



# City of Longview

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

## Agenda

### City Council

*Mayor MaryAlice Wallis*  
*Council Member Kalei LaFave*  
*Council Member Ruth Kendall*  
*Council Member Angie Wean*  
*Council Member Spencer Boudreau*  
*Council Member Keith Young*  
*Council Member Erik Halvorson*

---

Thursday, January 11, 2024

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  
24-0044 JEFF HOOVER, EVANGEL/CITISERVE
3. ROLL CALL  
23-001658 CEREMONY - SWEARING-IN OF NEWLY ELECTED AND REELECTED COUNCIL MEMBERS BY JUDGE IMBODEN, MUNICIPAL COURT JUDGE  
23-001659 ELECTION OF MAYOR (CONDUCTED BY CITY CLERK)

23-001660 ELECTION OF MAYOR PRO TEM (CONDUCTED BY MAYOR)

4. WORKSHOP

23-001835 PARKS AND RECREATION COMPREHENSIVE PLAN (TIME ESTIMATE 60 MINUTES)

5. APPROVAL OF MINUTES

24-0057 DECEMBER 20, 2023 SPECIAL MEETING

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

23-001781 LIBRARY STRATEGIC PLAN

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

9. PUBLIC HEARINGS

24-006 CLONEY PARK CARES ACT FUNDING ALLOCATION

RECOMMENDED ACTION:

HOLD PUBLIC HEARING AND MOTION TO ALLOCATE \$240,000 OF CARES ACT FUNDING TO THE CLONEY PARK INCLUSIVE PLAYGROUND PROJECT.

10. BOARD & COMMISSION RECOMMENDATIONS

23-001865 PLANNING COMMISSION RECOMMENDATION TO CREATE A SHARED DRIVEWAYS ORDINANCE

RECOMMENDED ACTION:

APPROVE OF PLANNING COMMISSION RECOMMENDATION FOR A SHARED DRIVEWAYS ORDINANCE AND DIRECT CITY ATTORNEY TO CREATE THE ORDINANCE

24-002 DOWNTOWN LONGVIEW PARKING

RECOMMENDED ACTION:

MOTION AUTHORIZING THE CITY MANAGER TO APPROVE DOWNTOWN PARKING AS OUTLINED BY STAFF

11. ORDINANCES & RESOLUTIONS

24-001870 ORDINANCE NO. 3508 – MICRO-TRENCHING, AMENDING CHAPTER 12.30, “USE AND OCCUPANCY OF RIGHTS-OF-WAY”

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3508

24-001871 ORDINANCE NO. 3509 – MICRO-TRENCHING, AMENDING CHAPTER 12.08, “CONSTRUCTION, REPAIR AND MAINTENANCE”

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3509

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS



24-003 DISSOLVING THE CITY OF LONGVIEW'S LOCAL HOUSING PROGRAM

14. CONSENT CALENDAR

23-001860 APPROVAL OF CLAIMS

24-001872 RESOLUTION NO. 2475 - SET A PUBLIC HEARING ON FEBRUARY 8, 2023 TO VACATE A 12.5-FOOT STRIP OF ALLEY RIGHT OF WAY ADJACENT TO LOTS 1, 2, 3, AND 4 IN BLOCK 12 OF ASSESSOR'S PLAT 6, PARCELS #08736, 08737, 08738, AND 08739.

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION NO. 2475

24-001873 BID REVIEW – HIGHLANDS STREET LIGHTING SMART CONTROL PROCUREMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT THE BID AND AWARD TO WESTERN SYSTEMS, INC., IN THE AMOUNT OF \$210,762.77

24-007 RESOLUTION NO. 2466 – INTERLOCAL AGREEMENT WITH SWWA REGIONAL AIRPORT FOR MUTUAL AID

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2466

24-008 CONSULTANT AGREEMENT WITH GIBBS AND OLSON FOR COLUMBIA HEIGHTS ROAD SAFETY IMPROVEMENTS

RECOMMENDED ACTION:

MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSULTANT AGREEMENT WITH GIBBS AND OLSON

15. CITY MANAGER'S REPORT

24-0058 2024 STATE LEGISLATIVE AGENDA PRIORITIES

16. MISCELLANEOUS

17. EXECUTIVE SESSION

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, JANUARY 25, 2023 – 6:00 P.M.

THURSDAY, FEBRUARY 8, 2023 – 6:00 P.M.

**COUNCIL STRATEGIC & OPERATIONAL TRAINING:**

FRIDAY, JANUARY 19, 2024 - 9:00 A.M. AND SATURDAY, JANUARY 20, 2024 - 9:00 A.M.

**NEXT SPECIAL COUNCIL WORKSHOP:**

THURSDAY, FEBRUARY 15, 2024 – 5:00 P.M. – SOLID WASTE RATES



# CITY OF LONGVIEW PARKS & RECREATION COMPREHENSIVE PLAN





# PURPOSE OF THE COMP PLAN

COMMUNITY SUPPORTED ROAD MAP

CURRENT & FUTURE NEEDS

GOALS & OBJECTIVES

STANDARDS AND GUIDELINES

POLICIES & RECOMMENDATIONS

CAPITAL IMPROVEMENT PLAN

GRANT ELIGIBILITY



# PLANNING PROCESS

ANALYSIS & REVIEW  
COMMUNITY NEEDS ASSESSMENT  
PLAN DEVELOPMENT  
PLAN ADOPTION





CREATE A HEALTHY COMMUNITY BY PROVIDING HIGH QUALITY  
PARK AND RECREATION SERVICES TO EVERYONE.

# GOALS & OBJECTIVES

- PLANNING
- MANAGEMENT & OPERATIONS
- PARKS
- OPEN SPACE
- RECREATION
- GOLF
- URBAN FORESTRY
- TRAILS
- PUBLIC ART
- PUBLIC INVOLVEMENT



