTEMBER 28, 2023 – 6:00 P.M.

THURSDAY, OCTOBER 12, 2023 – 6:00 P.M.

NEXT REGULAR WORKSHOP:

THURSDAY, SEPTEMBER 28, 2023 – 6:00 P.M. – AFFORDABLE HOUSING

Proclamation

City of Longview, Washington

National Fire Prevention Week

OCTOBER 8-14, 2023

“Cooking Safety Starts with You. Pay attention to fire prevention.”

WHEREAS, the City of Longview is committed to ensuring the safety and security of all those living in and visiting our community; and

WHEREAS, cooking is the leading cause of home fires in the city of Longview as well as nationally; and

WHEREAS, Longview’s first responders are dedicated to reducing the occurrence of fires and fire injuries through prevention and education; and

WHEREAS, Longview’s residents are responsive to public education measures and are able to take personal steps to increase their safety from fire; and

WHEREAS, the 2023 Fire Prevention Week theme, “Cooking Safety Starts with You. Pay attention to fire prevention” serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires; and

WHEREAS, residents should turn pot handles toward the back of the stove; always keep a lid nearby when cooking; keep a three-foot kid-free zone around the stove, oven, and other things that could get hot; watch what they heat; and set a timer to remind them that they are cooking.

NOW, THEREFORE, I, MaryAlice Wallis, Mayor of the City of Longview, do hereby proclaim Sunday, October 8th through Saturday, October 14th, 2023 to be

“National Fire Prevention Week”

in the City of Longview, and I call upon the citizens to join in the planned observances through educational programs for school groups and attending the Longview Fire Department Open House on Saturday, October 14th 2023 at Station 81 located at 740 Commerce Avenue.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 28th day of September 2023.

MaryAlice Wallis, Mayor



City of Longview

Agenda Summary

NEIGHBORHOOD PARK GRANT APPLICATION FOR CENTRAL SANDLOT BASEBALL

RECOMMENDED ACTION:

MOTION TO APPROVE FUNDING THE CENTRAL SANDLOT LEAGUE FOR \$4,666 TOWARDS THEIR DUGOUT SCREEN RENOVATION

DATE: SEPTEMBER 28, 2023

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Address quality of place issues
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

The Central League Sandlot has applied for a Dugout Screen Renovation for a project at Archie Anderson Park totaling \$9,333.00:

Paid Supplies & Services:	\$5,816
In-Kind Donations:	\$3,516

The Parks and Recreation Advisory Board met on September 18 and is recommending that they be reimbursed for \$4,666 as that is half of their entire project cost in total. Additionally, per policy, if all the grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding. The Department would like to apply for the remaining funding in October to finish off the remainder of the playground at Bailey Park. Altrusa was provided with a grant of \$3,956 in February and Central Sandlot, if approved, would be \$4,666, leaving \$16,385 remaining for the Department to apply for. The Department will put together a comprehensive proposal for the Advisory Board to consider next month.

RECOMMENDED ACTION:

Motion to approve funding the Central Sandlot League for \$4,666 towards their Dugout Screen Renovation

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments:

1. NPG Central Sandlot Baseball 2023
2. NPG Policy and Procedures



Longview Parks and Recreation Department Neighborhood Park Grant Application

Application deadline: September 1, 2023

**PLEASE SUBMIT EIGHT (8) COPIES OF THIS APPLICATION AND
EIGHT (8) COPIES OF ANY SUPPLEMENTAL MATERIALS**

Date	Project Name	Project Location
August 31, 2023	Dugout Screens	Archie Anderson Park
Applicant (organization)	Contact Person and Title	
Central Sandlot Baseball	Mike Barbee, Treasurer	
Are you a non-profit organization?	If yes, what is your IRS Tax ID#?	
☒ Yes ☐ No	88-0848094	
Address	City/State/Zip	
133 Alta Vista Rd	Longview, WA 98632	
Daytime Phone	Evening Phone	Email Address
(360) 430-7743	(360) 423-1897	mcsbarbee@comcast.net

Project Description.

(Applicants are encouraged to attach additional pages including schematic drawings, site location drawings, maps, pictures, and photographs.)

Central Sandlot Baseball proposes to improve the existing dugout locations on the old Major Field at Archie Anderson Park. The project will include pouring a 4" thick concrete slab to cap the existing dugouts (they were filled with pea gravel when the field was decommissioned), install a 7-ft chain link screen on two sides of the slab, and install a 21-ft aluminum bench behind the screen. This work will be done at each dugout.

Project Relationship to Grant Rating and Instruction Criteria

(On a separate sheet of paper please explain how this project responds to the eight rating criteria listed in the application process. Addressing the eight criteria will enable the Parks and Recreation Advisory Board to evaluate the importance of the project against others that request funding. *Failure to address the criteria will result in an incomplete application and request denial.*)

Need: Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)

Community Impact: Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?

Access: Upon completion, what will the availability of the project be to the public during the year?

Financial Responsibility: What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?

Cost Benefit: Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)

Compliance: Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?

Readiness to Proceed: How soon after the grant is approved can the project begin? (Discuss how quickly the applicant can complete the project by demonstrating availability of the required financial match; permits being secured; and availability of needed labor.)

Funding: What are the applicant's potential sources of funding? (Please list all cash and in-kind goods and services) Are they already secured? Does the applicant identify partnership arrangements and what value does the partnership(s) bring to the project?

Project Budget and Funding

ESTIMATED BREAKDOWN OF THE PROJECT

Provide Quotes and List of Supplies	COST OF PAID SUPPLIES	\$2300.00	%
Provide Quotes and Business Information	COST OF PAID SERVICES	\$3516.50	%
Provide Estimated Number and Hours	HOURS OF VOLUNTEER LABOR	\$	%
Provide Quotes and List of Supplies	COST OF DONATED SUPPLIES	\$	%
Provide Quotes and Business Information	COST OF DONATED SERVICES	\$3516.50	%

TOTAL COST OF THE PROJECT: \$9333.00

TOTAL CASH/DONATIONS AT TIME OF APPLICATION - READINESS TO PROCEED

SECURED APPLICANT CASH:	\$3100.00	%
*(Monetary value of all donations) SECURED APPLICANT DONATIONS:	\$3516.50	%
*(Monetary value: 1 Hour = \$15.00) VOLUNTEER LABOR DONATION COMMITMENT: *	\$	%

_____ # of Volunteers X _____ # of Hours Donated = _____ Total Hours of Volunteer Labor Donations

TOTAL OF SECURED FUNDING/DONATION FOR THE PROJECT: \$6616.50

* If the total of secured funding, including donations, does not equal the total cost of the project please provide below the timeline and steps that will be taken to ensure readiness to proceed.

APPLICANT REQUEST: **50%** REIMBURSEMENT OF EXPENDED FUNDS

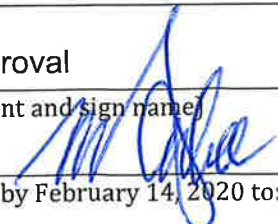
Applicants may use cash, in-kind donations and services, and volunteer labor hours to account for the total cost of the project. **Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services and not on donated items or labor.**

GRANT FUNDS REQUESTED FROM CITY OF LONGVIEW:

\$ 2908.25

ADDITIONAL PROJECT QUESTIONS

Will fees be charged in connection with using this project? ☐ Yes ☒ No If yes, please describe:	Multi-year project? ☐ Yes ☒ No (If yes, please describe)
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Anticipated Start Date: 30 days after Grant approval	Anticipated Date of Completion: 60 days after start date
Application completed by (print and sign name) <u>MIKE BARBEE</u> 	Title <u>TREASURER</u>
Date August 31, 2023	

Please return this application by February 14, 2020 to:

City of Longview
Parks and Recreation Department
2920 Douglas St.
Longview, WA 98632

**PARKS &
RECREATION**
CITY OF LONGVIEW

PROJECT NAME: Dugout Screens at Archie Anderson

Please summarize all of your **estimated project expenses in the table below. (Out of Pocket Expenses)
Attach all quotes/invoices that coincide with each line item.**

Please summarize all donations of goods and services estimated for the project. Please indicate if they have been secured or if you will be seeking out the donation.

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DUGOUT SCREENS AT ARCHIE ANDERSON PARK

PROJECT OVERVIEW

When the Major Field was built at Highland (now Archie Anderson) Park for Central Youth Baseball, the dugouts were actually sunk into the ground. They dug out about three steps deep, poured a concrete slab and built cement walls up to ground level. The dugout structure above ground was chain-link; there was a roof.

When the fields were decommissioned when Central merged with Western Youth Baseball and moved to John Null Park, they removed the dugout roofs and all the chain-link and posts above grade. They filled the volume of the dugouts below ground level with pea gravel. That's the state of the dugouts today.



As Central Sandlot Baseball continues to improve the facility at Archie Anderson Park, our next project is to upgrade the dugouts. We plan to remove 4" of pea gravel and pour a concrete slab at ground level then install fence posts and chain link to make a screen in front of the dugout area. We'll mount a 21-foot aluminum bench on the new slab.

We have secured estimates from Jim Hargrove of Hargrove Fencing for \$3516.50 for the posts and screen, from Adam Oliver of Oliver Concrete Designs for \$3516.50 for the concrete work. In addition, Athletes Corner estimates \$900.00 each for 21-foot benches, plus \$400.00 shipping, for a total of \$2200. Our total budget price for the project is \$9333.00.

Jim Hargrove has graciously volunteered to donate the materials and labor for the posts and screens.

Central Sandlot's portion of the project is \$4666.50. We have a donation of \$3516.60, plus over \$2000.00 cash on hand, enough to proceed.

We hope this project meets the criteria of the Parks Advisory Board.

PROJECT RELATIONSHIP TO GRANT RATING AND INSTRUCTION CRITERIA

Need: Our project meets the needs of the neighborhood by making the baseball field at Archie Anderson Park usable to the everyone living in the area. It continues what Central Sandlot has already done – provide bases and a home plate, secured against theft, so that the neighborhood can use the field whenever they wish.

Community Impact: We envision neighborhood kids of grade-school and middle-school age using the field as a place to play an impromptu game of baseball, softball, kickball, etc.

Access: Our goal is that the field be available for walk-up use year-around. We anticipate that the Central Sandlot Baseball program, held from mid-June through the end of July, will be granted a Use Permit for the field.

Financial Responsibility: Central Sandlot Baseball is committed to providing bases and home plate on this field at Archie Anderson Park. We intend to maintain the bases and replace them if necessary.

Cost Benefit: In our view, the benefits outweigh the costs because there is no ongoing cost to the City. Central Sandlot will maintain the dugout screens and benches, as well as the bases and home plate, at their sole expense.

Compliance: To the best of our knowledge, adding dugout screens and benches to the Major Field at Archie Anderson Park complies with any and all of the City's plans and initiatives for that park.

Readiness to Proceed: Once the Grant is approved, we can order the benches and schedule the contractors to begin the project.

Funding: Central Sandlot Baseball has cash on hand to order the benches. Hargrove Fencing, who has provided an estimate for the posts and chain link for the dugout screens, has stated in writing that they'll donate the materials and labor for that portion of the project. Adam Oliver, the concrete contractor, will charge us his material and labor cost only.

COST ESTIMATE

Paid Supplies & Services

Cement Work – Oliver Concrete Designs	\$3516.50
21-ft Aluminum Benches – Athletes Corner (2 @ \$900.00, plus \$400 shipping)	2200.00
Miscellaneous Supplies	<u>100.00</u>
Total Paid Supplies	\$5816.50

Donated Supplies & Services

Posts and Chain Link and Installation – Hargrove Fence Co.	<u>\$3516.50</u>
Total Donated Supplies & Services	\$3516.50

