



City of Longview

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

Agenda

Downtown Advisory Committee

Tuesday, October 17, 2023

10:00 AM

2nd Floor, City Hall

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

HYBRID MEETING DETAILS

23-001602 Please click the link to join the webinar: <https://us02web.zoom.us/j/83331274129>
Webinar ID: 833 3127 4129

Or Telephone:

+1 253 205 0468 US; +1 253 215 8782 US (Tacoma);

+1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose)

CALL TO ORDER

ROLL CALL

CHANGES TO THE AGENDA

APPROVAL OF MINUTES

23-001591 Minutes from September 28, 2023; rescheduled from September 19, 2023

PUBLIC COMMENTS

NEW BUSINESS

UNFINISHED BUSINESS

23-001603 Downtown Parking Study Follow up
Seeking Recommendations

23-001604 Request to Change Parking Regulations

REPORTS

23-001592 LPD Parking Reports

23-001593 Downtowner's Report - Josh/Ariel/Pat

BOARD MEMBER COMMENTS

ADJOURNMENT & NEXT MEETING NOVEMBER 21ST AT 10 AM



City of Longview

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

Minutes

Downtown Advisory Committee

Thursday, September 28,
2023

10:00 AM

2nd Floor, City Hall

HYBRID MEETING DETAILS

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

CALL TO ORDER

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

ROLL CALL

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

Excused: Brad Whittaker, Chair;

Absent: Dawn Morgan;

Staff present: Ann Rivers; Robert Huhta; Mary Chennault; Kelly Jensen

APPROVAL OF MINUTES

23-001543 Minutes from July 18, 2023

Meeting in August was cancelled.

Karl Salzsieder made a motion, seconded by Liz Borders to approve the minutes of the July 18, 2023 meeting as presented. This passed.

CHANGES TO THE AGENDA

NEW BUSINESS

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

Chief Robert Huhta presented. Board discussion included parking apps not used, parking time limits, parking lot repairs, and lighting in the parking lots. There is a need for downtown employees to pay for parking permits in the lots and free up the on street parking for customers. The board asked for more information on a weekend (Saturday) study.

Josh Carter made a public comment. He would propose a no limit parking on Saturday promotion. He

would like to solicit a private company to come fix a parking lot with no cost to the City in exchange for his business signage in trade for parking lot repairs. Signage would have a time limit for the amount of work completed.

Kris Swanson spoke on highlights that she took from the Rick William's study.

A citizen, name not given, spoke on parking downtown.

No action was taken.

23-001546 Request to Change Parking Regulations

Lorie Morgan spoke in favor of her request. No action was taken.

There was a discussion about who would utilize the parking if the timing was changed.

No action was taken. It will be brought back for the next meeting.

UNFINISHED BUSINESS

REPORTS

23-001544 LPD Parking Reports

Mary Chennault reviewed the parking reports. A discussion on funding for the parking program under the police budget rather than being self-supporting. It was suggested that we look into the random parking enforcement that Hood River uses or a similar city like Milwaukie. A license plate scanner may also serve as an additional public service to the community.

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

Bill Hallanger inquired about when the electric car committee might meet again.

The board was encouraged to come to the next meeting with some recommendations.

ADJOURNMENT & NEXT MEETING OCTOBER 17TH

The meeting adjourned at 1:45 am.

Presented by Liz Borders at the 10.17.23 DAC Meeting

Parking recommendations:

- Change all 15 min parking spaces to 30 min parking spaces.
 - a. Demand for 30 min was higher
 - b. Simplifies rules
 - c. Less tickets issued this way
- Change all 1 hour parking spaces to 2 hour parking spaces.=
 - a. Demand for 2 hours was higher (average stay was 1 hr 55 min)
 - b. Simplifies rules
 - c. Less tickets issued this way
- Change 10 hour spaces to shorter stays, or locate them where employees should park and where salonlong clients can be accommodated.
 - a. Need to accommodate employees on shifts
 - b. 10 hour stays are too long- there is no need
 - c. Locate this improved longer parking near salons and or at the back of lots that are typically empty.
 - i. How many clients are in all the salons on average during the weekday?
Base number of spots on this number (need to survey salons).
- Less parking enforcement
 - a. Model from hood river which is two random weekdays per week, and once random weekend day per month
 - b. OR- two random weekdays and no weekend enforcement, AND advertise free parking Saturdays to encourage retail foot traffic
- Approve a budget for marketing/ parking signage/ wayfinding signs
 - a. Need to direct people to parking
 - b. Need to direct people to downtown attractions
 - c. Need to find a way to reach customers with good, easy to understand parking info in order to change the narrative
 - d. Need to reach business owners with clear maps for parking and reasons why it's being set up the way it is. Specifically explain accommodating employees, salon clients, customers (including that they need to walk 2-3 blocks).
- Recommend public/private partnerships to improve parking lots in need to improvements
 - a. Downtowners can coordinate
 - b. How can the city streamline the process
 - c. Approve advertising the partnership in the parking lot for 2 years
- What can we do to accommodate 300 residents that are apparent in the study?



REQUEST TO CHANGE PARKING REGULATIONS

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

Part I – Making a Request

Individual making request:

LORRETTA (LORRIE) MORGAN

Date of Request:

8/29/2023

Business making request:

MT. ST. Helens
Crafters Resource Center

Business contact phone:

(360) 957-8779

Address/City/State/ZIP

1150 Vandercook Way, Longview WA 98632

Type of request:

☐ 15-minute zone change

☐ 30-minute zone change

☒ 2-hour zone change

☐ Handicapped zone change

☐ Other (Please specify) _____

For Office Use Only - Block Spaces

Request details/Comments

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

Part II – Concurrence of Adjacent Neighbors

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

Neighboring Business Name

Sunset Guardians

Neighboring Business Contact Phone

360-984-5280

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1146 Vandercook Way, Longview, WA 98632

Signature of neighboring business owner

Shirley White

Neighboring Business Name

Wesco/Evergreen Paint (360) 423 9928

Neighboring Business Contact Phone

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1142 Vandercook Way

Signature of neighboring business owner

Kevin M... (manager)

Neighboring Business Name

Carl's Towing

Neighboring Business Contact Phone

360-423-4460

☒ Agree with this change request

☐ Disagree with this change request

Neighboring Business Address/City/State/Zip

1137 Vandercook Way

Signature of neighboring business owner

Carl's Towing

Part III – Approval Process – For Office Use Only

Longview Police Department /Parking Enforcement Receipt by

Date

Verified for Accuracy

☐ Approved

☐ Disapproved

Parking Committee Representative

Date

Approval

☐ Approved

☐ Disapproved

Engineering Division

Date

Approval

☐ Approved

☐ Disapproved

City Manager Final Approval

Date

Approval

☐ Approved

☐ Disapproved

Internal Tracking Form (for office use only)

Request to Change Parking Regulations

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

☐ Approved ☐ Disapproved
(Copy of approval form attached)

Person forwarding this form:

Forward original packet to: ☐ LPD/Parking Enforcement

Forward copy of packet to: ☐ City Attorney

Comments:

City Attorney – Prepare Ordinance

Ordinance paperwork prepared?

☐ Yes ☐ No

Date

Council meeting date to be read:

Finalized date:

Forward copy to: ☐ City Manager

Comments:

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

1. Applicant notified of parking change recommendation?

☐ Yes ☐ No

Date

Applicant/business name:

Person who notified applicant:

2. Parking Committee notified of parking change recommendation?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ Engineering

Comments:

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

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

☐ Yes ☐ No

Date

Person forwarding this form:

Forward to: ☐ Street/Traffic

Comments:

Street/Traffic – Carry out work order

Parking change work order completed?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ GIS

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

Comments:

GIS/Mapping Division – Make map changes

Map changes made to mapping data base?

☐ Yes ☐ No

Date

Person forwarding this form:

Forward original packet to: ☐ City Manager

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

Comments:

City Manager – File project paperwork as complete

All aspects of parking change completed?

☐ Yes ☐ No

Date

Filing Date:

Project folder name:

LPD emailed or called when all processes have been completed

☐ Yes ☐ No

Comments:

SCHEDULED CLASSES

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

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

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

More advanced kits will be available for sale.