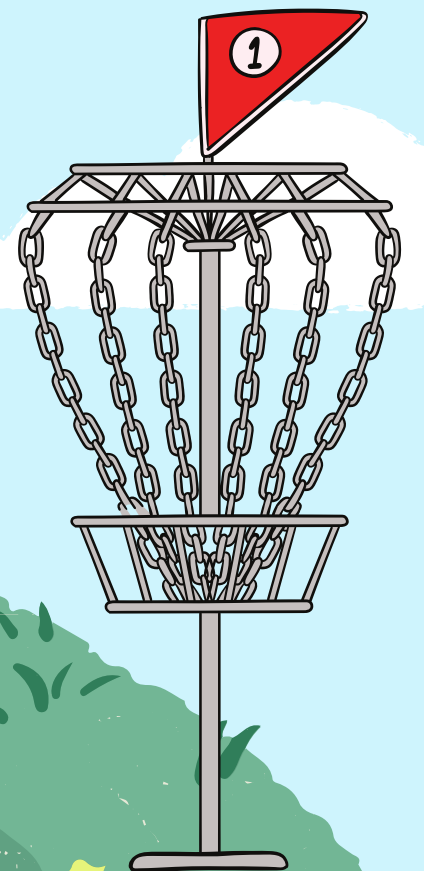
# PLANNING AREA

AREA DESCRIPTION

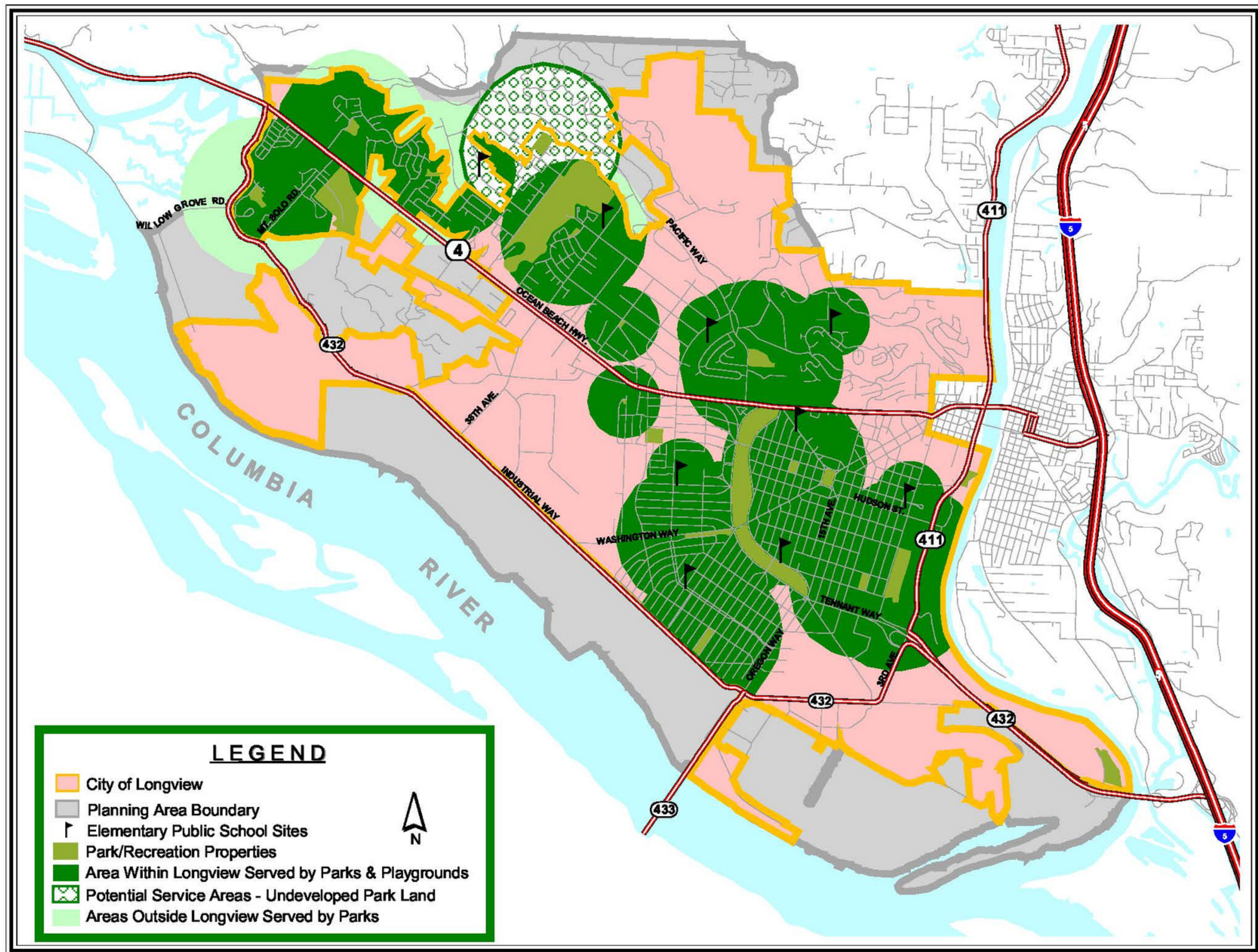
CENSUS TRACTS & DATA CHANGE

CITY OF LONGVIEW LAND USE

PARK & RECREATION SITES









# CLASSIFICATION OF PARKS & FACILITIES

PLAY LOT  
NEIGHBORHOOD PARK  
PASSIVE AREA  
COMMUNITY PARK  
REGIONAL PARK  
SPECIAL USE FACILITIES  
TRAILS



# PARK LEVEL OF SERVICE STANDARDS

EXISTING DEMAND  
PROJECTED DEMAND



| PARK LEVEL OF SERVICE                                                                       |                          |                                  |                                     |                |
|---------------------------------------------------------------------------------------------|--------------------------|----------------------------------|-------------------------------------|----------------|
| Class                                                                                       | Level of Service         | Existing Demand (2020)<br>37,914 | Projected Demand (2030)<br>>41,881* | Current Supply |
| I (Play Lot)                                                                                | No numerical standard    | -                                | -                                   | 1.2 acres      |
| II (Neighborhood Park)                                                                      | 7 acres/1,000 population | 265 acres                        | 293 acres                           | 262 acres      |
| III (Passive Area)                                                                          | No numerical standard    | -                                | -                                   | 164 acres      |
| IV (Community Park)                                                                         | 3 acres/1,000 population | 113 acres                        | 125 acres                           | 269 acres      |
| V (Regional Park)                                                                           | No numerical standard    | -                                | -                                   | 409 acres      |
| VI (Special Use Facilities)                                                                 | No numerical standard    | -                                | -                                   | 10             |
| VII (Trails)                                                                                | 1 mile/1,000 population  | 37 miles                         | 41 miles                            | 12 miles       |
| * Based on annual increase rate of 1% stated in the City of Longview Comprehensive Plan 2-6 |                          |                                  |                                     |                |

| PARK LEVEL OF SERVICE STANDARDS                          |                        |              |            |                      |          |
|----------------------------------------------------------|------------------------|--------------|------------|----------------------|----------|
| Grade*                                                   | A (<10%)               | B (11 - 20%) | C (21-30%) | D (31-40%)           | F (>41%) |
| *Grade is percent difference between existing and demand |                        |              |            |                      |          |
| Class                                                    | Deficiency (2020/2030) |              |            | Current/Future Grade |          |
| I (Play Lot)                                             | -                      |              |            | -                    |          |
| II (Neighborhood Park)                                   | 3 acres/31 acres       |              |            | A / B                |          |
| III (Passive Area)                                       | -                      |              |            | -                    |          |
| IV (Community Park)                                      | 0 acres / 0 acres      |              |            | A / A                |          |
| V (Regional Park)                                        | -                      |              |            | -                    |          |
| VI (Special Use Facilities)                              | -                      |              |            | -                    |          |
| VII (Trails)                                             | 25 miles / 29 miles    |              |            | F / F                |          |



# INVENTORY

PARK/FACILITY

DESCRIPTION

MANAGEMENT/PARTNERSHIPS

MAINTENANCE LEVEL

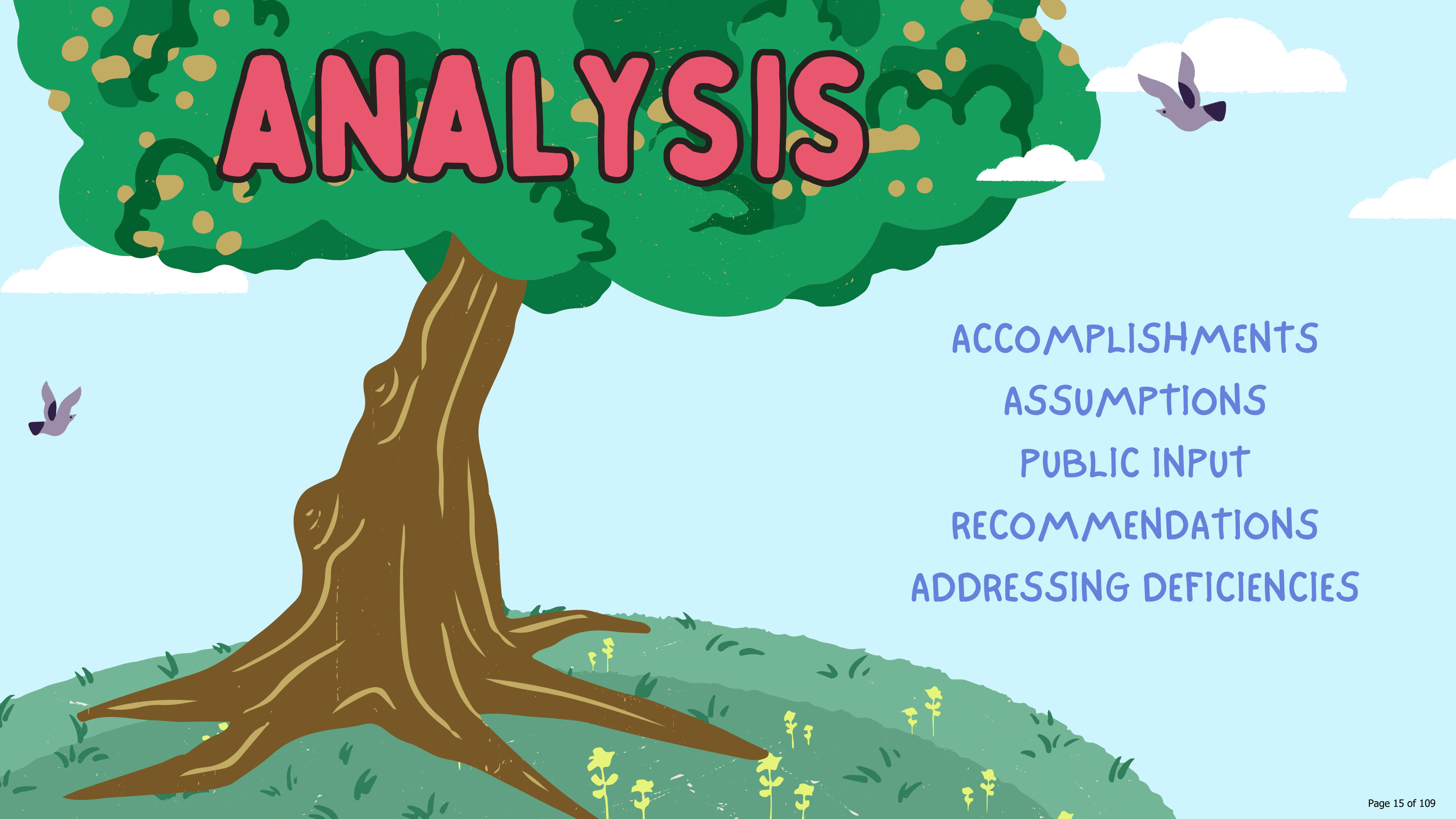
UPDATES

REQUIREMENTS/NEEDS

ENHANCEMENTS



# ANALYSIS



ACCOMPLISHMENTS

ASSUMPTIONS

PUBLIC INPUT

RECOMMENDATIONS

ADDRESSING DEFICIENCIES

# LEVELS OF SERVICE

## MAINTENANCE & MANAGEMENT OF PARKS, URBAN FORESTRY, & RECREATION





# TIERED LEVELS MAINTENANCE & MANAGEMENT

## LEVEL

## C

## 14 YEARS



# PLAN IMPLEMENTATION

PROJECT PRIORITIES, FUNDING SOURCES, & CAPITAL IMPROVEMENT PLAN



# NEXT STEPS

CITY COUNCIL  
WORKSHOP  
JANUARY 11TH

CITY COUNCIL  
ADOPT by RESOLUTION  
JANUARY 25TH





QUESTIONS? IF NOT,  
THAT'S ALL!