TOTAL SUPPLIES & SERVICES **\$9333.00**

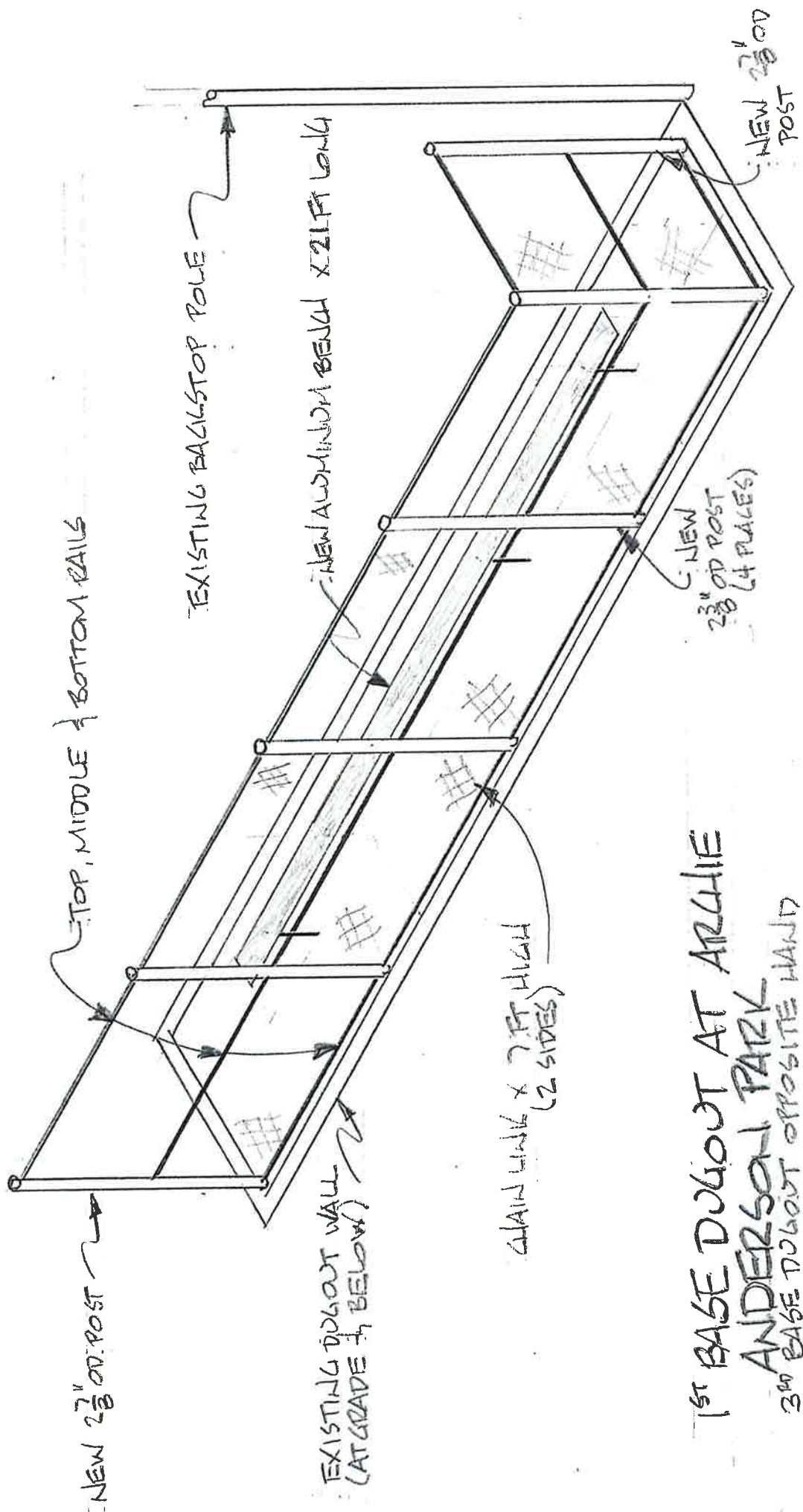
GRANT FUNDS REQUESTED

Total Project Cost

\$9333.00

Donated Supplies & Services – Hargrove Fence Co.

-3516.60**ESTIMATED ACTUAL EXPENDITURES****\$5816.50****50% of ESTIMATED ACTUAL EXPENDITURES****\$2908.25**





Jim Hargrove
www.hargrovefence.com
1105D 15th Ave #407
Longview, WA 98632
jim@hargrovefence.com

PROPOSAL/INVOICE
WA Lic. HARGRFC831CM/ OR Lic. 230619



Name: Walter B. Buehler Date: 8-22-23

Address: _____

Installation Address: Central Sound Ct / 20th Ave

Email: mcsbuehler Phone: 430 7743

Style Commercial galv c/c

Height 7'

Length 70'

Gates 4

GAUGE	11 <u>9</u> 8
RAIL	1 ^{3/8} <u>1^{5/8}</u>
TENSION WIRE	#7 #9 Top Bottom
BARB	UP Down

POSTS	O.D.	TYPE
LINE	<u>2 3/8</u>	<u>40</u>
GATE		<u>up</u>
TERM	<u>2 3/8</u>	

NOTES:

Top
mid - real
bottom

INSTRUCTIONS:

Furnish - install:
70x7' galvanized 9 gauge
3 real

Subtotal 3,250.00

Tax + 266.50

Permit \$ 3516.50

Deposit

Balance

Check#

Card fee

Locate#

ACCEPTANCE OF PROPOSAL: The above prices, speculations and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined.

I agree to pay price in full on date of completion. I also understand that all material and labor and said fence belong to Hargrove Fence Co., Inc. until paid in full.

X

Date: _____

NOTE: This proposal may be withdrawn by us if not accepted within timeframe. **GUARANTEE:** Hargrove Fence Co., Inc. guarantees the fence from defects in materials and labor for one (1) year from date of completion of said fence. **DISCLAIMER:** Hargrove Fence Co., Inc. disclaims responsibility and liability for the following. Correct determination of property lines, or for damage occurring to unmarked sprinkler lines or private utilities.

NOTICE TO CUSTOMER: By signing the customer acknowledges having read and received a copy the NOTICE TO CUSTOMER that accompanied the proposal/contract, as required by rcw 18.27.114.

Hargrove Fence Co., Inc.

ESTIMATE

Oliver Concete Designs
3009 Columbia Heights Rd.
Longview, wa 98632

adamjoliver75@gmail.com
+1 (360) 270-4054

Michael Barbee

Bill to
Michael Barbee

Estimate details
Estimate no.: 1032
Estimate date: 08/31/2023

Product or service	Amount
1. Cetral sandlot concrete repair	\$3,250.00
Dig out, and pour roughly 2 5x29ft. Concrete pads,4" with number 3 rebar 2ft o.c	
Subtotal	\$3,250.00
Sales tax	\$266.50
Total	\$3,516.50

Mike & Cindy Barbee

From: Longview Store <lv@athletescorner.com>
Sent: Thursday, August 31, 2023 2:28 PM
To: Mike & Cindy Barbee
Subject: BENCH QUOTE



Bison Inc Aluminum Fixed Player Bench Without Backrest

15' = \$570 ea. plus tax

21' = \$830 ea. plus tax → \$898.06

***Shipping Cost = \$400**

Athletes Corner
Longview Store
360-423-4655

LONGVIEW PARKS AND RECREATION DEPARTMENT

NEIGHBORHOOD PARK GRANT POLICY & PROCEDURE

INTRODUCTION

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

PURPOSE

To establish policies and procedures for considering applications for the Neighborhood Park Grant Program.

DEFINITIONS

For the purposes of this policy, the following definitions will apply:

- **City:** Municipal Government of the City of Longview, Washington
- **Department:** Longview Parks and Recreation Department
- **Director:** Director of Longview Parks and Recreation
- **Advisory Board:** The Parks and Recreation Advisory Board is a Council appointed committee whose functions include, but are not limited to, review and recommendation to the Director on parks and recreation related matters.
- **Applicant:** Private, for-profit company, non-profit organization, or public agency wishing to apply to the grant program.
- **Capital Improvement Project:** projects as those which include new or expanded physical facilities/assets, major renovation or replacement of existing facilities, the acquisition of real property (land), or the purchase of major pieces of equipment. Capital improvement projects involve the expenditure of \$5,000 or more for design, construction, and equipment; have a useful life of one year or more; and are for an item classified as a fixed asset.
- **Match:** (Matching Share) shall mean the portion of the total cost of a project which the applicant must provide.

POLICY FOR APPLICATIONS

It is the policy of the Longview Parks and Recreation Department to accept Neighborhood Park Grant Program applications for:

1. Projects that enhance, beautify, improve, supplement, support, or otherwise benefit the parks and recreation system.

2. Projects that are consistent with department mission, policies, park property restrictions, park master plans, and the most current comprehensive parks and recreation plan approved by the department staff and the Advisory Board.
3. Projects with no contingencies placed on the department and the full understanding that they become the property of the City and are subject to the laws, ordinances, resolutions, policies and procedures that govern the department.
4. Projects which the applicants acknowledge the department is in no way obligated to replace the park improvement if it is stolen, vandalized, deteriorated, irreparably damaged, or destroyed.
5. Park improvements which are of high quality to ensure a long life and are resistant to the elements, deterioration, and to acts of vandalism.
6. Projects that meet the City of Longview's definition of a Capital Improvement Project.
7. Park improvements that include an estimate and evaluation of the expected life cycle, repair and replacement costs, future employee labor and all types of maintenance costs as well as only accept improvements that do not cause undue financial burden on department staff and/or resources.
8. Projects located within a City of Longview Park, Facility, Trail, or designated play area such as at a school district facility that allows for public access which are identified in the Comprehensive Plan.
9. Projects that completely address the eight rating criteria that includes: need, community impact, access, financial responsibility, cost benefits, compliance, readiness to proceed, and funding.
10. Projects that include a comprehensive financial breakdown of the park improvement which includes: the estimated total cost of the project, applicant cash, applicant donations, estimated volunteer hours, and other supplemental information to validate anticipated expenses.
11. Projects that do not include routine maintenance on existing or proposed new facilities as that is not an eligible expense under this program.

POLICY FOR EXPENDING GRANT FUNDS

It is the policy of the Longview Parks and Recreation Department to expend Neighborhood Park Grant Program funds for:

1. Applications that were submitted by the publicized deadline.

2. Applications that were recommended by the Advisory Board and approved for funding by City Council.
3. Projects that are completed by the project deadline. Applicants who are unable to meet the deadline must submit a "Letter of Need" to the Parks and Recreation Advisory Board 30 days prior to the deadline to ask for an extension.
4. Projects that are fully complete and accompanied by a Project Completion Summary Form with attached detailed documentation of all financial obligations related to the project and attached before and after photos.
5. Finished projects that include pictures and a 50% reimbursement request comprised of tangible supplies and paid service expenditures and do not include donated items or labor as reimbursable items. Applicants cannot financially benefit from the Neighborhood Park Grant Program.

PROCEDURE FOR NEIGHBORHOOD PARK GRANTS

The City of Longview and the Parks and Recreation Department welcome interested applicants to apply for the Neighborhood Park Grant Program as an opportunity to improve and invest in their parks and recreation system.

Annual Neighborhood Park Grant Procedure

1. **(January - February)**

The Neighborhood Park Grant Program will open applications for outside organizations, groups, and individuals to apply for funding.

2. **(June - July)**

If all grant funding has not been expended during the first round of applications, a mid-year solicitation for applications will be again held for outside applicants

3. **(September - October)**

If all grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding.

- a. Funding provided to the department may only be used for Capital Improvements within the park system.
- b. Neighborhood Park Grant Funds may only be used to purchase tangible items and not to offset labor or maintenance costs of the department.
- c. The department is required to fill out an application for the Neighborhood Park Grant Program. The Advisory Board will weigh the request against the criteria and make recommendation to City Council for funding.
- d. City Council makes the final approval for project funding for all applicants.
- e. The department is not required to provide a 50% match for grant funds.

- f. If the remaining funds to be allocated are below the Capital Improvement monetary threshold, the department may choose to supplement the shortfall using money from the operating budget.
- g. The department is required to fill out a Project Completion Form with accompanying supplemental information and photos for records.

Application Submittal

Those wishing to apply must submit a complete Neighborhood Park Grant Application and provide eight (8) copies of the application as well as any accompanying supplemental materials by the application deadline. The application must explain how the project meets the eight rating criteria and the financial breakdown of project funding.

Application Review

After the deadline is complete and all proposals have been submitted, the Advisory Board will set a meeting to discuss all of the proposals together. All applicants will be invited to make presentations regarding their projects to the board. Applicants will be notified of the date and time, and during that meeting may bring additional information or hand outs and answer questions pertaining to the proposed projects.

Funding Recommendations & Approval

The Advisory Board will weigh the proposals against the rating criteria. The board will determine which projects best meet the criteria. If there are more proposals than funding available, the board will determine whether or not to fund full or partial projects depending on applicant ability and readiness to proceed. The board will make a priority list of projects for the Director to bring forward for funding recommendations to City Council. City Council has the final approval for funding. Applicants will be notified by letter, at the address provided on their proposal, of the funding decision/approval by the Council. Once notified, applicants may begin their projects.

Completion

Once the project is complete, applicants provide the department a fully finalized "Project Completion Summary Form" with the attached detailed documentation to validate each line item. Along with the summary form, before and after photos of the finished project are required. Department staff will work with applicants to ensure that all paperwork is comprehensive and meets requirements for reimbursement.

Project Extension

The City understands that there can be unforeseen circumstances that may not allow completion of the project by the December 30 deadline. Applicants may submit a "Letter of Need" to the Advisory Board for consideration of an extension on the project deadline. The letter must be received prior to the December 30 deadline to be granted.



City of Longview

Agenda Summary

PARK PRIORITY DECISION MATRIX AND PARK PRIORITY RECOMMENDATION LIST

RECOMMENDED ACTION:

MOTION TO APPROVE THE PARK PROJECT PRIORITY MATRIX AND THE PARK PROJECT RECOMMENDATION LIST

DATE: September 28, 2023

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Enhance public safety & emergency response
Preserve and enhance neighborhoods
Address quality of place issues
Strengthen economic conditions & create new opportunities
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Park Project Decision Matrix was developed through a collaborative effort involving department staff and the Park and Recreation Advisory Board and will be adopted into the City of Longview Parks and Recreation Comprehensive Plan. This decision matrix is a tool aimed at ensuring transparent and data-driven decision-making processes for prioritizing and approving park projects. Its creation involved a thorough analysis of various factors crucial for effective project selection.

The criteria within the decision matrix encompass a range of essential areas of emphasis, each designed to address specific aspects of our community's needs and values. Immediate safety fixes prioritize projects that address critical safety concerns to protect our residents and visitors. Equitable community impact ensures that projects contribute to a fair and just distribution of resources, considering the diverse needs of our neighborhoods. Matching grant funding promotes fiscal responsibility by leveraging external resources to maximize the impact of our investments.

Public-private partnership evaluates the potential for collaboration with private entities, fostering innovation and cost-sharing opportunities. Extending useful life underscores the importance of projects that enhance the longevity and sustainability of our park facilities and ensures no programs are lost or fail. Community dispersion aims to ensure that projects benefit a wide range of neighborhoods and promote accessibility for all residents. Finally, ongoing maintenance emphasizes the necessity of factoring in the long-term operational costs and sustainability of proposed projects.