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

Crafters Resource Center

(360) 957-8779

lorriesbroideries@gmail.com

Mt St Helens Crafters Resource Center!

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

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

Hours of Operation

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

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

Thank you,
Lorrie Morgan

Mt. St. Helens Crafters Resource Center

Sponsored by Lorrie's Broideries

Lorrie Morgan
President and Owner

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



City of Longview Violation Bureau
Financial Statistics

2022						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-22	\$1,398.17	\$2,880.02	\$4,278.19	\$4,865.94	-\$587.75	\$13,812.22
Feb-22	\$1,164.48	\$129.00	\$1,293.50	\$5,498.24	-\$4,204.74	\$9,607.48
Mar-22	\$2,743.69	\$3,600.05	\$6,343.74	\$5,498.88	\$844.86	\$10,452.34
Apr-22	\$2,038.94	\$2,815.59	\$4,854.53	\$5,505.12	-\$650.59	\$9,801.75
May-22	\$2,041.85	\$573.17	\$2,615.02	\$6,200.33	-\$3,585.31	\$6,216.44
Jun-22	\$2,217.36	\$5,137.25	\$7,354.85	\$5,536.43	\$1,818.42	\$8,034.86
Jul-22	\$1,756.45	\$1,903.00	\$3,659.82	\$5,487.36	-\$1,827.54	\$6,207.32
Aug-22	\$3,264.31	\$1,414.03	\$4,678.34	\$7,386.28	-\$2,707.94	\$3,499.38
Sep-22	\$5,378.23	\$5,053.32	\$10,431.55	\$5,728.27	\$4,703.28	\$8,202.66
Oct-22	\$4,783.04	\$3,686.45	\$8,470.49	\$5,424.86	\$3,045.63	\$11,248.29
Nov-22	\$3,147.98	\$474.25	\$3,623.10	\$5,744.55	-\$2,121.45	\$9,126.84
Dec-22	\$6,278.59	\$5,800.00	\$12,079.51	\$9,074.84	\$3,004.67	\$12,131.51
2022 TOTAL	\$36,213.09	\$33,466.13	\$69,682.64	\$71,951.10	-\$2,268.46	\$12,131.51
2023						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-23	\$3,467.83	\$4,440.00	\$7,908.85	\$1,722.83	\$6,186.02	\$18,317.53
Feb-23	\$1,986.99	\$635.00	\$2,622.96	\$1,944.44	\$678.52	\$18,996.05
Mar-23	\$7,006.50	\$2,170.00	\$10,722.64	\$2,439.10	\$8,283.54	\$27,279.59
Apr-23	\$1,919.18	\$4,480.00	\$6,400.32	\$2,356.61	\$4,043.71	\$31,323.30
May-23	\$2,617.18	\$868.00	\$4,261.47	\$1,673.08	\$2,588.39	\$33,911.69
Jun-23	\$1,981.86	\$6,912.00	\$22,787.50	\$3,939.39	\$18,848.11	\$52,759.80
Jul-23	\$4,406.75	\$1,403.01	\$15,787.26	\$16,960.90	-\$1,173.64	\$51,586.16
Aug-23	\$7,745.40	\$526.02	\$8,271.42	\$14,110.91	-\$5,839.49	\$45,746.67
Sep-23					\$0.00	\$45,746.67
Oct-23					\$0.00	\$45,746.67
Nov-23					\$0.00	\$45,746.67
Dec-23					\$0.00	\$45,746.67
2023 TOTAL	\$31,131.69	\$21,434.03	\$78,762.42	\$45,147.26	\$33,615.16	\$45,746.67
*June 2023 revenue total includes transfer in from general fund to cover a parking utilization study.						
*July 2023 revenue total includes transfer in from general fund to cover a parking utilization study. Study is billed on monthly basis (paid July - Sept).						