THANK  
YOU!





# City of Longview

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

## 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 Hilary Strobel  
Council Member Erik Halvorson***

---

Wednesday, December  
20, 2023

5:00 PM

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 Council Chamber, 1525 Broadway, Longview, on Thursday, December 20, 2023 at 5:00 p.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. 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**  
*Mayor Wallis called the meeting to order at 5:02 p.m.*
2. **INVOCATION\*/FLAG SALUTE**  
*The flag salute was recited.*

**3. ROLL CALL**

**Present:** Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Strobel, Councilmember Wean, and Councilmember Boudreau

**Absent and Excused:** Councilmember Halvorson

**Staff Present:** City Manager Kris Swanson, City Attorney Dana Gigler, Deputy City Clerk Kelly Jensen, Public Works Director Ken Hash, Assistant City Manager Ann Rivers, Parks & Recreation Director Jen Wills, Police Chief Robert Huhta, Assistant Public Works Director Chris Collins, and City Engineer Sam Barnham

**4. WORKSHOP****5. APPROVAL OF MINUTES**

**23-001832 DECEMBER 7, 2023 SPECIAL MEETING-WORKSHOP**

**23-001834 DECEMBER 14, 2023 REGULAR MEETING**

*A motion was made by Councilmember Strobel, seconded by Councilmember Kendall, to approve the December 7, 2023 Special Meeting-Workshop Minutes and the December 14, 2023 Regular Meeting Minutes as corrected. The motion carried unanimously.*

**6. CHANGES TO THE AGENDA****7. PRESENTATIONS & AWARDS**

**23-001833 MINT VALLEY RACQUET COMPLEX FEASIBILITY STUDY**

*Parks and Recreation Director Jen Wills presented.*

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

*Tom Samuels provided public comment*

*Tom Spain provided public comment*

*Jason Still provided public comment*

*A citizen, name unstated, provided public comment*

**9. PUBLIC HEARINGS****10. BOARD & COMMISSION RECOMMENDATIONS****11. ORDINANCES & RESOLUTIONS**

**23-001841 RESOLUTION NO. 2471 – WATER RATES FOR 2024**

**RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2471**

*Public Works Director Ken Hash presented.*

***A motion was made by Mayor Pro Tem Wallin, seconded by Councilmember Kendall, to***



**adopt Resolution No. 2471. The motion carried by the following vote:**

**Ayes: Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Mayor Pro Tem Wallin, and Mayor Wallis**

**Nays: Councilmember Boudreau**

*Jason Still provided public comment*

*Tom Samuels provided public comment*

**23-001842 RESOLUTION NO. 2472 – SEWER RATES FOR 2024**

**RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2472**

*Public Works Director Ken Hash presented.*

**A motion was made by Mayor Pro Tem Wallin, seconded by Councilmember Kendall, to adopt Resolution No. 2472. The motion carried by the following vote:**

**Ayes: Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Mayor Pro Tem Wallin, and Mayor Wallis**

**Nays: Councilmember Boudreau**

*Jason Still provided public comment*

*Teresa Purcell provided public comment*

*Public Works Director Ken Hash discussed discounted utility rates available to citizens*

**23-001843 RESOLUTION NO. 2474 – STORMWATER RATES FOR 2024**

**RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2474**

*Assistant Public Works Director Chris Collins presented.*

**A motion was made by Councilmember Kendall, seconded by Councilmember Wean, to adopt Resolution No. 2474. The motion carried by the following vote:**

**Ayes: Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Mayor Pro Tem Wallin, and Mayor Wallis**

**Nays: Councilmember Boudreau**

*Jason Still provided public comment*

**12. MAYOR'S REPORT**

*Mayor Wallis recognized Councilmember Ortiz, Councilmember Strobel and Mayor Pro Tem Wallin for their service to the City of Longview on various boards and committees over the years and presented them with cards and awards.*

**13. COUNCILMEMBERS' REPORTS**

*Councilmember Strobel thanked the other councilmembers*

*Mayor Pro Tem Wallin provided a report*

*Councilmember Wean provided a report*

*Councilmember Boudreau provided a report*

*Councilmember Kendall provided a report*

**14. CONSENT CALENDAR**

**A motion was made by Councilmember Strobel, seconded by Councilmember Kendall, to approve the Consent Calendar.**

*Jason Still provided public comment*

*Teresa Purcell provided public comment*

**23-001840 CONSULTANT AGREEMENT WITH GIBBS AND OLSON FOR MT SOLO RESERVOIR FILL LINE IMPROVEMENTS****RECOMMENDED ACTION:****MOTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT AGREEMENT WITH GIBBS AND OLSON****23-001844 CONTRACT WITH THE HUMANE SOCIETY OF COWLITZ COUNTY FOR ANIMAL LICENSING AND SHELTER SERVICES****RECOMMENDED ACTION:****MOTION TO ENTER INTO THE CONTRACT WITH THE HUMANE SOCIETY OF COWLITZ COUNTY****23-001845 SET PUBLIC HEARING FOR CLONEY PARK CARES ACT FUNDING ALLOCATION****RECOMMENDED ACTION:****SET A PUBLIC HEARING ON JANUARY 11TH TO DISCUSS THE ALLOCATION OF CARES ACT FUNDING FOR REMODELING OF CLONEY PARK.****23-001777 RESOLUTION NO. 2473 - ANIMAL CONTROL RATES****RECOMMENDED ACTION:****MOTION TO ADOPT RESOLUTION NO. 2473***Council had a lengthy discussion about the animal control rates.**A motion was made by Councilmember Wean, seconded by Councilmember Kendall to remove Resolution No. 2473 from the Consent Calendar for Special Consideration.**Council continued to discuss the animal control rates**Council returned to the original motion to adopt the consent calendar but with the removal of Resolution No. 2473 from the Consent Calendar for Special Consideration. The motion carried unanimously**Council continued to discuss the animal control rates**A motion was made by Councilmember Strobel, seconded by Councilmember Kendall, to adopt Resolution No. 2473 as presented.**Council continued to discuss the animal control rates**Tom Samuels provided public comment**Jason Still provided public comment**Tom Spain provided public comment**The motion carried by the following vote:**Ayes: Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Councilmember Boudreau and Mayor Wallis**Nays: Mayor Pro Tem Wallin***15. CITY MANAGER'S REPORT**

**23-001846 RAILS TO TRAILS**

*City Manager Kris Swanson started the presentation.  
Assistant Public Works Director Chris Collins presented*

***A motion was made by Councilmember Strobel, seconded by Councilmember Kendall to direct the City Manager to move forward with an Interlocal Agreement with Beacon Hill and prepare a Purchase and Sale Agreement for the property from Patriot Rail.***

*Larry Crosby provided public comment  
Keith Young provided public comment  
Jason Still provided public comment  
Larry Crosby provided public comment*

***The motion carried unanimously***

**23-001847 2024 FEDERAL LEGISLATIVE AGENDA**

*City Manager Kris Swanson presented.*

***A motion was made by Councilmember Strobel, seconded by Councilmember Kendall to adopt the Federal Legislative Agenda.***

*Jason Still provided public comment.*

***The motion carried unanimously.***

*Chief Huhta reported on the Downtown Advisory Committee December 19, 2023 meeting and presented on Downtown Longview Parking and provided a handout. Council recommended that this matter be put on the January 11, 2024, City Council Meeting.*

*City Manager Kris Swanson announced the following:*

*January 10th CFM and staffers from the Federal Delegation will be here to tour the Beech Street Project.*

*January 11th is the first Council Meeting of the year - District Court Judge Imboden will conduct the swearing in of new councilmembers.*

*January 18th tentatively scheduling a Workshop on Solid Waste.*

*January 19th and 20th will conduct a Council Retreat.*

*January 25th Council Meeting will start with a Public Forum regarding Use of Fishers Lane Property and Parking.*

*City Manager Kris Swanson recognized the outgoing councilmembers*

**16. MISCELLANEOUS****17. EXECUTIVE SESSION****18. ADJOURNMENT**

***The meeting was adjourned at 8:10 p.m. by outgoing Councilmember Strobel***

***Kelly Jensen  
Deputy City Clerk***

***Approved: \_\_\_\_\_  
Mayor***

**NEXT REGULAR COUNCIL MEETINGS:**

THURSDAY, JANUARY 11, 2024 - 6:00 P.M.

THURSDAY, JANUARY 25, 2024 – 6:00 P.M.