By utilizing this comprehensive decision matrix, we aim to make informed decisions that not only prioritize the immediate needs of our community but also contribute to a resilient and vibrant city for generations to come. Staff made a project recommendation list and provided it to the Park and Recreation Advisory Board using this matrix and evaluating the "High Need" items on the deferred maintenance list coupled with the responses received by the community wide survey and community brown bag meeting.

Staff and the Park and Recreation Advisory Board are recommending the following projects as top priorities for the near future investment in the park system:

1. John Null Park Restroom Replacement
2. Archie Anderson Restroom Replacement
3. Lake Sacajawea (17th & Nichols - AKA Lion's Shelter) Restroom Replacement
4. Lake Sacajawea Irrigation Pump Replacement
5. Mint Valley Golf Course Irrigation Replacement

6. Roy Morse Park Softball Field Light Pole Replacement

RECOMMENDED ACTION:

Motion to approve the Park Project Priority Matrix and the Park Project Recommendation List

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments:

1. Park Project Decision Matrix Description
2. Staff Recommendations for Consideration
3. CIP Deferred Maintenance and Needs

PARK PROJECT RECOMMENDATIONS

DECISION MAKING MATRIX

Immediate Safety Fix (Weight: 20 points):

Safety should be a top priority in park projects. Addressing immediate safety concerns ensures that the community can use the park without undue risk. The weight here reflects the importance of promptly addressing safety issues to protect the well-being of park users.

Equitable Community Impact (Weight: 20 points):

This criterion assesses how well a project serves the broader community by considering both the number of people served and income equity. Projects that have a positive impact on a larger portion of the population, including low to moderate-income residents, receive a higher score. Prioritizing this criterion ensures that projects are chosen based on their ability to provide inclusive and equitable benefits to the community.

Matching Grant Funding (Weight: 20 points):

Projects with matching grant funding or that are eligible for grant funds are financially advantageous because they leverage additional resources, reducing the financial burden on the community. This criterion is given a high weight to encourage projects that maximize financial sustainability and minimize taxpayer costs.

Public-Private Partnership (Weight: 15 points):

Projects that involve public-private partnerships can leverage the expertise and resources of private organizations, non-profits, or businesses. Such partnerships often lead to innovative, sustainable, and cost-effective solutions. This criterion encourages collaboration with private entities to enhance the quality and reach of park projects, particularly when it comes to financing, maintenance, or program offerings.

Extending Useful Life of Product or Program (Weight: 15 points):

This criterion assesses the potential for both the physical infrastructure and associated programs or services to have a prolonged and sustainable impact. Projects that not only extend the useful life of infrastructure but also ensure the longevity of programs or services receive a higher score. Prioritizing this criterion helps maintain the continuity of valuable park offerings for the community, reducing the risk of projects disappearing after their initial implementation.

Community Dispersion (Weight: 5 points):

Equitable access to park amenities across the community is crucial. A project's location and its ability to serve various neighborhoods and populations are considered here. The weight underscores the commitment to ensuring that park resources are distributed fairly and that no neighborhood is left underserved.

Ongoing Maintenance Costs (Weight: 5 points):

This criterion evaluates whether a project is likely to incur new ongoing maintenance costs or if it can be designed in a way that minimizes ongoing expenses. Projects that are cost-efficient in terms of long-term maintenance and upkeep receive a higher score. Prioritizing this criterion helps ensure that park projects are not only constructed efficiently but also sustainable in terms of ongoing operational costs.

TO: Parks and Recreation Advisory Board
FROM: Jennifer Wills, Director of Parks, Recreation, Urban Forestry, & Golf
DATE: September 13, 2023
SUBJECT: Possible Project Recommendations to Council Consideration

Dear Members of the Park and Recreation Advisory Board,

I am writing to provide you with staff recommendations for the upcoming short term and long term Park Project List, which will be presented to the City Council for consideration. These recommendations have been carefully evaluated using a park project decision-making matrix which is provided for in detail in this agenda. The criteria includes the following areas of emphasis: immediate safety fix, equitable community impact, matching grant funding, public-private partnership, extending useful life, community dispersion, and ongoing maintenance.

Based on a thorough evaluation of these criteria, our staff recommends the following park projects for inclusion in the upcoming Park Project 3 Year Short Term List with estimated budget costs:

- 1) John Null Restroom Replacement (\$750,000)
 - 2) Archie Anderson Restroom Replacement (\$500,000)
 - 3) 17th & Nichols Lake Sacajawea Restroom Replacement (\$500,000)
 - 4) Lake Sacajawea Irrigation Pump Replacement (\$450,000)
 - 5) Mint Valley Golf Course Irrigation System Replacement (\$3,000,000)
 - 6) Roy Morse Softball Light Pole Replacement (\$650,000)
- Total: \$5,850,000

Based on a thorough evaluation of these criteria, our staff recommends the following park projects for inclusion in the upcoming Park Project 10 Year Long Term List with estimated budget costs to be determined based on cost at the time of construction:

- 1) Cloney Skate Park and BMX Updates
- 2) Gerhart Gardens Park Asphalt Replacement
- 3) Martin's Dock Replacement
- 4) Sustainable Playground Replacement Funding (\$100,000 - \$150,000 annually)
- 5) Mint Valley Racquet Complex Renovation

Additionally, there are small projects depending on funding availability that would be suggested for future consideration such as resurfacing Rotary Park tennis courts and removal/renovation of all picnic shelters throughout the park system.

Please note that the project lists provided above are based on staff analysis and assessment of each project against the specified criteria. During the Park and Recreation Advisory Board meeting on Monday, September 18th, we will go over our justification for each project. We encourage the Park and Recreation Advisory Board to review these recommendations carefully and provide any feedback or additional insights to ensure the final list accurately reflects the needs and aspirations of our community.

Following your review and feedback, we will finalize the Park Project List with our Public Works Department for updates on cost analysis to present to the City Council. Your input is invaluable in shaping the future of our parks and recreational opportunities.

Thank you for your dedication to enhancing our city's parks and recreational facilities. Please feel free to reach out if you have any questions or require further information prior to the meeting.

Sincerely,



Jennifer Wills
Director of Parks and Recreation

PARK & FACILITY NEEDS

D: DEFERRED MAINTENANCE: Category identifies items with pre-existing conditions that have not been resolved and continue to deteriorate.

E: EMERGING NEED: Category identifies new emerging needs with the primary intention of resolving safety & security concerns and catching things early.

W: WANTED ENHANCEMENT: Category identifies additional requests to enhance the current condition of the facility to meeting the growing need for newer and modernized facilities.

7th Avenue Park

D	Shelter Upgrade	\$50,000
E	Playground Replacement (2034)	\$150,000
W	Dog Park Installation	\$20,000
Total 7th Avenue Park		\$220,000

Altrusa Park

E	Playground Replacement (2038)	\$150,000
W	Water Tap	\$15,000
W	Irrigation for Sports Field	\$50,000
Total for Altrusa Park		\$215,000

Archie Anderson

High Need	Restroom Replacement	\$500,000
D	Asphalt access to Highlands Trail	\$30,000
D	Parking Lot Resurfacing/Safety Barricades	\$200,000
E	Playground Replacement (2049)	\$200,000
E	Basketball Court Resurfacing/Hoops (2029)	\$150,000
W	Solar Park Lighting	\$60,000
W	Installation of Trail Loop within Park	\$85,000
Total for Archie Anderson Park		\$1,140,000

Master Plan	(2018 Estimate) Implementation	\$5,700,000
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Bailey Park

D	Shelter Replacement	\$30,000
D	Path Replacement	\$25,000
Total for Bailey Park		\$55,000

Cloney Park

D	Playground Replacement (2022) - Universally Accessible	\$1,500,000
D	Trail Upgrade	\$30,000
D	Shelter Replacement	\$30,000

D	Resurface of Skate Bowl	\$50,000
D	Redesign and Construct of Skate Park	\$700,000
D	BMX Track Drainage and New Material	\$30,000
W	Installation of Pump Track at BMX site	\$750,000
Total for Cloney Park		\$3,090,000
Community Gardens		
D	Irrigation system	\$50,000
D	Road enhancement	\$25,000
E	ADA Entrance and Parking	\$10,000
Total for Community Gardens		\$85,000
Gerhart Gardens Park		
High Need	Parking lot resurfacing	\$1,000,000
D	Restroom Replacement	\$200,000
E	River Dredging	
W	Boat Ramp Installation	\$750,000
W	RV Campground and Amenities	\$3,000,000
Total for Gerhard Gardens Park		\$4,950,000
John Null Park		
High Need	Restroom Replacement	\$750,000
E	Parking Lot Pavement	\$60,000
E	Playground Replacement (2039)	\$200,000
W	Dog Park Installation	\$20,000
W	Picnic Shelter Installation	\$25,000
Total for John Null Park		\$1,055,000
Lake Sacajawea Park		
High Need	Irrigation Pump Repair	\$450,000
High Need	Bathroom at 17th & Nichols	\$500,000
D	Upgrade shelters	\$750,000
D	Playground Replacement - Elks (2026 - Pirate Themed)	\$125,000
D	Reconstruct Docks (Martin, Elk, Lions, Fishing Docks)	\$5,000,000
E	Harlie's Hoops Rain Guard - Northside	\$150,000
E	Playground Replacement - 17th & Nichols (2032)	\$150,000
E	Replacement of Missing/Upgraded Light Poles	\$120,000
E	Playground Replacement - Hemlock (2040) - Universally Accessible	\$1,000,000
W	Upgrade information signs	\$25,000
W	Picnic Table Replacement	\$50,000
W	Path drainage/Trail Construction	\$45,000
W	Development of Rental Space at Japanese Island Overlook	\$30,000
Total for Lake Sacajawea Park		\$8,395,000
Mark Hoehne Park		
D	Playground Replacement (2024)	\$150,000

D	Shelter Replacement	\$30,000
W	Bridge to access park	\$250,000
Total for Mark Hoehne Park		\$430,000
R.A. Long Park		
D	Sidewalk Repair/Replacement	\$700,000
E	Irrigation Upgrade	\$100,000
W	Holiday lighting upgrades	\$150,000
Total for R.A. Long Park		\$950,000
Ralph Kellogg Park		
D	Sidewalk Repair/Replacement	\$60,000
E	Playground Replacement (2048)	\$100,000
Total for Ralph Kellogg Park		\$160,000
Rotary Park		
D	Tennis Court Resurface	\$30,000
E	Shelter Replacement	\$30,000
E	Playground Replacement (2030)	\$100,000
Total for Rotary Park		\$160,000
Roy Morse Park		
High Need	Field Lighting	\$650,000
D	Field Extension and Fence Heightening	\$125,000
D	Shade Safety Screen (Field 3)	\$60,000
D	Parking Lot Resurfacing	\$600,000
E	Restroom/Concession Upgrade	\$750,000
E	Playground Replacement (2035)	\$150,000
W	Walking Trail	\$250,000
W	Covered Picnic Shelter	\$50,000
W	Dog Park Installation	\$30,000
W	Disc Golf Extension	\$10,000
Total for Roy Morse Park		\$2,675,000
Master Plan	(2019 Estimate) Sports Complex Implementation	\$46,000,000
Master Plan	(2019 Estimate) Facility & Other Amenities Implementation	\$58,000,000
Vandercook Park		
D	Trail repair and replacement	\$30,000
E	Playground Replacement (2028)	\$150,000
E	Court Resurfacing (2038)	\$30,000
W	Shuffleboard court upgrade	\$5,000
Total for Vandercook Park		\$215,000
Victoria Freeman Park		
D	Shelter Replacement	\$75,000
E	Playground Replacement (2050)	\$150,000
E	Basketball Court Resurfacing/Hoops	\$50,000

W	Dog Park Installation	\$20,000
	Total for Victoria Freeman Park	\$150,000
Regency Park		
W	Park Development	????
	Total for Regency Park	????
1st Avenue Park		
W	Park Development	????
	Total for 3rd Avenue Park	????
Elks Memorial Building		
D	HVAC System Upgraded (include AC)	\$20,000
D	Replace Roof	\$75,000
E	Security System	\$8,000
W	Large Room Remodel	\$50,000
W	Replace Lighting Fixtures	\$10,000
W	Outdoor - Storage	\$10,000
W	Outdoor - Covered Area	\$50,000
	Total Elks Memorial Building	\$223,000
McClelland Center Building		
High Need	HVAC System Upgrade	\$ 60,000
D	Building sign	\$ 8,000
D	Security system	\$ 10,000
D	Replace flooring (large room)	\$ 60,000
D	Replace garage door	\$ 15,000
D	Replace ceiling tiles (large room)	\$ 10,000
W	Table and Chair Replacement	\$ 30,000
W	Replace lighting (kitchen/small room)	\$ 10,000
W	Kitchen remodel (include oven/stove)	\$ 60,000
	Total McClelland Center	\$130,000
Mint Valley Golf Course		
High Need	Replace Irrigation System	\$5,000,000
High Need	Golf Course Fuel Tank Replacement	\$60,000
High Need	Driving Range Pole and Net Replacement	\$550,000
D	Resurface Asphalt Cart Paths	\$60,000
D	Asphalt Parking Lot	\$300,000
D	Asphalt Maintenance Parking Lot	\$120,000
D	Equipment Wash Station	\$82,000
D	Stormwater Irrigation Pump Replacement	\$525,000
D	Restroom Replacement	\$100,000
E	Retaining Wall #17	\$200,000
W	18th Hole Picnic Shelter	\$125,000
W	Retaining Wall #17	\$257,000