Sep-23

LOT BREAKDOWN

Lot Name	Lot#	Total Spaces/General Use	ADA Spaces	Number Auth. to lease	Number leased/city	Number Avail to lease	Cost/Space	Permit Only	Numbered Spaces	Number on wait list
Penny's	85	58/55	3	10	3/0	9	120.00	N	N	0
Merc	86	113/108	5	38	32/3	3	120.00	N	N	0
Johnson	87	58/55	3	28	22/0	6	120.00	N	N	0
15th & Broadway	111	37/10	0	37	18/5	14	120.00	Y	Y	0
Paragon	112	23/0	0	23	5/6	12	60.00	Y	Y	0
			TOTAL	136	80/14	44				

***138

***Penny's lot
oversold by 2

TICKET STATISTICS BY VIOLATION CODE

2023	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
W FREEFORM	0	4	1	0	2	17	72	0	1				97
TOTAL WARNINGS	0	4	1	0	2	17	72	0	1	0	0	0	97
OVER 12" RCW 46.61.575	0	2	0	0	1	1	3	6	2				15
ALLEY LMC 11.44.142	0	0	0	1	0	1	1	0	1				4
STORING LMC 11.44.147	21	32	9	12	9	3	13	8	7				114
ADA RCW 46.19.050	1	0	0	0	1	1	7	7	3				20
YELLOW LMC 11.50.020	1	2	5	1	2	12	19	19	22				83
IMPROPER RCW 46.61.570	1	4	12	8	5	5	10	9	14				68
LIBRARY LMC 11.44.130	0	0	0	0	0	0	0	0	0				0
WRONG DIRECTION RCW 46.61.575	1	4	5	2	4	5	11	2	10				44
ANGLE PARKING WAC 308330430	0	0	0	0	2	10	9	8	8				37
UNLAWFUL PURPOSES WAC 308330436	0	0	0	1	0	0	0	1	0				2
OT 15 MIN LMC 11.50.070	0	0	1	0	4	1	2	3	0				11
OT 30 MIN LMC 11.50.070	0	2	1	5	3	5	2	2	0				20
OT 1 HR LMC 11.50.070	0	0	0	0	0	0	7	4	2				13
OT 2 HR LMC 11.50.070	0	18	15	23	22	34	88	100	102				402
OT 3 HR LMC 11.50.070 & 11.62.030	0	17	26	29	32	18	61	119	41				343
OT 4 HR LMC 11.50.070	0	0	0	0	0	0	0	0	0				0
OT 10 HR LMC 11.50.070	1	0	2	0	1	2	1	0	2				9
OT 72 HR LMC 11.62.030	0	0	1	0	0	0	4	5	0				10
Over 3 Days LMC 11.44.145	0	2	1	4	3	0	0	0	0				10
10' ROADWAY WAC308330433	0	0	0	0	0	2	0	0	0				2
CITY HALL VISITOR LMC 11.62.030 (6)	0	0	0	0	0	0	0	0	0				0
BUS TRANSFER LOT LMC 11.62.060 (6)	0	0	0	0	0	0	0	0	0				0
LEASED SPACE LMC 11.62.030 (2)	0	0	0	0	0	0	0	0	0				0
TIMED LMC 11.44.110	0	0	0	0	0	0	0	0	0				0
PERMIT REQUIRED LMC 11.62.030 (3)	0	0	6	0	0	0	0	2	2				10
BUS STOP WAC 308330457	0	0	0	1	0	0	0	0	0				1
OFF TRUCK ROUTE LMC 11.68.050	0	1	0	1	0	0	0	0	0				2
POSTED NO PARKING LMC 11.44.110	0	0	0	3	0	0	1	0	3				7
NO PARK 12AM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	0				0
NO PARK 9PM-5AM LMC 11.44.110	0	0	0	0	0	0	0	0	0				0
NO PARK 3AM-6AM LMC 11.44.110	0	0	0	0	0	0	0	0	0				0
TOTAL TICKETS	26	84	84	91	89	100	239	295	219	0	0	0	1227
DISPATCHED PARKING COMPLAINTS	34	50	42	56	51	38	49	61	59				440

BELOW VIOLATIONS ARE FOR GO-4TH CELEBRATION ONLY

RV PARKING PERMIT

ADA PARKING ONLY VALID PERMIT REQUIRED

VENDOR PERMIT REQUIRED

IMPROPER

YELLOW

ALLEY

OVER 12"

WRONG DIRECTION