# City of Longview

## Agenda Summary

### **LIBRARY STRATEGIC PLAN**

**DATE:** January 11, 2024

### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

**CITY ATTORNEY REVIEW:** N/A

### **SUMMARY STATEMENT:**

In the fall of 2022, a strategic planning committee was formed to guide the Longview Public Library's future direction. The committee was composed of library staff, Friends of the Library members, Longview Library Foundation members, Board of Trustee members, Cowlitz County Mini District board members, community school specialists, and staff from other City departments.

After gathering input, the committee developed three goals with objectives derived from community priorities. The Longview Public Library is committed to using this plan to provide services that meet the needs of the community and build a stronger and more vibrant future for all.

### **RECOMMENDED ACTION:**

Presentation only.

### **STAFF CONTACT:**

Library Director Jacob Cole

### Attachments:

1. LPL Strategic Plan 2023 1 Pager
2. LPL Strategic Plan Aug 2023 Full Document



# Strategic Plan

2023-2028

## MISSION

Educate minds. Empower people. Enrich lives. Encourage life-long learning. Enhance connection.

## VISION

Offer a welcoming destination that encourages people and ideas to come together. Nurture a joy of reading and discovery by meeting the needs and interests of our diverse community. Celebrate the history of Longview while embracing the future.

## VALUES

### ACCESS, DIVERSITY, & EQUITY

We ensure all people have free and equal access to information and library spaces. We create collections and programs that represent diverse experiences and viewpoints.

### COMMUNITY

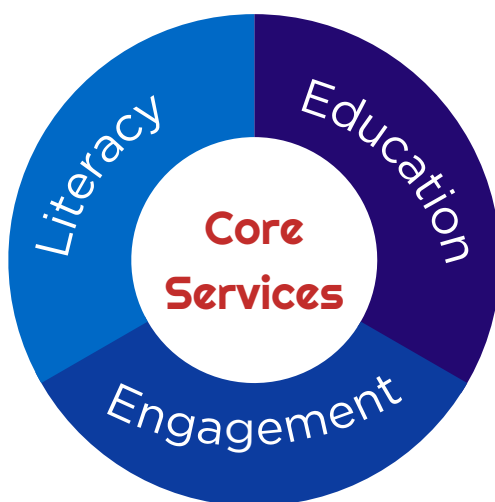
We maintain a library that is safe, welcoming, and responsive to community needs. We provide excellent service that is confidential, nonjudgmental, and nonpartisan.

### DISCOVERY

We create collections that entertain and allow for serendipity. We create programs that introduce new connections, ideas, and resources.

### LEARNING

We actively facilitate and promote literacy and life-long learning. We are a partner in community efforts to improve educational outcomes.



## Community Priority: Literacy

Goal: The Library will work to increase access to reading resources and programs that develop literacy for all.

## Community Priority: Education

Goal: The Library will provide increased opportunities to gain the skills needed to learn and grow.

## Community Priority: Engagement

Goal: The Library will provide opportunities for the community to meet and participate in meaningful dialog.

By 2028, the Library hopes to achieve specific goals and objectives outlined in our strategic plan. Funding, staff, and time are allocated first to core services and then to the three community priority areas, with resources available for opportunities and innovations.

SCAN ME

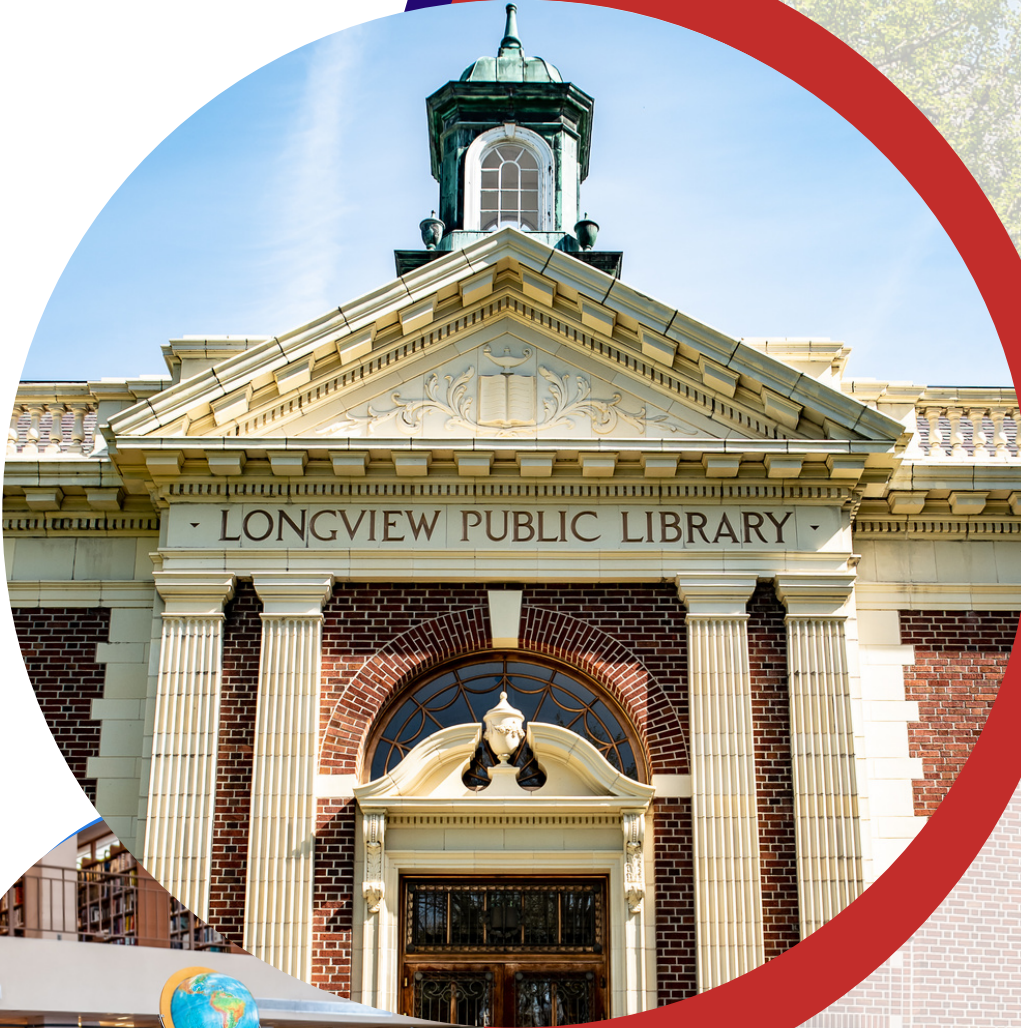






**Longview**  
PUBLIC LIBRARY

# Strategic Plan



# Table of Contents

**1**

**Libraries Transform!**

**2**

**Being SMART: Roadmap for Success**

**3**

**Mission, Vision & Values**

**4**

**Community Priority: Literacy**

**5**

**Community Priority: Education**

**6**

**Community Priority: Engagement**

**7**

**Internal Goals & Strategies**

**8**

**Plan in Action**

According to Professor R. David Lankes, "Bad libraries build collections. Good libraries build services. Great libraries build communities." At the Longview Public Library, our goal is to help build the community that people envision for the future.

To achieve this goal, our Library needs a roadmap that outlines where we are headed and what the intended destination looks like. The strategic planning process enables stakeholders, library staff, and support organizations to understand the community's needs and desires, as well as the strengths and weaknesses of the library.

With this knowledge, the plan guides the Library in the right direction. Our library is committed to using this planning process to ensure that we provide services that meet the needs of our community and help build the future.

Libraries transform lives through service, connection, and resources. By transforming individual lives, the library transforms the community as a whole. The Library itself is being transformed to be innovative, modern, reflective of all members of the community, as well as responsive to the community's vision.



# Libraries Transform!

In the past, library metrics have focused on outputs such as attendance, circulation, and service hours. However, libraries are constantly striving to be creative and innovative in all areas, including measurement.

## How We Started

In the fall of 2022, a strategic planning committee was formed to guide the Longview Public Library's future direction. The committee was composed of library staff, Friends of the Library members, Longview Library Foundation members, Board of Trustee members, Cowlitz County Mini District board members, community school specialists, and staff from other City departments.

To begin the planning process, the committee conducted a thorough analysis of the library's strengths, weaknesses, opportunities, and threats. We examined the library's current mission and vision, comparing and contrasting it with those of other public libraries. After extensive discussion, the committee developed a new mission and vision, along with a set of values to guide future planning.

## Listening to Our Community

To gather input, the committee conducted several focus group sessions, including one with library staff, one with the strategic planning committee, and two open "Community Listening Sessions." We also conducted 15 interviews with individuals and groups selected by the committee and a community survey about Library services with 200+ participants. The committee reviewed and analyzed the responses, identifying repeated phrases and themes, and generated a word cloud from the responses.

Based on this input, the committee developed three goals with objectives derived from community priorities. Library staff assigned metrics to each objective to measure progress and set targets to be achieved over the five-year period. Every year, library staff will create action plans outlining how their work will contribute to achieving these goals.

The Longview Public Library is committed to using this plan to provide services that meet the needs of the community and build a stronger and more vibrant future for all.