	Total for Mint Valley Golf Course	\$2,379,000
Master Plan	Prepare to Repair or Replace Pro Shop Facility	\$2,000,000
Parks Maintenance Building		
D	Parking Lot Resurfacing	\$150,000
D	Reside Storage Facility	\$60,000
	Total for Park Maintenance Building	\$210,000
Recreation Administration Building		
D	Parking Lot Resurfaced	\$30,000
D	Reside Exterior	\$50,000
D	HVAC Unit Upgraded	\$40,000
D	Security System	\$8,000
D	Electrical Upgrade	\$30,000
E	Carpet Replacement	\$15,000
E	Improve North Facility Entrance	\$15,000
W	Replace Interior Lighting	\$10,000
W	Remodel Bathrooms	\$15,000
	Total Recreation Building	\$408,000
Woman's Club Building		
D	Insulated Windows Installed	\$50,000
D	Upgrade Heat Pump (AC)	\$20,000
D	Parking Lot Resurfaced	\$30,000
D	Upgraded Furnishings	\$15,000
D	Replace Exterior Doors (4)	\$20,000
D	Replace Sliding Door (2)	\$20,000
D	Replace Roof	\$25,000
D	Remove Chimney	\$10,000
D	Replace Siding (or Paint)	\$60,000
E	Replace/Repair Theater Curtain	\$3,000
W	Replace Oven & Stove Units	\$4,000
W	Replace Interior Lighting	\$20,000
W	Kitchen Remodel (include oven/stove)	\$45,000
	Total Woman's Club Building	\$322,000
Senior Center Building		
D	Replace Dance Floor	\$ 80,000
D	Paint Building Exterior	\$ 25,000
D	Touch Pad Entry System	\$ 3,000
E	Carpet Replacement	\$ 15,000
W	Bathroom Remodel	\$ 50,000
	Total Senior Center Building	\$173,000
TOTAL DEFFERED MAINTENANCE		\$17,436,000

TOTAL EMERGING NEEDS	\$9,206,000
----------------------	-------------

All Parks

Improvements Indicated within Parks & Recreation ADA Transition Plan	
Water Meter Reduction	
Install Trails at Parks	
All Park Branded Signage	
Playground Drainage	
Diking District Trail Install	
Additional Holiday Displays	
Downtown Pocket Park Installation	



City of Longview

Agenda Summary

PROPOSED PRELIMINARY PLAT - OLIVE WAY TOWNHOME SUBDIVISION

RECOMMENDED ACTION:

APPROVAL OF PLANNING COMMISSION RECOMMENDATION TO APPROVE PRELIMINARY PLAT FOR OLIVE WAY TOWNHOME SUBDIVISION

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

On September 6th, 2023 the Longview Planning Commission held a public hearing on the Preliminary Subdivision Plat for the Olive Way Townhome Subdivision, a 23 lot single family townhome subdivision. Following the public hearing, the Planning Commission voted unanimously to recommend approval of the preliminary plat subject to conditions that were recommended in the staff report. The conditions and the findings of fact on which the Planning Commission's decision was based are within the Agenda Packet. The Critical Areas Report can be found in the September 6th, 2023 [Planning Commission • City of Longview Boards and Committees Agendas • CivicClerk](#)

FINANCIAL SUMMARY:

Not available at this time

STAFF CONTACT:

McAllister Kosar, Planner

Attachments:

1. A_Subdivision Application Form
2. B_Shelly PI_PPlat
3. C_2023_04_13 Shelly Place Preliminary Plat Narrative
4. D_PC 2023-7 Staff Report Olive Way Prelim Plat
5. E_SEPA DocumentsE 2023-9 Shelly PI Townhouse Subdivision
6. F_Olive Way Townhomes Subdivision Completeness Review PC 2023-7
7. G_Planning Comm recommendation _Prelim Plat_ Olive Way Townhomes



Preliminary Subdivision Plat Application

Community Development Department ♦ 1525 Broadway, P.O. Box 128 ♦ Longview, WA 98632 ♦ 360.442.5086/Fax 360.442.5953

Application for a Preliminary Subdivision Plat

Per LMC [19.80](#), RCW [35A.63.100](#) RCW, [58.17](#), and other laws of the state of Washington

Application Number: _____

Related Case Number(s): _____

THIS SECTION FOR OFFICE USE ONLY:

Applicant: Shelly Place Properties LLC
(Print All Information)

Phone: 360-916-1445

Contact Name: Dave Holmstrom

email: dave.holmstrom@outlook.com

Mailing Address: PO Box 2340

(Street or PO Box)

City: Longview

State: WA

Zip: 98632

Property Owner Shelly Place Properties LLC
(Print All Information)

Phone: 360-916-1445

Contact Name: Dave Holmstrom

email: dave.holmstrom@outlook.com

Mailing Address: PO Box 2340

Fax: _____

City: Longview

State: WA

Zip: 98632

Represented By: Jackola Engineering
(If Different From Above)

Phone: 406-755-3208

Mailing Address: PO Box 1134

email: tmcintosh@jackola.com

City: Kalispell

State: MT

Zip: 59903

Relationship to Owner: Engineer

Engineer or Surveyor: Toby McIntosh, Jackola Engineering & Architecture

Phone: 406-755-3208

Mailing Address: PO Box 1134

email: _____

City: Kalispell

State: Montana

Zip: 59901

Signature of Engineer or Surveyor: _____

Property Address of Lot(s) to be Divided: No Address at this Time

Total Area of Parcel (square feet): 93,654 Name of Subdivision: Shelly Place Development

Lot: _____ Block: _____ Assessor's Parcel Number(s): 102440001

Location: Section 30 Township & Range T8N R2W Willamette Meridian

FILING FEE:

Base Review Fee:..... \$ 1,738 +\$81 per lot

SEPA Fee (If applicable)..... \$579

Critical Area Permit Fee (if applicable)..... per LMC 17.20

Total Fees:..... \$4,099.00

Comments: _____

REQUIRED SIGNATURES:

I/we understand that if it is determined the application is not complete, the City shall immediately reject the application and identify in writing what is needed to make the application complete. No decisions will be made on this application until all outstanding issues have been resolved and the application is considered complete.

I/we agree that the City of Longview staff may enter upon the subject property at any reasonable time to consider the merits of the application, to make assessments, take photographs and to post public notices.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: [Signature], Gov. Date: 05/25/2023

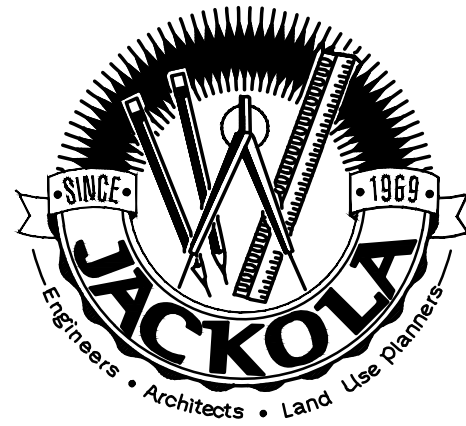
Signature of Property Owner: [Signature], Gov. Date: 5/25/23

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____

NOTES TO APPLICANT:

1. No application for a Preliminary Subdivision shall be considered or reviewed by the City of Longview unless this application form is completed and submitted with the plat, and a case file number is assigned.
2. The applicant is solely responsible for all costs to obtain the services of a surveyor or engineer and to pay all recordation fees as required by Cowlitz County.



PREPARED BY:
JACKOLA ENGINEERING & ARCHITECTURE, P.C.
2250 93 HWY SOUTH
P.O. BOX 1134
KALISPELL, MT 59903
406-755-3208

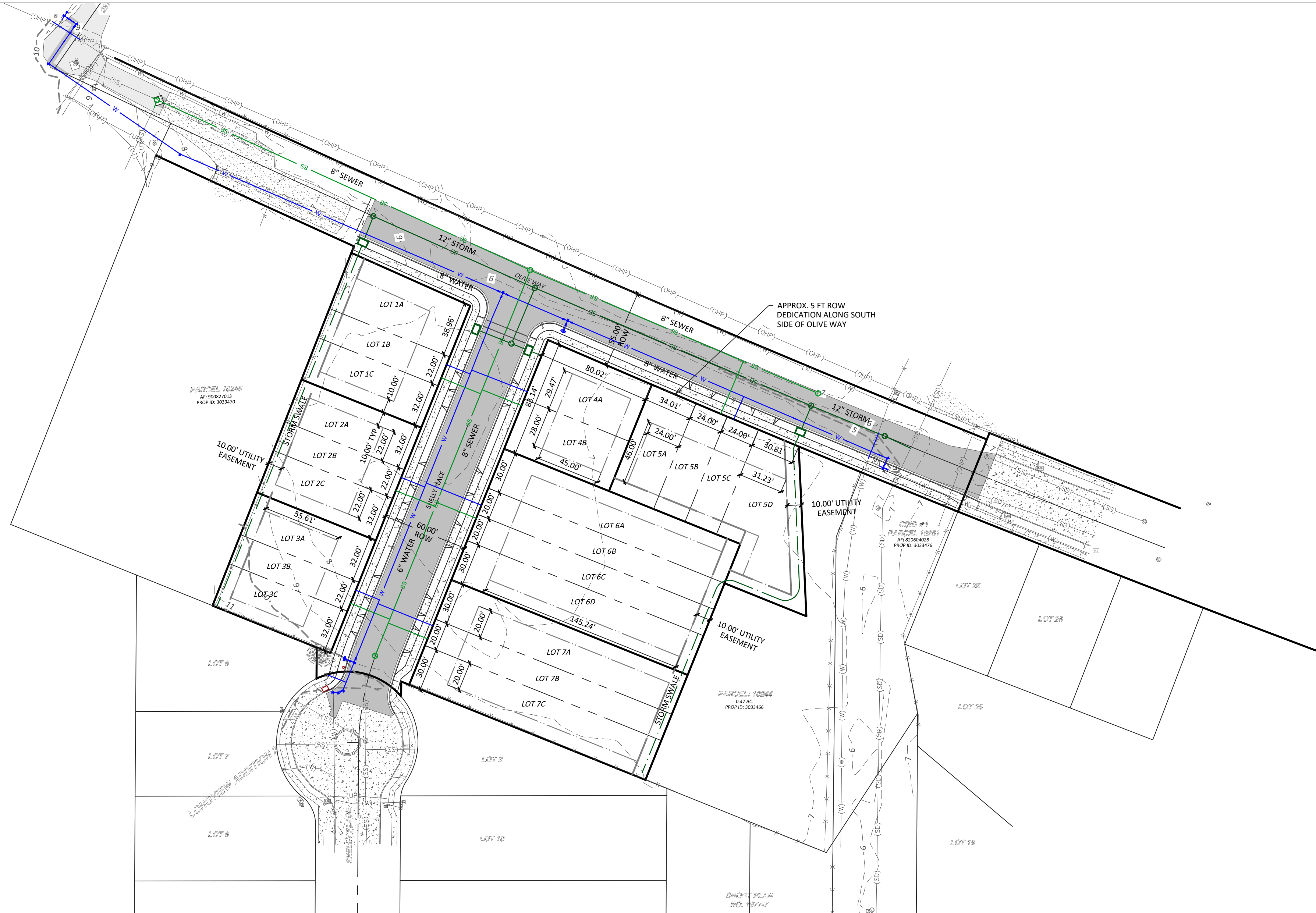
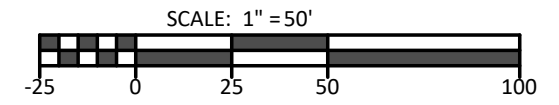
PROJECT NUMBER: 210905
DATE: 06/09/2023

APPLICANT:
SHELLY PLACE PARTNERS, LLC
C/O DAVE HOLMSTROM
PO BOX 2340
LONGVIEW, WASHINGTON 98632

PRELIMINARY PLAT OF

OLIVE WAY TOWNHOMES SUBDIVISION

IN A PORTION OF THE SE 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NE 1/4 OF SECTION 30, T8N, R2W, WM, COWLITZ COUNTY, WASHINGTON



Shelly Place Subdivision
Preliminary Plat Narrative

Longview, Washington

Prepared By:



Jackola Engineering & Architecture

PO Box 1134

Kalispell, MT 59903

Project No. 210905

Contact: Toby McIntosh, PE

406-755-3208

Date

April 12, 2023

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General Description

Shelly Place Properties, LLC is proposing to create 22 0.04-0.08-acre townhouse lots on 2.15-acres of property within Longview City limits. The project site is located in the Memorial Park neighborhood area and is bound by Olive Way to the north, Parkland 2 Subdivision to the south, and residential lots to the east and west. The specific parcel being developed has assessor number 102440001.

Approval Criteria & Standards

Proposed Uses

The property being developed lies within an R-2 zoning district. The proposed townhome development aligns with the allowed uses for R-2 zoning listed within the Longview Municipal Code. The City of Longview Future Land Use Map created as part of the City Comprehensive Plan also identifies the area as being medium density residential.

Construction Schedule

Construction of the subdivision improvements is expected to begin upon approval of all necessary permits. The buildout of the townhomes will occur soon after.

Deviations and Variances

No deviations or variances are proposed at this time.

Longview Code

Title 12 Streets and Sidewalks Chapter 12.50 Street and Development Standards

12.50.040 Minimum Street Design Standards

The proposed street extensions will have a residential access designation. Streets will meet the minimum street design standards as listed in Table 12.50.040 with an exception to the ROW width and drainage along Olive Way. In coordination with the City it was agreed that the developer would be required to dedicate 5-feet of ROW along Olive Way and that curb and gutter would only be installed on the south side of the street. The Olive Way street extension will have a 28-foot pavement width up to the western edge of the site, where it will become a dead end until the neighboring property is developed. The remaining ROW dedication and street improvements necessary to meet standards would be required by the property to the north or west if they are developed in the future.