# Being SMART

(Specific, Measurable, Achievable, Relevant, Time-Bound)

Libraries have three key areas of focus, collections, programs, and services. Marketing strategies are used to highlight and bring about change to the focus areas.

At the Library, we aim to measure outcomes, not just outputs, and have identified specific targets to track our progress. In setting these targets, we have taken into account staffing and volunteer availability, which we refer to as our "capacity." We aim to stretch ourselves while also being realistic about what we can achieve.

By measuring outcomes, we hope to better understand the impact of our collections, programs, and services on the community. We will continue to seek new and innovative ways to engage and serve our patrons, while also tracking our progress and making adjustments as needed.

Our goal is to provide the best possible service to the community and to continue to evolve and grow with its needs.

## COLLECTIONS

The items purchased for lending, such as books, databases, magazines, and videos.

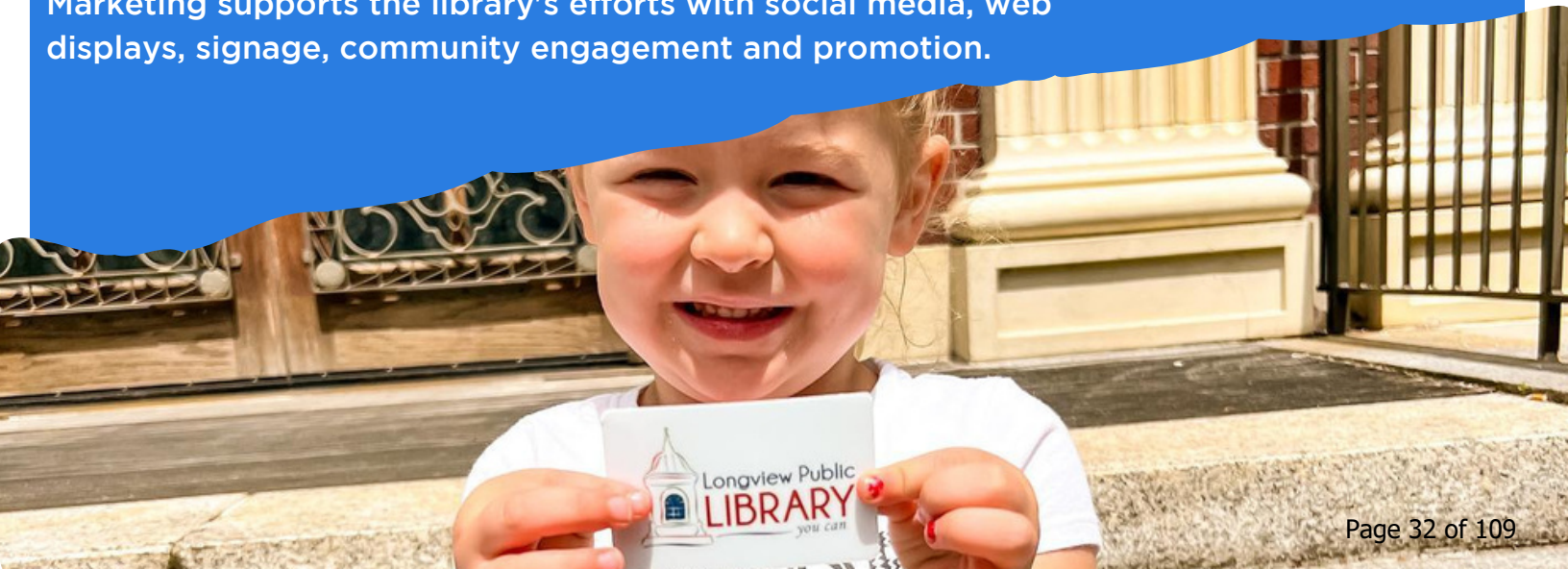
## PROGRAMS

Library or community driven programming including book clubs, crafts, events, and speakers.

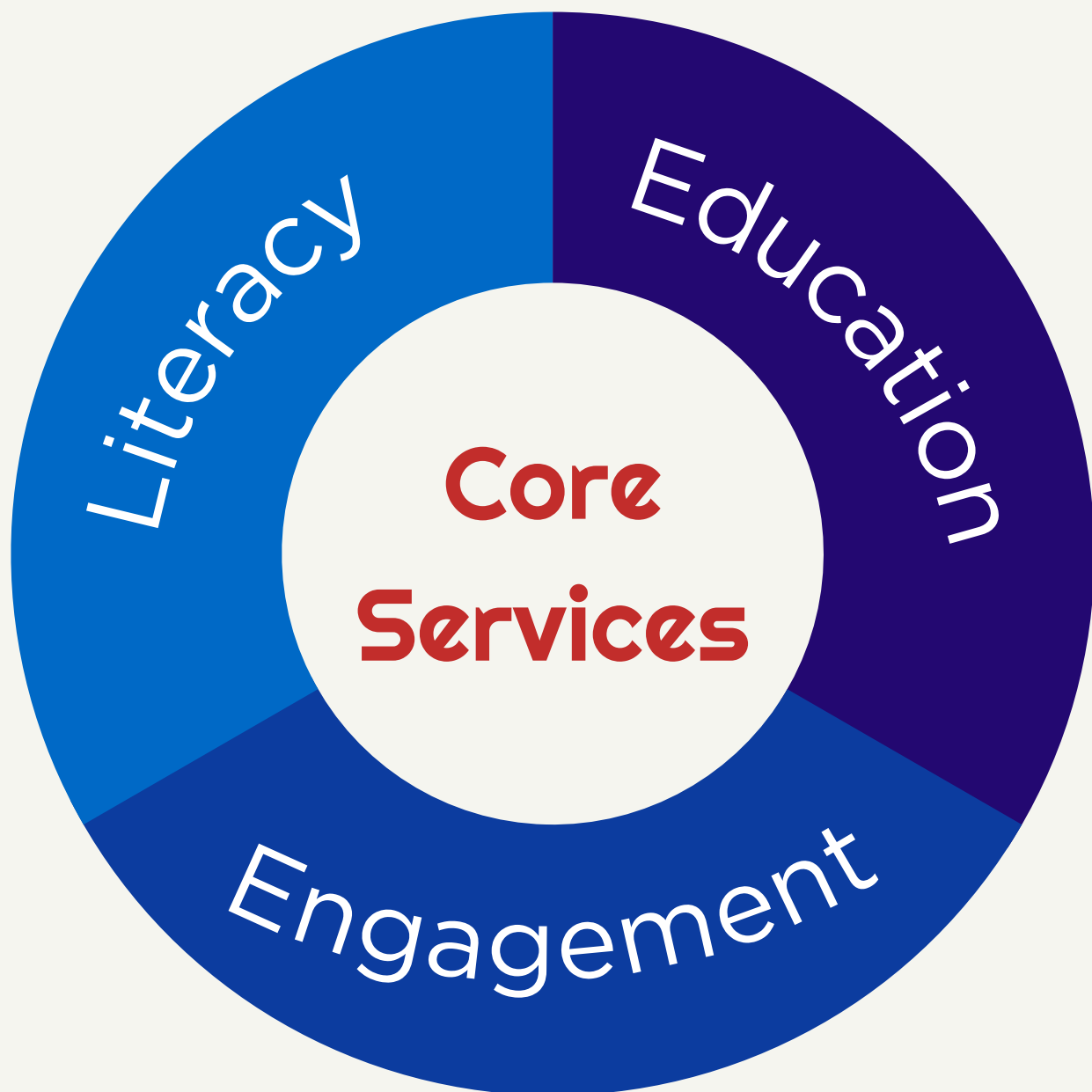
## SERVICES

Library customer service encompasses assistance, instruction, and research.

Marketing supports the library's efforts with social media, web displays, signage, community engagement and promotion.



# Community Priority Areas



By 2028, the Library hopes to achieve specific goals and objectives outlined in this strategic plan. Funding, staff, and time are allocated first to core services and then to the three community priority areas, with resources available for opportunities and innovations.



# Mission, Vision & Values



## MISSION

Educate minds. Empower people. Enrich lives.  
Encourage life-long learning. Enhance connection.

## VISION

Offer a welcoming destination that encourages people and ideas to come together. Nurture a joy of reading and discovery by meeting the needs and interests of our diverse community. Celebrate the history of Longview while embracing the future.

## VALUES

### ACCESS, DIVERSITY, & EQUITY

We ensure all people have free and equal access to information and library spaces. We create collections and programs that represent diverse experiences and viewpoints.

### COMMUNITY

We maintain a library that is safe, welcoming, and responsive to community needs. We provide excellent service that is confidential, nonjudgmental, and nonpartisan.

### DISCOVERY

We create collections that entertain and allow for serendipity. We create programs that introduce new connections, ideas, and resources.

### LEARNING

We actively facilitate and promote literacy and life-long learning. We are a partner in community efforts to improve educational outcomes.



# Community Priority: Literacy

Goal: The Library will work to increase access to reading resources and programs that develop literacy for all.

1

## **Increase the number of resources to teach and improve reading.**

- Update and increase collection materials in literacy, homeschooling, and parenting topics.
- Increase circulation in these areas by 10% per year.

2

## **Develop a program to increase adult literacy.**

- Revitalize our Project READ programming efforts to serve an average of 100 participants who reached their goal or have made significant progress per year.
- Increase adult literacy volunteer hours by 5% per year.

3

## **Provide additional opportunities for early literacy.**

- Grow the number of opportunities and participants while improving early learning outcomes.
- Increase early literacy participation by 10% per year.
- Increase number of early literacy programs offered at night and on weekends by 3% per year.

4

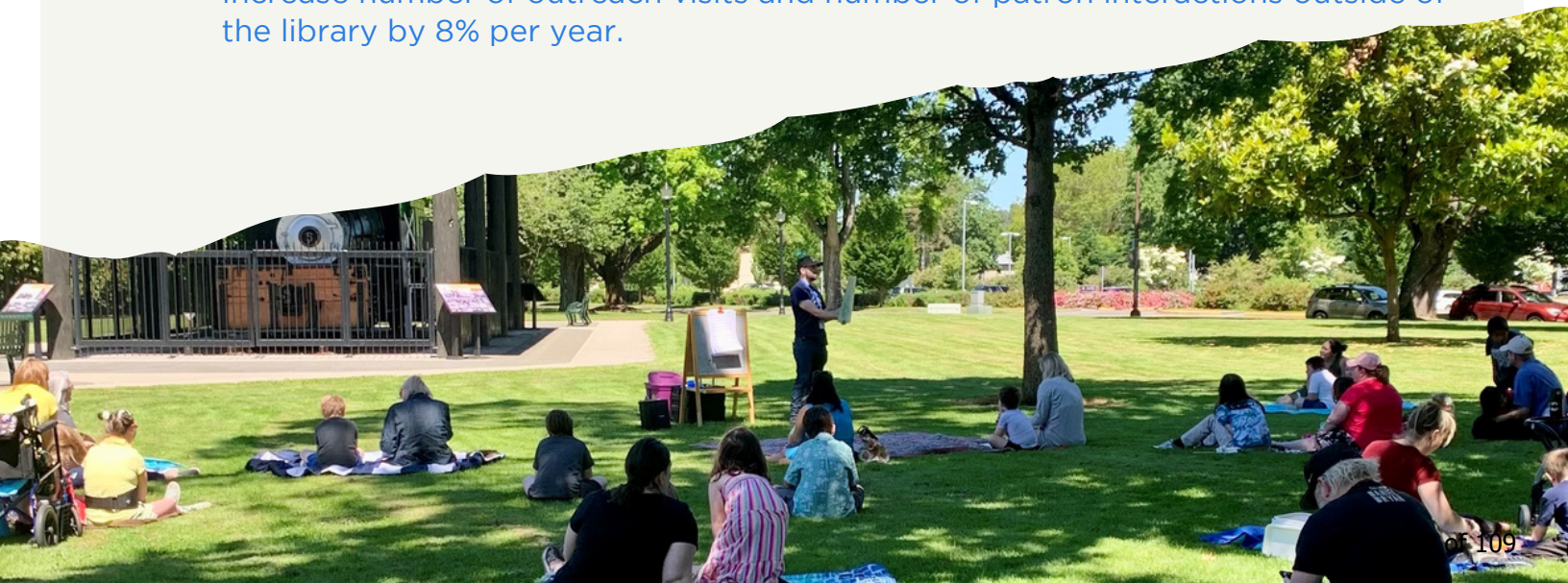
## **Increase diverse and equitable offerings.**

- Grow the number of programs and collection items that feature BIPOC, LGBTQIA+, disability, or neurodivergent content by 30% by 2028.
- Increase number of materials donated to organizations that support socially excluded communities to 1000 items by 2028.

5

## **Increase access inside and outside the library, especially in underserved areas using the mobile library.**

- Grow the number of Longview and Rural Mini District households having a library card to 45% by 2028.
- Increase number of outreach visits and number of patron interactions outside of the library by 8% per year.



# Community Priority: Education

Goal: The Library will provide increased opportunities to gain the skills needed to learn and grow.

1

## Teach technology skills through direct assistance and programs.

- Revitalize our technology one-on-one assistance / programming efforts to serve an average of 100 people per year.

2

## Provide horticultural education through collection items, displays and programs.

- Increase seed library participation by 10% per year.
- Provide 8 horticulture programs and/or displays per year.
- Increase horticulture collection by 10% per year.

3

## Encourage kindergarten readiness through programs in the building, online and through the mobile library.

- Increase number of programs with an early learning or kindergarten readiness component and program participation by 50% by 2028.
- Survey participants, with a goal of having 90% or more of surveyed participants reporting that they will increase interactions with their children (reading, talking, singing, writing, and playing.)
- Increase number of "1000 Books before Kindergarten" participants by 10% per year.

4

## Teach skills needed for all ages through programs and resources.

- Grow the number of educational programs (not counting literacy) per year that teach skills needed for all ages such as high school equivalency exams, math skills, naturalization, professional licensing and more.
- Increase use of educational databases by 10% per year.
- Increase spending on education collections by 15% per year.

5

## Offer small business and employee assistance skills through programming and collections.

- Increase spending on FEDC collection by 10% per year.
- Increase number of business and employment activities by 10% per year.





# Community Priority: Engagement

Goal: The Library will provide opportunities for the community to meet and participate in meaningful dialogue.

## 1 Serve as a local connection to organizations and volunteers.

- Host an annual volunteer fair and contact resource to connect community members to local organizations.
- Investigate ways to promote and increase community volunteerism.
- Record number of volunteer hours in the Library (outreach services, literacy and program / shelving volunteers) and with our partner organizations (Friends and Foundation) with a goal of increasing efforts 10% per year.

## 2 Develop programming that facilitates connection with community members.

- Provide 100 program opportunities per year, that explicitly promote community participation and connection.
- Increase number of participants in programs by 10% per year.

## 3 Expand programming that highlights diverse voices and experiences and/or enables conversations on difficult topics.

- Increase the number of programs and participation featuring diverse voices or difficult conversations by 10% per year.

## 4 Showcase displays, programs, and services that teach the history of Longview and inspire pride in our community.

- Showcase at least one display or program per month with a Longview focus.
- Fulfill 25 research requests or more per year.
- Increase the number of hours the Longview Room is open to the public to 3 days or more per week.

## 5 Host festivals that invite celebration and community connection.

- Host at least 4 festivals / large community events per year.



# Internal Goals and Strategies

## BE A GREAT PLACE TO WORK

**Goal:** Foster an internal culture that promotes inclusion, teamwork, accountability, and opportunities for growth.

Create a comprehensive staff training program that ensures that all members of library staff have the tools, resources, and education to help people access the library's collections, services, and programs in-person and online.

- Have all staff attend at least one annual early literacy training.
- Offer an annual staff training day that incorporates cross training opportunities.
- Ensure staff have consistent understanding of updated library policies and procedures for consistent and friendly service.

## EXPAND AND ENGAGE THE LIBRARY COMMUNITY

**Goal:** Ensure that the LPL is a culturally responsive library that engages the community in our work.

- Ensure that staff have the cultural knowledge to treat all people respectfully and equitably regardless of age, disability, housing status, race, gender, and/or sexuality.
- Create a collection development plan that includes purposes and descriptions of each collection, targeted areas for growth or development, and schedules for weeding and assessment.
- Conduct a diversity audit of the Library's collection.
- Improve the LPL website so patrons can better access their library accounts and find information about library collections, services, and programs.
- Create resource guides and directories to help patrons find information in the library and in the greater community.
- Prioritize Library Leadership participation in area groups that support literacy and create partnerships such as Early Literacy Council, Rotary, Lions, Altrusa.
- Improve marketing efforts by increasing the marketing budget to 2% of non-labor spending by 2028.





# Internal Goals and Strategies

## A WELCOMING LIBRARY BUILDING

Goal: The library building and grounds are a welcoming and comfortable place for patrons to meet.

Create a comprehensive building plan.

- HVAC replacement
- Interior repairs / restoration
- Updated modular shelving
- Dynamic shelving
- Comfortable seating
- Adequate electrical access
- Interactive play space
- Engaging displays and artwork
- Improved accessibility for those with disabilities
- Improved Wi-Fi
- Improved internet speed
- Improved exterior and interior lighting
- Manicured grounds





# Plan in Action

Library leadership will use the Strategic Plan as a roadmap. While we aim to follow the plan, there may be certain programs or opportunities that we feel are innovative and would benefit our community, even if they do not directly adhere to the plan. We call this "room for innovation" and will allocate 10% of our time and resources to pursue these opportunities.

Each full-time library staff member will be asked to create an annual action plan outlining their goals and how they align with the strategic plan. Supervisors will check in with their staff to monitor progress, and library leadership will review metrics to track progress toward the strategic plan goals and objectives.

By allowing for innovation and encouraging staff to think creatively, we hope to better serve our community and improve our offerings. We believe that by setting clear goals and regularly monitoring progress, we can stay on track and continue to evolve and grow as a library.