12.50.050 Streets, Curbs, and Sidewalks

Streets, curbs and sidewalks constructed as part of the project will adhere to standards listed in this section, and applicable public works standards. The Shelly Place street extension will follow the cities standard cross section with curb and gutter, pavement, planter strips, and sidewalk. Where Shelly Place ties into the cul-de-sac on the southern side of the site the street geometry is laid out with a 200' radius curves at the street centerlines. The cul-de-sac will not be removed but a traffic calming circle will be placed in the center. The Shelly Place street extension will connect to the Olive Way street extension at a 90-degree angle with 15' curb return radii.

As described above the Olive Way extension will have curb and gutter, sidewalk, and a planter strip on one side of the street with a 28' driving width. A 28-foot width was chosen to ensure a 20-foot wide lane remains open for fire access since it is likely vehicles will occasionally park along the curb.

Street signs will be installed to comply with MUTCD and City of Longview standards. Street lighting will be installed along the street. It is anticipated that the residential street light pole type will be used. Street light locations are shown on the preliminary drawings based on existing street light spacing. During further design the illumination levels will be analyzed and locations will be adjusted accordingly.

12.50.060 Traffic Impact Analysis

Preliminary trip generation calculations were performed and a trip generation letter has been created. A traffic study may be required at the discretion of public works since the development is expected to generate 11 new P.M. peak hour trips. If required it would be performed during further design.

Title 19 Zoning

Chapter 19.20 Residential Zoning Districts

19.20.020 Uses

The subject property is zoned R-2 and the proposed townhouse development is a permitted use.

12.20.030 Density and dimensional standards

The proposed project meets the applicable density and dimensional standards for townhomes in an R-2 zoning district. The subdivision will create 22 units on 2.15 acres which is less than the maximum allowed density of 30 units/acre. Each lot meets the minimum 1,800 square foot lot size and 20-foot minimum lot frontage width. Since each townhouse unit is not designed yet, the owner will need the account for lot setbacks in their design. The developer is confident that townhomes can be designed to fit inside the buildable area of each lot as shown in the preliminary plat layout.

19.20.040 Townhouse development standards

Each townhome will be located on its own lot. The maximum number of attached units is 4 which is less than the maximum of six for R-2 zoning. The owner will need to design townhouses so that garage doors do not dominate the ground level street facing façade or project beyond the front plane of the residence. The owner will also need to ensure garage doors do not comprise more than 50 percent of the front yard facing façade. The portion of each driveway between the curb line and back of sidewalk will be installed with the subdivision. Driveways are combined for abutting units where possible and will meet required widths.

Chapter 19.78 Off-Street Parking and Loading

19.78.100 Required off-street parking space for specific uses

Using the requirements for a single-family dwelling, or two-family dwelling two parking spaces are required for each unit. The design of each townhouse unit will need to incorporate the parking requirement to ensure off street legal parking spaces can be provided for each lot.

Chapter 19.80 Longview Subdivision Code

19.80.120 Approval Criteria

19.80.120 (1) Compliance Criteria

19.80.120 (1) (a)

The proposed property use aligns with the current property zoning and future land use planning. The property is located within an area included for water and sewer service by the City of Longview. The City of Longview Comprehensive Plan indicates that the water and sewer systems have

adequate capacity for the additional demand created by the development. Water and sewer mains will be extended to serve the development. The water and sewer mains could also serve the neighboring properties when they are developed. Preliminary sizing indicates that sewer and water mains will be sufficient as shown in the preliminary drawings, but further calculations and analysis would be performed during final design.

As described in the preliminary stormwater report a stormwater system will be installed to manage stormwater and minimize sediment and erosion. The stormwater system will primarily rely on Contech Filterra units for water filtration and piping and swales for conveyance. The developer plans on purchasing regional detention from the diking district instead of addressing flow control onsite.

As noted in the traffic impact section above traffic impacts were considered and if required a full traffic impact analysis would be performed during final design. The development will create an increase in traffic in the neighboring areas but it is not anticipated to be enough that additional improvements beyond the street extensions will be required.

19.80.120 (1) (b)

Public health, safety, and general welfare are of great importance to the project. At a minimum the project will protect these by complying with the regulations applicable to the project. As presented by the Geotechnical Report by Rapid Soil Solutions the site is located within an area of liquefaction susceptibility. The Geotech Report also provides foundation design recommendations.

19.80.120 (1) (c)

The proposed streets, public ways, utilities and other improvements are consistent with applicable city ordinances, standards and plans, department of health, and WSDOT standards and plans. Meetings and correspondence with the City has occurred and will continue to occur as the project moves forward to ensure all rules and regulations are complied with.

19.80.120 (1) (d)

Due to the size of the lot being developed and its location, parkland and common areas are not being dedicated. Easements will be created as needed for the stormwater system to create provisions for future maintenance of the system. Easements for other utilities are not anticipated.

19.80.120 (1) (e)

The project has taken into consideration the physical features of the site. The project is not expected to impact any wildlife habitat or wetlands. The project is located on a generally flat site and existing drainage patterns will be followed to the extent possible. Groundwater is present at approximately 3-4 feet below the ground surface. The effects of the groundwater on underground infrastructure will be further analyzed during further design.

19.80.120 (1) (f)

The subdivision is considered new development and does not have existing conditions of approval.

19.80.120 (1) (g) (i)

State requirements will be met including those in Chapter 58.17 RCW.

19.80.120 (1) (g) (ii)

There are no recreational trails or parks proposed on the project site within the Longview Parks and Recreation and Cowlitz regional trails plans.

19.80.120 (1) (g) (iii)

The planned property use complies with Longview zoning ordinance.

19.80.120 (1) (g) (iv)

The project site is not located within an area where the Cowlitz County Shoreline Master Program applies.

19.80.120 (1) (g) (v)

The preliminary stormwater report outlines how applicable stormwater management standards will be met.

19.80.120 (1) (g) (vi)

Applicable sections of Longview Municipal Code have been and will continue to be reviewed to ensure the project complies.

19.80.120 (1) (g) (vii)

The project will comply with the International Fire Code and other codes adopted by the City of Longview and Longview Fire Department. The subdivision streets are designed to meet fire access requirements and hydrants will be installed on site at necessary locations.

19.80.120 (1) (g) (viii)

The project incorporates applicable plans and specifications adopted by the public works department along with Longview standard plans and specifications. Sections above describe how compliance with Chapter 12.50 LMC will be met.

19.80.120 (1) (g) (ix)

Other plans and programs applicable to the project that the city has adopted will be followed.

19.80.120 (1) (h)

The proposed subdivision site is not proposed on a site where flood, inundation, or swamp conditions exist. The project is not located on property within a flood control zone. The site is located within an area protected by levees from the Columbia and Cowlitz rivers.

19.80.120 (1) (i)

Five feet of property will be dedicated to the city to increase the Olive Way ROW from 50 to 55-feet. The developer plans to work with the neighboring lot and diking district to dedicate 5-feet of property along their respective frontages so that the sidewalk can be extended through. A full 60-feet of ROW will be dedicated to the city for the extension of Shelly Place.

19.80.130 Minimum Standards

19.80.120 (1)

Standards for streets, curbs, sidewalks and alleys will be met as described in Chapter 12 above.

19.80.120 (2)

A preliminary stormwater report has been written to outline a plan for stormwater management. The report includes information on how the requirements from Chapter 17.80 LMC will be met.

19.80.120 (3)

Utilities will typically be installed within the ROW, and additional easements are provided where necessary to allow for installation and maintenance.

19.80.120 (4)

All of the utilities necessary to serve the development will be placed underground within the ROW or easements. Sewer and water main extensions from existing City of Longview infrastructure are necessary to serve the development. As a result of initial coordination with public works, the proposed main locations and sizing are shown on the preliminary drawings. Water and sewer mains will be placed in both Olive Way and Shelly Place and services will be provided to each building. The extension design will be further refined with the preparation of construction documents.

Street lighting will be installed along the new street extensions. Since the streets will be classified as local access streets it is anticipated that residential 20' street light poles as shown on Standard detail TR-030 will be used. Street lights will be placed at intersections and other locations as necessary to meet illumination requirements. The developer will install landscaping within the utility/ planter strip along the new street. A preliminary landscaping plan showing plantings within the utility/ planter strip is included in the preliminary drawings. The plantings are placed following the characteristics listed in the LMC.

19.80.120 (5)

Located on the north side of the existing Shelly Place cul-de-sac is a row of sequoia trees. The trees are considered significant as defined by Chapter 19.09 LMC. Correspondence with public works has indicated that trees located within the ROW are allowed to be cut. Outside of the ROW a minimum of 20% of the trees will be preserved, but efforts will be made to preserve more if possible. The contractor will be required to incorporate measures to provide protection to trees being preserved during construction. Since greater than 20% of significant trees will be preserved mitigation of loss of canopy will not be required.

19.80.120 (6)

Blocks over 800-feet will not be created. The city's access street standards will be followed which include provisions for pedestrian access.

19.80.120 (7)

There are no new street names proposed since the street improvements are extensions of existing streets.

19.80.120 (8)

The proposed project will create town home lots. Each lot has direct access to either Shelly Place or Olive Way which are both access streets, through the required 20-foot minimum street frontage length. Each lot meets the 1,800 square foot minimum lot size. There are no lots which have street frontage on opposite boundaries and lot lines are positioned as close to perpendicular to streets as

possible. The Olive Way Street extension provides accommodations for future development to the north. Further subdivision of the site will not be possible due to lot sizing and setback requirements.

19.80.120 (9)

The block created with the project is a result of extending two existing streets. The two streets generally meet the cities block requirements. The two street extensions will improve pedestrian connectivity between Shelly Place, 36th Ave, and Olive Way.

19.80.120 (10)

Currently there are no park or recreation improvements planned as it is understood they will not be required.

19.80.120 (11)

The proposed subdivision is located on property with R-2 Zoning thus this section does not apply.

19.80.120 (12)

The proposed subdivision will create more than 20 lots therefore this section does not apply.



STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

PRESENTED BY: McAllister Kosar, Planner

PROJECT NAME: Olive Way Townhomes - Preliminary Subdivision Plat

CASE NO.: PC 2023-7 & CA 2023-2 (Critical Areas)

RELATED CASES: E 2023-9 (SEPA)

HEARING DATE: September 6th, 2023

PROPOSAL: Preliminary Subdivision Plat for a 23-lot townhome residential subdivision and associated roadway and utilities in one phase, on approximately 2.15 acres.

LOCATION: The property is in west Longview and will connect three existing subdivisions of single-family homes located between 36th Ave, Olive Way, and Shelly Pl.
Parcel No.: Parcel Number(s): 102440001.

APPLICANT: Shelly Place Properties LLC., David Holmstrom/Craig McReary.
PO Box 2340
Longview, WA 98632

CONTACT: Phone 360-916-1445

PROPERTY

OWNER: Shelly Place Properties LLC.,
PO Box 2340
Longview, WA 98632

**SEPA
DETERMINATION:** A determination of non-significance (DNS) was issued by the SEPA Responsible Official on July 6th, 2023. The comment period closed at 6:00PM on July 20th, 2023 [Application No. E 2023-9] [Exhibit C]

I. BACKGROUND

A. GENERAL SITE INFORMATION

<i>Zoning District:</i>	R-2 Residential District
<i>Comprehensive Plan Designation:</i>	Medium Density Residential
<i>Adjacent Land Uses:</i>	<u>North:</u> Undeveloped Olive Way Right-of-way, beyond that, Single Family Homes and Vacant Land. <u>East:</u> Undeveloped/vacant land, Single family homes <u>South:</u> Shelly Pl Subdivision, Single family homes <u>West:</u> Undeveloped Olive Way Right-of-way, Single Family Homes and Vacant Land.
<i>Adjacent Zoning Designations:</i>	R-1 Residential, R-2 Residential and Regional Commercial.
<i>Parcel Size (square feet):</i>	Approximately 2.15 +/- acres
<i>Existing Vegetation:</i>	Predominantly grasses.
<i>Existing Structures:</i>	None.
<i>Geologic Hazards:</i>	Soils have some possible restrictions for urban development due to high water table.
<i>Shoreline Designation:</i>	N/A
<i>Floodplains:</i>	No mapping indicators
<i>Frequently Flooded Areas:</i>	No mapping indicators
<i>Wetlands:</i>	A Critical Areas Report finds that there are no jurisdictional wetlands on the site.
<i>Steep Slopes:</i>	No mapping indicators
<i>Unstable Soils:</i>	No mapping indicators
<i>Soils Description:</i>	Silty clay loam
<i>Soil Characteristics:</i>	Slowly permeable and surface runoff is very slow, poorly drained, slight susceptibility to erosion.
<i>Gradient of Soils on-site:</i>	0-3%
<i>Seismic Liquefaction:</i>	Site has potential to liquefy in a seismic event.
<i>Critical Area Recharge Areas:</i>	N/A

B. LAND USE HISTORY

The subject site is an undeveloped field, historically used to pasture cows and horses.

C. KEY ISSUES

Culvert mitigation

Emergency access and safety

D. DIMENSIONAL STANDARDS

Table 1 of LMC 19.20.030 Density and dimensional standards, specifies lot design standards in the R-2 zone.

Based on the information provided by the applicant, staff finds that the proposed lot dimensions meet the requirements for the R-2. The requirements are below:

Standard	
	R-2
Minimum lot size (square feet)	1,800 (townhouses); 6,000 (other uses)
Minimum lot frontage/width (feet)	20 (townhouse); 50 (other)
Minimum lot frontage on a cul-de-sac: In all zones, lot frontage on cul-de-sac lots may be reduced up to 25 percent of base standard (see above)	
Maximum density (units per acre)	30 units
Front yard setback (feet)	25
Front yard setback (alley-loading) ³	15
Rear yard setback ⁴ (feet)	150
Side yard setback ⁵ (feet)	5
Side yard (street) setback – corner lot, street flanking (feet)	15
Maximum building height – residential (feet)	35
Maximum building height – accessory building (feet) ⁷	20
Maximum impervious area of lot ⁸	75%

E. APPLICABLE CODE SECTIONS

The development project proposed is governed by the Longview Subdivision Code, which is codified as LMC 19.80. Sections of the subdivision ordinance that are directly applicable to this

proposal include (if applicable, the staff response is provided in italics immediately after the code requirement):

Planning Commission Action: LMC §19.80.120 Approval criteria.

(1) To grant approval of a preliminary subdivision, the applicant must demonstrate compliance with all of the following criteria:

(a) Appropriate provisions to the extent necessary to mitigate an impact of the development have been made for transportation, water, stormwater management, erosion and sediment control and sanitary sewage disposal methods that are consistent with the city's current ordinances, standards and plans; *the applicant has submitted a utility plan and stormwater reports and obtained the necessary permits to start grading and pre-loading the site.*

(b) Appropriate provisions have been made for but not limited to public health, safety and general welfare; *the proposed design will provide for sidewalks and street lighting.*

(c) Appropriate provisions have been made for proposed streets, alleys and public ways, utilities and other improvements that are consistent with the city's current ordinances, standards and plans, and Department of Health and/or Washington State Department of Transportation standards and plans, where applicable; *the subdivision will construct streets, utilities and other improvements consistent with City of Longview standards and specifications. WSDOT has been included in the SEPA external comment period and plat distribution routing with no comments to date.*

(d) Appropriate provisions to the extent necessary to mitigate an impact of the development have been made for open space, parks, schools, dedications, easements and reservations; *the development will dedicate all streets and sidewalks for public use. Open space and recreation have not been made a requirement for the proposal.*

(e) The design of the proposed subdivision site has taken into consideration the physical features of the site, including but not limited to: topography, soil conditions, susceptibility to flooding, inundation or swamp conditions, steep slopes or unique natural features such as wildlife habitat or wetlands; *the site layout works with the existing sloughs, wetlands and physical features of the site. The site has one existing agriculture ditch which is man-made drains to assist with the historical farming and agricultural use of the site. A submitted critical areas report (Exhibit D) finds that there are no jurisdictional wetlands present in the development site.*

(f) When replatting an existing subdivision, the subdivision shall comply with all of the terms and conditions of the existing subdivision's conditions of approval; *N/A*

(g) Compliance with the following: *The 8 following requirements are discussed elsewhere in this staff report.*

- (i) State requirements including those set for in Chapter [58.17](#) RCW;
- (ii) Longview parks and recreation plan and the Cowlitz regional trails plan;
- (iii) Longview zoning ordinance;
- (iv) Cowlitz County shoreline master program;

- (v) The stormwater management requirements set forth in Chapter [17.80](#) LMC;
- (vi) The standards of this chapter and this title;
- (vii) The International Fire Code and other adopted code;
- (viii) Plans and specifications adopted by the public works department including those set forth in Chapter [12.50](#) LMC and the Longview standard plans and specifications; and
- (ix) Other plans and programs as the city has adopted;

(h) A proposed subdivision may be disapproved because of flood, inundation or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved covering any land situated in a flood control zone as provided in Chapter [86.16](#) RCW without the prior written approval of the State Department of Ecology; *the site is located in an area exempt from flood insurance due to the presence of levees and sloughs maintained by the diking district.*

(i) Dedication of land to any public body, provision of public improvements to serve the subdivision may be required as a condition of subdivision approval. An offer of dedication may include a waiver of right of direct access to any street from any property, and if the dedication is accepted, any such waiver is effective. The city may require such waiver as a condition of approval. Any dedication, donation or grant as shown on the face of the plat shall be considered for all intents and purposes as a quitclaim deed to the said donor(s) grantee(s) for his/her/their use for the purpose intended by the grantor(s) or donor(s). If the plat is subject to a dedication, a certificate or separate written instrument shall contain the dedication of all streets and other areas to the public, any individuals, religious societies or corporation (public or private), as shown on the plat, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. Said certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided and recorded as part of the final plat. *The final plat will prepare all required covenants and agreements for all public and private dedications as conditioned by the City with the preliminary plat approval.*

(2) Written Findings Required. During the public hearing on the preliminary plat, the city shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and any dedications proposed. The proposed subdivision and/or dedications shall not be approved/ accepted or recommended for approval/acceptance unless the planning commission and/or city council makes written findings that the approval criteria have been met. *Written findings and a staff recommendation to the Planning Commission to recommend approval of the subdivision with conditions are contained at the end of this staff report.*

(3) Authority to Condition Approval. The commission and council may attach those conditions to an approval or recommendation for approval as deemed necessary to promote the public interest, safety, health and welfare, except as prohibited in this chapter or other law. The commission may recommend, and the council may require that conditions of approval be listed on the face of the final plat. In order that the applicant/developer bear a fair share of the cost of repair or improvement of these affected properties, facilities and services, the commission may recommend, and the council may require construction, repair expansion, improvement or other provision of off-site improvements by the applicant. Such requirements may include but shall not

be limited to dedication of land for right-of-way, resurfacing a street that provides access to a subdivision, or replacement in inadequately sized off-site utilities whose capacity will be affected by the development. For short plats, the director may establish conditions and require similar improvements as part of a conditionally approved preliminary short plat. *City staff has thoroughly reviewed the application and recommends the Planning Commission and City Council approve the subdivision with the conditions of approval listed in this report.*

(4) Phasing. For phased projects, the commission shall consider the relationship between the preliminary plat and the master plan. The master plan should be used to establish appropriate modifications to the preliminary plat, conditions of approval, dedications and off-site improvements. *Phasing is not proposed. The Preliminary Plat (Exhibit B) may be referenced as the master plan.*

(5) Length of Preliminary Approval. Approval of a preliminary plat shall be effective for five years from the date of city council approval...; the *LMC provides a process to request two year extensions if warranted.*

Public Improvements Minimum Standards LMC §19.80.130

Public improvements may be required of any subdivision and shall be installed at the expense of the owner. Unless otherwise noted, all designs shall be consistent with the Longview standard plans and specifications; provided, that if a conflict exists between two different standards the required design shall be determined by the city engineer. The following standards within this section shall be followed in the development of all subdivisions and shall be considered minimum standards:

In addition to standards contained herein, all subdivision plats shall comply with the following:

- (1) APWA Specifications;
 - (2) The current edition of the Uniform Fire Code, as amended by the city;
 - (3) Policies for street identification of the Cowlitz County Communication Center;
 - (4) Applicable state laws and regulations.
- (1) Streets, Curbs, Sidewalks, Alleys. The standards set forth in Chapter [12.50](#) LMC shall be met. *Staff has reviewed the street layout and find that it meets the standards set forth in Chapter 12.50 of the LMC as well as necessary Fire Access. The Final Plat design review will evaluate whether the proposal meets standards.*
- (2) Stormwater management shall conform to Chapter [17.80](#) LMC and all other applicable statutes. *The applicant has submitted a stormwater report and drainage plan and worked with staff to obtain a grading permit and state construction stormwater permit.*
- (a) Stormwater low impact development (LID) best management practices and site designs that minimize impervious surfaces, native vegetation loss, and stormwater runoff shall be implemented to the fullest extent practicable. *The applicant proposes to integrate low impact development (LID) into the proposal.*
- (3) Easements. The following easement standards apply:

- (a) Utility Easements. Perpetual easement to utility providers for installation and maintenance of utilities shall be provided to serve each and every lot at locations deemed necessary by the utility providers. Such utilities may include sewer, water, stormwater, gas, electricity, communication lines and cables and other similar utilities. Utility easements shall be at least 10 feet in width or five feet on each side of contiguous lot lines unless otherwise approved by the city engineer. When the utility easements are needed at lot corners, the size of the easement shall be at least five feet by five feet. Additional easements for major distribution and transmission lines or unusual electric or communication facilities may be required where necessary. Additional easements for major distribution and transmission lines or unusual electric or communication facilities may be required.
- (b) Easements for unusual facilities such as high-voltage electric transmission lines, drainage canals and similar areas shall be of such width as is determined to be necessary by the city engineer for the purpose, including any necessary maintenance roads.
- (c) If a subdivision is traversed by a watercourse, such as a drainageway, channel or stream, there shall be provided a perpetual stormwater easement or drainage right-of-way conforming substantially to the seasonal high-water line of the watercourse and of such further width as will ensure protection of water-carrying capacity and access to the watercourse for maintenance of capacity. Such recorded easement or right-of-way shall be measured from the centerline of the watercourse and shall give to the appropriate authority access for the purpose of maintenance of water-carrying capacity. Such easement may not be necessary where buffers are required by Chapter [17.10](#) LMC. In determining the width of such easements, the city engineer shall give consideration to the requirements and recommendations of the applicable diking district in regard to the operation of maintenance equipment and the placement of spoils where appropriate. The size and nature of the district's drainage facility and the elevation and slope of the abutting upland property shall be considered in determining the minimum width required.

Staff has proposed a condition of approval to require easements along the front property line to accommodate power and other utility providers. Final easement locations, widths and other details will be determined at final plat.

(4) Installation of Utilities.

- (a) All distribution laterals and primary and secondary lines and wires serving the subdivision, including those providing electric, street lighting, telephone, and cable television service, shall be placed underground. All utilities shall be installed at the lot line of each and every lot prior to acceptance of improvements and shall be constructed in the street right-of-way unless otherwise approved by the city engineer. The applicant shall make necessary arrangements with utility providers or other appropriate persons for underground installations. This requirement does not apply to surface-mounted transformers, switching facilities, connection boxes, meter cabinets, temporary utility facilities used during construction, high capacity transmission lines, electric utility substations, cable television amplifiers, telephone pedestals, cross-connect terminals, repeaters, warning signs or traffic control equipment.
- (b) Sanitary sewers and water system improvements shall be installed at the developer's expense, to serve all subdivisions, by extension of the existing city sewer and water lines

and any other upgrades and improvements necessary to ensure adequate capacity. Such facilities shall be designed and sized to the satisfaction of the city engineer and shall be of sufficient capacity to accommodate the ultimate development density of all intended phases in adjacent areas.

- (c) Utility installations shall be in accordance with city design standards.
- (d) Street Lighting. Street lighting shall be included in the development of all future platting or subdivisions. Streetlights shall be placed at all street intersections and at other locations designated by the city engineer. A complete street lighting system, including conduits, wiring, concrete bases, poles, junction boxes, meter base, service cabinets and luminaries, shall be installed by the developer throughout the subdivision in accordance with city standards. Light conduit shall be placed in a separate ditch unless otherwise approved by the city. The applicant shall submit plans and manufacturer technical information meeting or exceeding city of Longview standards to the city engineer and public utility district for approval of all specifications and materials used in the system.
- (e) Landscaping of Planting/Utility Strip. The developer or their successor shall be responsible for ensuring that, prior to issuance of an occupancy permit for a lot, the utility/planting strip abutting the curb adjacent to the lot is planted in grass or other approved landscaping and with street trees. The plantings shall include street trees meeting the following characteristics:
 - (i) Shall be at least two-inch DBH at time of planting and be spaced at approximately 30-foot intervals on center;
 - (ii) Shall be centered between the curb and sidewalk;
 - (iii) Shall be planted at least 20 feet from driveways, at least 20 feet from street light standards and at least eight feet from fire hydrants and sewer laterals;
 - (iv) Shall be of a type, species and quantity approved by the superintendent of parks;
 - (v) Shall be at least 30 feet from any corner where curb lines intersect; and shall be planted and maintained in an acceptable manner.
- (f) Timing and procedure for construction of sidewalks shall be as follows:
 - (i) All intersection curb ramps shall be constructed with roadway infrastructure required for the subdivision;
 - (ii) Sidewalks shall be constructed with roadway infrastructure required for the subdivision on all open space tracts, nonbuilding lots, and on the major street frontage of double frontage lots; and
 - (iii) On building lots, construction of the sidewalk shall be done on a lot-by-lot basis, prior to issuance of a certificate of occupancy for the lot.

These requirements will be met or addressed by the applicant during the design phase. The submitted preliminary plat shows designs consistent with the standards for utilities.

(5) Natural Features Preservation and Landscaping.