## Committee Members

Jacob Cole, Director

Austin Brigden, Administrative Assistant

Justin Brown, Longview Recreation Manager

Jakob Collins, Youth Services Technician

Beverly Coryell, Library Foundation Member

Jane Ditewig, Library Foundation Chair

David Griggs, Library Foundation Member

Erik Halvorson, Board Trustee Member

Lisa Hedgpeth, Adult Services Librarian

Jennifer Jensen, Technical Services Librarian

Dave Knoyle, Board Trustee Secretary

Belinda Lowery, Friends of the Library President

Katy Olson, Mark Morris School Librarian

Heather Palow, Communications Specialist

Rosemary Powelson-Baily, Foundation Board Member

Bob Roth, Library Foundation Treasurer

Donita Sands, Cataloging Specialist

Christina Smith, Board Trustees Chair

Becky Standal, Youth Services Librarian

Paula Stepankowsky, Trustee Board Member

Lisa Sudar, Cowlitz Rural Mini District Board Member

Yeni Woodall, Friends of the Library Treasurer

We thank you for your continued support of our Longview Public Library.

Longview Public Library

1600 Louisiana St.

Longview, WA 98632

360.442.5300

<http://www.longviewlibrary.org/>



**Longview**  
Page 40 of 109



# City of Longview

## Agenda Summary

### CLONEY PARK CARES ACT FUNDING ALLOCATION

#### **RECOMMENDED ACTION:**

**HOLD PUBLIC HEARING AND MOTION TO ALLOCATE \$240,000 OF CARES ACT FUNDING TO THE CLONEY PARK INCLUSIVE PLAYGROUND PROJECT.**

**DATE:** January 11, 2024

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

Cloney Park is currently home to multiple play features that are at the end of their life expectancy and all park features have one or more accessibility issues, making it a natural choice to invest in and revitalize, especially considering its location. The park is located on the edges of Longview's Highlands and Olympic West neighborhoods. Both are high-density residential neighborhoods officially designated as Low-Moderate Income areas by the United States Department of Housing and Urban Development (HUD). Historically underserved, these neighborhoods have fewer recreation opportunities and families often face additional barriers to accessing resources that encourage healthy lifestyles and family stability. The park is located along a major public transportation route and is within 0.5 miles from 1,834 addresses, including two elementary schools, a middle school, a high school, and a private school that serves pre-school through middle school students. The narrow walkways in and around the park have numerous trip hazards, non-ADA compliant curb cuts, and are built with multiple materials without smooth transitions. The existing playground equipment was installed in 1997 and contains some of the oldest play features in our parks system, which were scheduled for replacement in 2021. The park also includes Longview's only skatepark and BMX bike track. Some sections of the skate park date back to the 1970s and even the updated section added in 2004 is nearing its end of life. The BMX track has multiple maintenance issue that need to be addressed for better access and in response to the community's needs.

The Cloney Park Inclusive Playground will tell the story of Longview's rich cultural history. Longview, located at the confluence of the Cowlitz and Columbia rivers in traditional Cowlitz Tribal territory, was founded as an industry town to support the lumber mills in 1924. The completed concept design draws from this local heritage by incorporating traditional Cowlitz Tribe and lumber industry elements into the park's play features. A Cowlitz Tribe inspired canoe and longhouse style picnic shelter welcome visitors to the park while a nearby log boom and log piles provide opportunities for rope, swing, and climbing play. Structural mounds representing paper mill wood chip piles offer the potential of discovery and repose, while a boulder sand and water play area allow endless imaginative possibilities. A large log-hop mound features a water pump and a children's accessible path to the top that spirals over to an additional forested hill highlighting a spherical metal sculpture by a local artist. Log stacks, rounds, and stumps create additional play opportunities, and all play elements offer wheeled access in, on, around, below, or through.

The Cloney Park Project has received a total of \$1,300,000 in funding. \$1,000,000 was provided for by the state legislature, \$250,000 was granted through the Washington State Recreation Conservation Office for planning recreational access, and \$50,000 was provided for by the Weyerhaeuser Giving Fund. CARES Act Funding will aid in making this project a reality and support for going after additional matching grants.

Community and Economic Development and Parks and Recreation are recommending an allocation of \$240,000 of CARES act funding to the Cloney Park Inclusive Playground project.

#### **RECOMMENDED ACTION:**

1. Hold Public Hearing on the Allocation of \$240,000 of CARES Act funding to the Cloney Park inclusive playground project.

2. Motion to allocate \$240,000 of CARES Act funding to the Cloney Park inclusive playground project.

**STAFF CONTACT:**

Longview Parks and Recreation Director Jennifer Wills  
Program Coordination Specialist Kenny Robinson

Attachments:

1. public hearing cloney park playground 1.11.24





# PUBLIC HEARING

## CARES ACT FUNDING ALLOCATION FOR CLONEY PARK INCLUSIVE PLAYGROUND



# CARES ACT FUNDING

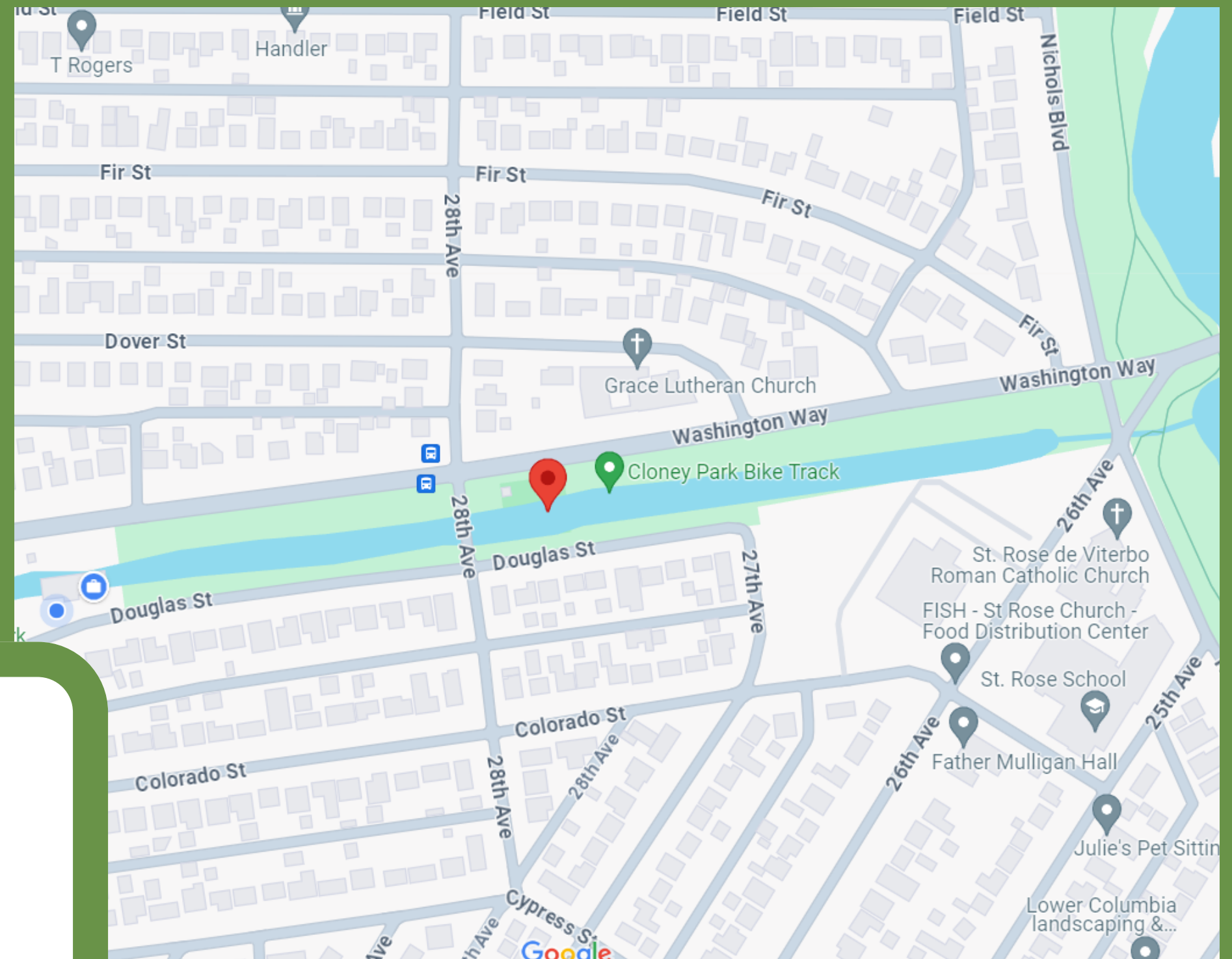
**What is it?**  
**Where does it come from?**  
**Who/What is eligible?**  
**Why is it available?**  
**How much is available?**





# Cloney Park

Cloney Park is located between Nichols Boulevard and 30th Avenue along Washington Way. It includes the playground area, skate park, and bmx track.