- (a) Plats shall be designed to preserve and enhance significant natural features and resources, including but not limited to natural contours, watercourses, marshes, scenic points and views, large trees, natural groves, rock formations, and sensitive areas; to be compatible with aesthetic values of the area; and to reflect natural limitations inherent in the property.
- (b) Plats shall be designed to minimize impacts on adjacent properties and on off-site or citywide public facilities and services, such as streets, drainage ways and storm sewers.
- (c) Plats shall be designed to preserve to the extent possible significant trees as defined by Chapter [19.09](#) LMC and as more specifically set forth in this section. When the preservation of at least 20 percent of significant trees, inclusive of those found in preserved critical area buffers and open space or recreation tracts, is deemed not feasible, the applicant shall mitigate for the loss of tree canopy by incorporating additional landscaping, tree plantings and/or buffer enhancements (if applicable) or through other means as approved by the city. Significant trees that will remain on site shall be protected during construction through the use of fencing, rock wells and other means that provide protection corresponding to the drip line of the tree(s), which is the vertical projection of the foliage at its greatest circumference. Assurances shall be provided to ensure the long-term protection of significant trees, or trees planted as mitigation, via notations on the final plat and within recorded covenants. Exemptions may be included to allow removal of those trees deemed dangerous or hazardous to public health, safety and welfare by a professional arborist.
- (d) Screening shall be implemented as follows:
 - (i) Fences, hedges or landscaping buffer strips may be required by the city to separate commercial and industrial zoning districts from residential districts or uses in conformance with the zoning ordinance standards;
 - (ii) In the case of residential subdivisions abutting major arterials, the applicant shall provide a buffer strip a minimum of 10 feet wide along the lot line abutting the arterial. Hedges or trees shall be planted in the buffer strip of a height that will become a solid, effective sight screen within three years, unless existing vegetation provides substantial screening;
 - (iii) Fencing may be required to limit access to areas that may be hazardous to the public, including stormwater detention ponds and facilities. Landscaping shall be required along the perimeter of the fence and may include a mix of trees and shrubs; and
 - (iv) Native vegetation and soil should be used to minimize the need for irrigation and pest control.

The subject site is an undeveloped field, historically used to pasture cows and horses. It is primarily vegetated with mixed grasses, except along the fence lines where there are a few Himalayan blackberries and a few red elderberries. There are also two domestic fruit trees in the south half of the pasture. Table 2 of Exhibit C in the Critical Areas Report (Exhibit D)

summarizes vegetation observed at the subject site. New street trees will be provided per City requirements. As part of design review and approval will ask the applicant to propose additional tree species and provide planting locations as approved by the city Parks Manager. A Preliminary Landscape Plan and Critical Areas report have been submitted, which detail the proposed landscaping. These items will be confirmed during design review before final platting.

- (6) Pedestrian/Bicycle Ways in and through Residential Subdivisions. In blocks over 800 feet in length, a pedestrian/bicycle way with a minimum width of 15 feet may be required through the middle of the block. The pathway shall be paved using materials accepted by the city engineer. If unusual conditions require blocks longer than 1,200 feet in length, two pedestrian/bicycle ways shall be required. Pedestrian ways may also be required to connect cul-de-sacs or to pass through unusually shaped lots to provide for public convenience (e.g., direct route to school, etc.), safety and circulation.

There are no blocks where a pass-through path is necessary. The development has circulation and sidewalks are included in the proposal.

- (7) Subdivision and Street Naming. Subdivision names shall not duplicate or too closely approximate phonetically the name of any other subdivision within the Longview area, except that in the case of successive subdivisions of a phased development, plats may be differentiated in name by sequential numbering or by direction (north, south, etc.). Streets having the same name except for "Court," "Lane" or other suffix shall be deemed duplicative and not permitted. Names of new streets running on a line with an existing street but separated by a park or barrier may duplicate the name of the existing street; provided, that a prefix indicating direction from the park or barrier is attached to the new street's name. The city council shall have the right to rename subdivisions and streets.

As the proposal will extend Olive Way and Shelly Pl, there will not be any new street naming. The Subdivision has been referred to most recently as Olive Way Townhomes (Subdivision).

- (8) Lots or Parcels.

- (a) Each lot shall be provided direct access by means of minimum frontage on a dedicated and improved public street.
- (b) The minimum size of any lot or parcel of property within a subdivision shall conform to the standards of this title unless otherwise approved pursuant to this title.
- (c) Residential lots which have street frontage along two opposite boundaries shall be discouraged, except for reverse-frontage lots which are essential to provide separation to residential development from primary traffic arterials or collectors or to overcome specific disadvantages of topography and orientation. For such lots there shall be an easement or other restriction in favor of the appropriate governmental entity at least 10 feet wide along the lot lines abutting said primary arterial across which there shall be no right of access may be required.
- (d) Insofar as practicable, side lot lines shall be at right angles to straight street lines and radial to corner street lines. Placing adjacent lots at right angles to one another shall be avoided where possible.

- (e) Residential subdivisions should be designed so that individual lots or parcels do not require direct vehicular access to arterial streets and that direct access to collector streets is minimized.
- (f) Where lots are more than double the minimum lot size required for the zone, the city council may require that the subdivision be designed to accommodate future subdivision and the opening of future streets and expansion of existing streets. The city may also require that a subdivision's street network be designed to accommodate future growth on adjacent properties in support of greater connectivity and a more efficient transportation network.
- (g) Lots shall be laid out to provide drainage away from all buildings, and individual lot drainage shall be coordinated with the storm drainage pattern for the area. Drainage shall be designed to avoid concentration of stormwater from one lot to an adjacent lot.

All lots proposed appear to meet these requirements. All lots will be evaluated in the Final Plat design to determine if they meet these standards.

(9) Blocks.

- (a) Length. In general, blocks shall be as long as is reasonable and consistent with the topography and the needs for convenient access, circulation, control and safety of street traffic and the type of land use proposed. The block length shall not ordinarily exceed 800 feet or be less than 400 feet; provided, that the city may approve an alternative design.
- (b) Width. Except for reverse-frontage parcels or when topographic conditions do not permit, the width of blocks shall ordinarily be sufficient to allow for two tiers of lots of depths consistent with the type of land use proposed. This width shall normally be not less than 200 feet for the sum of two lot depths.
- (c) Intersecting streets shall be so laid out that blocks shall not be more than 800 feet in length between rights-of-way for local access street only. In the case of long blocks or oddly shaped blocks and to facilitate pedestrian access to parks, playgrounds, open space or schools, the applicant may be required to construct pedestrian and bicycle easements of not less than five feet in width on a dedicated right-of-way or perpetual unobstructed easement of not less than 15 feet in width, to extend through the block(s) at location(s) deemed necessary. Widths of blocks shall be such as to allow two rows of lots, except that blocks along the perimeters of a plat may have one row of lots.
- (d) Blocks intended for commercial and industrial use shall be designed specifically for such purposes, with adequate space provided for off-street parking, loading and delivery.

The proposed subdivision meets these requirements.

(10) Park and Recreation Improvements.

- (a) The planning commission and city council shall review the need for park and/or trail development when reviewing preliminary subdivision applications and may require the developer to dedicate land for park development as a condition of approval in accordance with this title. For the purposes of this chapter, the term "park" shall also include trails.

Applicant-paid park improvements shall be constructed per the plat conditions. As agreed to by the city, a fee-in-lieu of park land dedication proposal may be considered in accordance with RCW [82.02.020](#) and such fee shall be paid prior to final plat approval, unless otherwise authorized by the city. The location and characteristics of land dedicated for park and recreational purposes shall follow these standards:

- (i) The area proposed for park dedication may be located either within or outside the boundaries of the property described in the subdivision, but must either be adjacent to an existing or proposed city park site or within the same park service area in which the subdivision is located. Park service area is considered to be within one-half mile of the subdivision for which it is required;
 - (ii) The area proposed for park dedication shall have characteristics and location which make it suitable for future inclusion into the city parks system, as determined by the director of parks and recreation;
 - (iii) With the approval of the director, the area proposed for park dedication or portion thereof may contain valuable or sensitive environmental features, preservation of which is consistent with the city's comprehensive plan and/or parks and recreation plan;
 - (iv) All lots within the subdivision for which park dedication is required shall have legal and convenient access to the area proposed for park dedication, at the time of final plat approval; and
 - (v) The topography, soils, hydrography and other physical characteristics of the area proposed for park dedication shall be of such quality as to allow the development of community or neighborhood parks, or to create a flat, dry, obstacle-free space on at least 90 percent of the total required area in a configuration which allows for active recreation, shall have no known safety hazards, and shall have no known physical problems such as the presence of hazardous waste, pipeline of power easements, drainage, erosion, or flooding that the director of parks and recreation determines would cause inordinate demands upon public resources for maintenance and operation of the property to be dedicated to the city. Park sites should also be located so that persons living within the service area will not have to cross a major arterial street to get to the site.
- (b) Minimum Size of Land Dedicated for Park Purposes. Applicants who dedicate open space for park land pursuant to this chapter shall dedicate at least seven acres per 1,000 population generated by the proposed subdivision. This requirement is based on the level of service (LOS) standards adopted per the Longview park and recreation plan for needs of a neighborhood park including but not limited to such amenities as play equipment, athletic areas such as baseball/softball diamonds, soccer/football fields, volleyball courts, hard surface areas such as tennis courts, basketball courts, in-line skating rinks, picnic areas, walk/trail systems, restrooms, natural areas, open spaces and buffer zones. The formula for determination of the required minimum park dedication shall be:
- (i) Single-family dwelling use districts and subdivisions of land zoned higher density where up to fourplexes are proposed shall provide .0168 acres of park area per permitted dwelling unit within the plat, based on an average of 2.4 persons per

household and desired park land ratio of seven acres per 1,000 people for neighborhood parks per the Longview park and recreation plan;

- (ii) Developments consisting of multifamily dwellings shall provide park areas consistent with the standards set forth in Chapter [19.20](#) LMC;
 - (iii) Linear trails shall be designed as approved by the director of parks and recreation or their designee. Total trail area improved and/or dedicated may be less than the area standards above, as approved by the city.
- (c) Final Plat Approval Conditioned upon Park Land Dedication. When approval of the final plat of a subdivision is conditioned upon the dedication and/or improvement of land for park/trail purposes, the final plat shall not be approved or recorded until the director of parks and recreation has determined in writing that any land to be dedicated is shown on the face of the final plat, or in a deed conveying the land to the city which has been recorded with the Cowlitz County auditor's office or the instrument conveying the land to the city has been transmitted to the city council for acceptance of the dedication by ordinance.

City of Longview Parks and Recreation Department has made no request for additional parks, trails, or fee-in-lieu for the proposed.

F. STAFF DISCUSSION

From an overall perspective, this project develops per the permitted uses of the R-2 Residential District and will incorporate the requirements of the City of Longview Zoning ordinance as necessary. The project proposes to expand utilities, streets, and CDID infrastructure as needed and permitted under the Longview Municipal Code and CDID standards.

Notice of this public hearing was posted in two locations, mailed to property owners within 300 feet of the proposal and published in the newspaper 10 days prior to the public hearing and published again 3 days prior to the public hearing. [Exhibit D]

G. SEPA DETERMINATION

A determination of non-significance (DNS) was issued by the SEPA Responsible Official on July 6, 2023. The comment period closed at 6:00PM on July 20, 2023. The City received a comment from the State of Washington Department of Ecology that all grading and filling of land must utilize only clean fill. Any further comments will be provided at the public meeting.

The SEPA documents are attached as [Exhibit C].

H. CRITICAL AREA PERMIT

Per LMC 17.10.090 Critical areas permits – ‘Applications and approvals’ section (7) Permit Action. For development permits where the land use decisions can be made administratively, the director may approve, approve with modifications and/or conditions, or deny a critical areas permit. For development permits where land use decisions are made by the planning

commission, city council, or the board, the decision-making body may approve, approve with modifications and/or conditions, or deny a critical areas permit as part of the overriding action.

Any notification of approval shall include the conditions, modifications and restrictions regarding the location, character, and other features of the proposed development that the director finds necessary to make the proposal compatible with the purposes and standards of this chapter. Prior to notification of approval, approval with conditions/modifications, or denial, the decision-maker(s) shall make findings that:

(a) Confirm the nature and type of critical areas;

City of Longview Staff concur with the Critical Areas Report (Exhibit D) and best available sciences that there are no wetlands present on the site. The Critical Areas Report performed by Loowit Consulting Group observed a non-jurisdictional drainage ditch as well as a Storm drain near the terminus of Olive Way, both of which are considered non-jurisdictional and would not be subjected to buffers required by the City of Longview.

(b) Determine if a proposed alteration critical areas meets the standards contained in this chapter; and

The proposed alteration will be recommended to be conditioned to include agreements with CDID for flow control and culvert design for the Olive Way crossing. The applicant will also be required to meet City of Longview and State of Washington Stormwater requirements.

(c) Determine if the assurances for the mitigation proposed by the applicant are sufficient to protect or mitigate the critical areas consistent with this chapter.

The proposed alteration will be recommended to be conditioned to include agreements with CDID for flow control and culvert design for the Olive Way crossing. The applicant will also be required to meet City of Longview and State of Washington Stormwater requirements.

II. STAFF FINDINGS

1. The Comprehensive Plan identifies the land use designation of the entire parcel as Medium Density Residential. The plan further defines the density range for medium-density residential development as “a mixture of housing unit types, including single-, two-, three-, and four-family dwellings; townhouses; or clusters thereof.”
2. The site is currently zoned R-2 Residential District. This district permits the proposed development project, a townhome subdivision.
3. Development of the property in a manner depicted on the initial preliminary subdivision plans will not be detrimental to the public health, safety, or welfare or injurious to other property in the vicinity provided the conditions of approval are met.
4. Appropriate provisions are made for but not limited to public health, safety and general welfare, open spaces, parks and playgrounds, school grounds, drainage ways and facilities, streets, alleys, sidewalks and other public ways; water supplies and sanitary and solid waste disposal.

III. RECOMMENDATION

Based on the analysis of the issues and findings of fact, staff recommends that the Planning Commission forward a recommendation of approval to the City Council for the Olive Way Townhomes Subdivision Preliminary Plat, subject to the following conditions:

1. All required streets, sidewalks, street lighting, sanitary sewer, water and storm drainage systems shall be constructed to City of Longview standards. Plans for construction for the above improvements shall be reviewed and approved by the City Engineer or Public Works Director prior to construction. Concerns regarding specific construction details will be addressed during the plan review for the subdivision. The details included in the proposal are considered conceptual in nature. A lighting analysis will be required. Plans shall follow the City's standard details.
2. The street subgrade preparation, base and surfacing shall be designed by a qualified Geotechnical Engineer and shall not be less than the City of Longview standards.
3. The developer shall plant trees within the street right of way in accordance with Park and Recreation Department specifications and the standards of LMC 19.80.720.
4. The developer shall be required to obtain all necessary permits from the U.S. Corps of Engineers, Department of Ecology, Consolidated Diking Improvement District No. 1 and the Washington State Department of Transportation prior to commencing work within those agencies area of jurisdiction.
5. A preliminary agreement with the Consolidated Diking Improvement District (CDID) for flow control and the Olive Way culvert crossing shall be shared with the City of Longview as part of the Construction Plan/Design Review
6. Unless otherwise approved by the Director of Public Works, access to corner lots that front on two streets shall be from the lower street functional classification.
7. The Developer must provide a subdivision improvement bond for completion of sidewalks planting strips and street trees if those items are not constructed prior to final plat approval.
8. The developer shall provide utility easements in accordance with Cowlitz PUD requirements. The easement areas are for the installation, operation, and maintenance of underground utilities. The plat covenants shall show that all utility agencies, their successors and assigns, shall have a continuing right of ingress and egress over, across, along and upon the easement area involved at any and all times.

RECOMMENDED MOTION

“Move to accept the findings of the city staff and submit a recommendation to the Longview City Council of Case No. PC 2023-7 & CA 2023-2, subject to the conditions of approval contained within the staff report.”. CA 2023-2 will result in conditions but not the requirement of a Critical Areas Permit as recommended by Staff.

IV. EXHIBITS

- A. Application
- B. Preliminary Subdivision Plat
- C. SEPA documents
- D. Critical Areas Report
- E. Completeness Review Letter
- F. Public Notice

Report date: September 12, 2023



July 6th, 2023

To: Washington State E.C.Y., Environmental Review Section
Cowlitz Indian Tribe Cultural Resources
Cowlitz County PUD – Right of Way
Department of Archaeology & Historic Preservation,
WSDOT
Department of Fish and Wildlife SEPA Desk
Department of Natural Resources SEPA Center
Department of Health
U.S. Army Core of Engineers
Consolidated Diking Improvement District No. 1
Willapa Hills Audubon Society
Clint Matthews, Cascade Natural Gas
CenturyLink
Comcast
Frontdoor TDN
Longview Fire Marshal
Longview Commercial Building Inspector/Building Official

From: Ann Rivers, Director of Community Development

Subject: **SEPA Environmental Checklist Review – Application #E 2023-9**

Project: **E 2023-9– Applicant proposes to extend Olive Way to the west of Shelly Place to the North and create 23 townhome lots accessed from the street extensions. Utilities needed to serve the development including water, sewer, and storm will also be constructed.**

The applicant has submitted an Environmental Checklist for review under WAC 197-11, the SEPA Rules.

The site is zoned ***R-2 Residential District***. The Comprehensive Plan classification is **medium Density Residential**. Adjacent uses include other residential neighborhoods in all directions.

The SEPA Responsible Official has determined that this proposal will not likely have an adverse impact on the environment and has issued a DNS on this application. Please review the attached SEPA documents and provide your written comments to me no later than **6:00 p.m. July 20th, 2023**.

If you have any questions or need additional information, please contact McAllister Kosar, Planner, at (360) 442-5083 or me at (360) 442-5080.

Thank you.

**DETERMINATION OF NON-SIGNIFICANCE
SEPA RULES - WAC 197-11-970**

Description of Proposal: **E 2023-9– Applicant proposes to extend Olive Way to the west of Shelly Place to the North and create 23 townhome lots accessed from the street extensions. Utilities needed to serve the development including water, sewer, and storm will also be constructed. The property is zoned R-2 Residential District.**

Proponents: David Holmstrom Shely Place Properties LLC
 Shelly Place Properties LLC PO Box 2340
 PO Box 2340 Longview, WA 98632
 Longview, WA 98632
 Phone: 3609161445

Location of Proposal, Including Street Address, if any: The site is located at (Parcel Number(s): 102440001). The property is located within the NE 1/4 of Section 30, T8N R2W, respectively, in Cowlitz County.

Lead Agency: City of Longview, Washington

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.



The comment period for this DNS ends at 6:00 on July 20th, 2023.

Responsible Official: Ann Rivers

Position/Title: Community Development Director

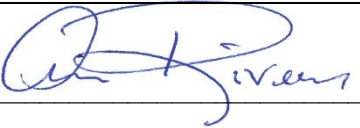
Department: Community Development

Address: PO Box 128, Longview, WA 98632

Contact Person: McAllister Kosar, Planner

Phone: (360) 442-5083

Date: July 6th, 2023

Signature: 



P.O. Box 128
Longview, WA 98632-7080
www.mylongview.com

July 17, 2023

Shelly Place Properties LLC
Dave Holmstrom
P.O. Box 2340
Longview, WA 98632

Jackola Engineering and Architecture
Tobi McIntosh
PO Box 1134
Kalispell, MT 59903

SUBJECT: Application for SEPA Determination/ Preliminary Subdivision Plat for Shelly Place Subdivision, PC 2023-7. Parcels: 10244001

Dear Mr. Holmstrom/ Mr. McIntosh,

On 03/22/22 originally, and with revisions 06/20/23 you submitted to the City a State Environmental Policy Act (SEPA)/ Preliminary Subdivision Plat Application for a project to create a subdivision at Shelly Place and Olive Way, including Parcels: 10244001. The City has conducted a completeness review per LMC 19.80.110 (3)(C)(viii) and found the application will be able to receive a SEPA Environmental Determination, as well as continue with review of the Preliminary Plat application. Some revisions will be necessary but will not hold up continued review.

City Staff Comments/needed revisions:

Engineering comments:

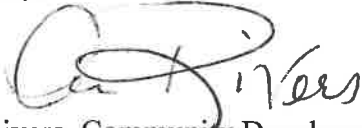
- Provide preliminary agreement for CDID for flow control and Olive Way culvert crossing.
- Provide stormwater sizing calculation for Filterra BMPS's.

Next steps include external routing of the SEPA materials to external agencies and the public. The project will be reviewed at a public hearing by the City of Longview Planning Commission in September after setting the meeting in August. If Planning Commission approves of the standards in the proposal, they will make recommendation of approval to City Council. City Council receives the recommendation and considers approval or recommends revisions at their next available public meeting.

If I can be of any assistance connecting you with City staff or any questions arise please don't hesitate to reach out to me at 360-442-5080, ann.rivers@ci.longview.wa.us

If you have any questions or concerns regarding this matter, please contact McAllister Kosar, Planner at (360) 442-5083

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Rivers". The signature is fluid and cursive, with the first name "Ann" and last name "Rivers" clearly distinguishable.

Ann Rivers, Community Development Director

cc:

McAllister Kosar,
Levi Lindeman,
Karl Enyeart,
File copy: PC 2023-7



Memorandum

September 12, 2023

TO: Longview City Council

FROM: McAllister Kosar, Planner

SUBJECT: Planning Commission recommendation for Preliminary Subdivision Plat:
Olive Way Townhome Subdivision

On September 5th, 2023 the Longview Planning Commission held a public hearing on the Preliminary Subdivision Plat for the Olive Way Townhome Subdivision, a 23 lot single family townhome subdivision. Following the public hearing, the Planning Commission voted unanimously to recommend approval of the preliminary plat subject to conditions that were recommended in the staff report. The conditions and the findings of fact on which the Planning Commission's decision was based are given below.

Recommended Conditions of Approval

1. All required streets, sidewalks, street lighting, sanitary sewer, water and storm drainage systems shall be constructed to City of Longview standards. Plans for construction for the above improvements shall be reviewed and approved by the City Engineer or Public Works Director prior to construction. Concerns regarding specific construction details will be addressed during the plan review for the subdivision. The details included in the proposal are considered conceptual in nature. A lighting analysis will be required. Plans shall follow the City's standard details.
2. The street subgrade preparation, base and surfacing shall be designed by a qualified Geotechnical Engineer and shall not be less than the City of Longview standards.
3. The developer shall plant trees within the street right of way in accordance with Park and Recreation Department specifications and the standards of LMC 19.80.720.
4. The developer shall be required to obtain all necessary permits from the U.S. Corps of Engineers, Department of Ecology, Consolidated Diking Improvement District No. 1 and the Washington State Department of Transportation prior to commencing work within those agencies area of jurisdiction.
5. A preliminary agreement with the Consolidated Diking Improvement District (CDID) for flow control and the Olive Way culvert crossing shall be shared with the City of Longview as part of the Construction Plan/Design Review

6. Unless otherwise approved by the Director of Public Works, access to corner lots that front on two streets shall be from the lower street functional classification.
7. The Developer must provide a subdivision improvement bond for completion of sidewalks planting strips and street trees if those items are not constructed prior to final plat approval.
8. The developer shall provide utility easements in accordance with Cowlitz PUD requirements. The easement areas are for the installation, operation, and maintenance of underground utilities. The plat covenants shall show that all utility agencies, their successors and assigns, shall have a continuing right of ingress and egress over, across, along and upon the easement area involved at any and all times.

STAFF FINDINGS

1. The Comprehensive Plan identifies the land use designation of the entire parcel as Medium Density Residential. The plan further defines the density range for medium-density residential development as “a mixture of housing unit types, including single-, two-, three-, and four-family dwellings; townhouses; or clusters thereof.”
2. The site is currently zoned R-2 Residential District. This district permits the proposed development project, a townhome subdivision.
3. Development of the property in a manner depicted on the initial preliminary subdivision plans will not be detrimental to the public health, safety, or welfare or injurious to other property in the vicinity provided the conditions of approval are met.
4. Appropriate provisions are made for but not limited to public health, safety and general welfare, open spaces, parks and playgrounds, school grounds, drainage ways and facilities, streets, alleys, sidewalks and other public ways; water supplies and sanitary and solid waste disposal.

RECOMMENDED MOTION

“Move to accept the findings of the city staff and approve Preliminary Plat Application Case No. PC 2023-7 & CA 2023-2, subject to the conditions of approval contained within the staff report.”.

CA 2023-2 will result in conditions but not the requirement of a Critical Areas Permit as recommended by Staff.

If you have any questions or concerns, please contact me at (360) 442-5083 or mcallister.kosar@ci.longview.wa.us .



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

FIRST HALF SEPTEMBER 2023 ACCOUNTS PAYABLE: \$3,843,863.71

FIRST HALF SEPTEMBER 2023 PAYROLL:

\$25,098.87, checks
\$938,716.25, direct deposits
\$722,698.25, wire transfers
\$1,686,513.37 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Dana Beck, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

RESOLUTION 2461 - SURPLUS FLEET SERVICES PROPERTY

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2461

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The equipment identified in Exhibit "A" (surplus request forms) of the attached resolution has been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of it.

Attachments:

1. Resolution 2461 - Surplus Fleet Services Property
2. Surplus Request Form

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN PROPERTY DEEMED TO BE SURPLUS TO THE REASONABLE FORESEEABLE NEEDS OF THE CITY OF LONGVIEW.

WHEREAS, certain items of equipment belonging to the City of Longview are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best interest of the City to dispose of the same in a manner that will be to the best advantage to the City of Longview;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

1. Based upon the finding and recommendations of the City Manager of said City, the items of inventory belonging to said City as shown on "Exhibit A" (surplus request forms), attached hereto and incorporated herein by this reference, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the City Manager is authorized to dispose of items listed on "Exhibit A" (surplus request forms), attached hereto, in a manner that will be to the best advantage to the City of Longview.

PASSED by the City Council of Longview, Washington, and approved by its
Mayor this 28th day of September, 2023.

Mayor

ATTEST:

City Clerk



City of Longview

Agenda Summary

SET PUBLIC HEARING – 2024-2029 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

RECOMMENDED ACTION:

MOTION TO SET THE CITY COUNCIL MEETING OF OCTOBER 26, 2023, AS THE DATE AND TIME FOR A PUBLIC HEARING ON THE 2024-2029 SIX-YEAR TIP/POP

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve streets and roads
Improve transportation systems.

SUMMARY STATEMENT:

State law requires that each city update its Six-Year Transportation Improvement Program (TIP) annually and file a copy of the adopted program with the Secretary of Transportation.

Federal law also requires transit agencies receiving Federal Transit Administration (FTA) funding to prepare a Program of Projects (POP) identifying the projects to be funded with FTA funding, and to conduct a public hearing and outreach process prior to adopting the POP. The TIP includes FTA funded projects and meets the requirements of the POP.

After adoption, the TIP/POP can be subsequently amended to include new projects and funding sources.

Copies of the draft TIP/POP will be distributed to the city council at least one week prior to the public hearing.

STAFF CONTACT:

Ken Hash, Public Works Director

Attachments: None



City of Longview

Agenda Summary

PROJECT COMPLETION – RESERVOIR 5 ROOF REPLACEMENT PROJECT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE RESERVOIR 5 ROOF REPLACEMENT PROJECT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Reservoir 5 Roof Replacement project has been completed in accordance with the plans and specifications under Contract No. 22-0318-W entered between the City of Longview and Rotschy, Inc. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:

Ivona Kininmonth, Project Engineer

Attachments: None