# History

- Playground Replacement Plan
- 2022 CDBG Design Grant for Concept
- Design
  - Inclusive
  - Nature Based
  - Historical Theme







WATER PUMP AND LOG WATER RUNNEL  
LEADING TO WATERWHEEL



LARGE STUMP  
PICNIC AREA



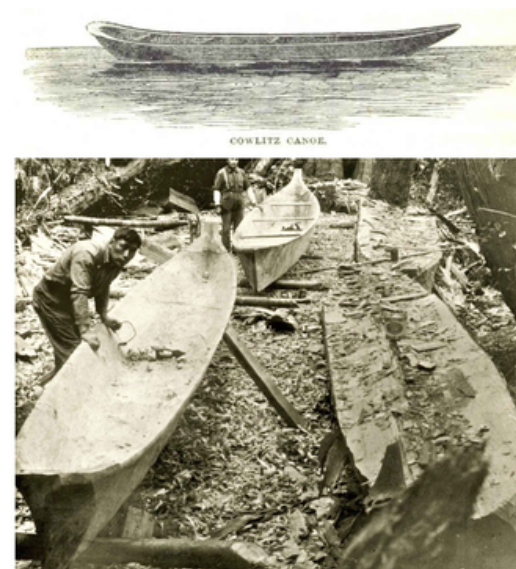
LOG PILE WITH LARGE SCULPTURAL  
CIRCLE SAW



TIMBER BEAM, LOG AND ROPE PLAY



RELOCATED  
MEMORIAL BENCH



LARGE COWLITZ CANOE, OR STAGES OF DUGOUT  
CANOE AND CANOE SHAPED BENCHES

ADDITIONAL PARKING  
(WILL INCLUDE ADA)



LOGBOOM LOG CLIMB WITH BLUE PLAY SURFACING  
AND ADA RAMPED LOGS INCORPORATED



NEW PICNIC SHELTER WITH COWLITZ LONGHOUSE  
DESIGN



LOG ROUNDS FOR LOG HOP AND ALONG SLOPE OF  
MOUND



FORESTED MOUND WITH RELOCATED SPHERE  
SCULPTURE AT TOP



CHILDREN'S PATH

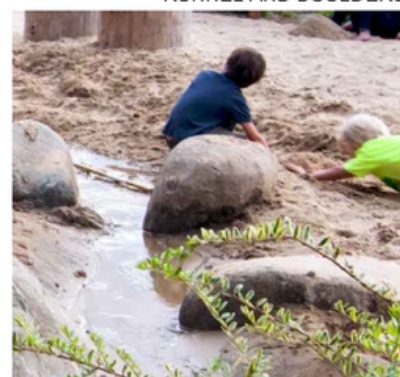
LARGE STUMPS WITH DIFFERENT TYPES OF TREE FELLING CUTS

SAND PLAY AREA WITH WATER  
RUNNEL AND BOULDERS

LOG PILES HELD WITH INDUSTRIAL BRACKETS

C-SHAPED MOUNDS REPRESENTING PULP MILL  
WOOD CHIP PILES

'HARVESTED' MOUND WITH WATER PUMP AT TOP







# **CURRENT SECURED FUNDING**

- 1) STATE LEGISLATURE
  - \$1,000,000
- 2) RCO PLANNING GRANT
  - \$250,000
- 3) WEYERHAEUSER GRANT
  - \$50,000

**TOTAL: \$1,300,000**







## **ACTION:**

# **RECOMMENDED MOTION:**

- 1) Hold a Public Hearing on the allocation of \$240,000 of CARES Act Funding for Cloney Park Inclusive Playground
- 2) Motion to approve allocating \$240,000 of CARES Act Funds to the Cloney Park Inclusive Playground Project



# City of Longview

## Agenda Summary

### **PLANNING COMMISSION RECOMMENDATION TO CREATE A SHARED DRIVEWAYS ORDINANCE**

#### **RECOMMENDED ACTION:**

**APPROVE OF PLANNING COMMISSION RECOMMENDATION FOR A SHARED DRIVEWAYS ORDINANCE AND DIRECT CITY ATTORNEY TO CREATE THE ORDINANCE**

#### **COUNCIL INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities.

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

At the May 11<sup>th</sup>, 2023, Longview City Council Workshop direction was given to the Planning Commission and staff to review residential districts allowed uses (smaller homes, tiny homes, micro-communities), minimum lot sizes, minimum lot widths, minimum lot setbacks, House Bill 1110, and House Bill 1337 in an effort to aid in affordable housing. The Planning Commission and staff held workshops on August 2<sup>nd</sup> as well as September 6<sup>th</sup> to discuss the City's existing Residential Zoning code and how it compares to other Cities, as well as took comment from the public on what they would like to see.

The Shared Driveways Ordinance came about from citizen input, permit counter discussions, staff discussion, and direction for affordable housing strategies from Longview City Council. Many lots in Longview are long and can facilitate additional housing and/or infill, but not as our Municipal Code is currently written. Currently, lots need the correlating lot frontage on a public street for their given zoning, often 45-50 feet. City staff have reviewed other community codes on shared driveways and what is needed for fire access & public works, and with consultation with the Longview Fire Department and Public Works, has the attached ordinance which would allow for alternative driveway designs that would be approved by the Fire Marshal, City Engineer, and Community Development Director/Designee in either the development of housing and/or subdivision of lots. The Shared Driveways Ordinance went through review with the Planning Commission and resulted in a Public Hearing on December 6th. Planning Commission unanimously approved of the item and recommended approval to Longview City Council.

Staff recommends approving the language and directing the City Attorney to create the ordinance.

#### **STAFF CONTACT:**

McAllister Kosar, Planner

[mcallister.kosar@ci.longview.wa.us](mailto:mcallister.kosar@ci.longview.wa.us)

#### **Attachments:**

1. Final Draft Shared-Common Driveway Agreement
2. Shared Driveways Ord PC 2023-16



## **Chapter 19.XX**

### **SHARED DRIVEWAYS**

#### **Sections:**

|           |                                         |
|-----------|-----------------------------------------|
| 19.XX.010 | Title.                                  |
| 19.XX.020 | Purpose and intent.                     |
| 19.XX.030 | Applicability.                          |
| 19.XX.040 | Authority and administration.           |
| 19.XX.050 | Development standards and requirements. |
| 19.XX.060 | Enforcement.                            |
| 19.XX.070 | Severability.                           |

#### **19.XX.010 Title.**

This chapter shall be known and may be cited as the “City of Longview Shared Driveways Ordinance.” [Ord. XXXX]

#### **19.XX.020 Purpose and intent.**

It is the intent of this chapter to:

- A. Support the city’s goals for economic development and associated housing;
- B. Encourage the efficient use of land in areas of existing public services;
- C. Provide diverse housing options;
- D. Encourage affordability, creativity and variety in housing design and site development;
- E. Promote a variety of housing choices to meet the needs of a population with a variety of individual needs;
- F. Allow for an infill of residential style housing. [Ord XXXX.]

#### **19.XX.030 Applicability.**

The regulations contained in this chapter shall apply in areas classified as “Residential” in the Longview Comprehensive Plan. [Ord. XXXX.]

#### **19.XX.040 Authority and administration.**

All applications under this chapter shall be made to the City of Longview Building and Planning/Community Development department. The Director or his/her designee in consultation with the City Engineer and Fire Marshal shall administer, interpret, and enforce the provisions of



this chapter and shall provide such forms and establish such procedures as may be necessary to administer this chapter. [Ord. XXXX.] All new or revised driveways that include City of Longview Right-of-Way requires a Right-of-Way permit from the Public Works Department prior to construction or demolition. All development will meet the City of Longview Public Works Standards.

**19.XX.050 Development standards and requirements.**

A. Two options exist for review of a shared access:

1. Driveways and Joint Usage Driveways. Urban or rural driveways and joint usage driveways serving two or fewer lots have the minimum width or surfacing requirements of subsection 19.78.060 of the Longview Municipal Code. The minimum width of an access easement serving two or fewer lots is twenty feet.
2. Access Easements. Property accesses serving four or more lots and more than one hundred fifty feet in length as measured from the connecting road near side right-of-way line to the farthest exterior wall of an occupied unit are access easements. Unless an alternate approved emergency vehicle access is provided, access easements shall also serve as an emergency vehicle access. Access easements are privately owned and maintained by the property owners being served and are not the responsibility of the city. Access easements shall have the following requirements:
  - a. The minimum width of the tract or access easement serving four or more lots shall be thirty feet.
  - b. The base and surfacing shall provide a minimum all weather driving surface constructed as an all-weather road.
  - c. Suitable drainage meeting applicable City right-of-way design standards shall be provided along the full length of the access easement.
  - d. Access easements serving three or more lots shall be via private road meeting the standards of the City of Longview fire marshal.

Consideration for a Shared Driveway does not exempt the applicant from meeting the standards required by Public Works. Minimum Lot Frontage/Width requirements in LMC Table 19.20.030-1 'Density and Dimensional Standards by Zone' may be offset with approval for an alternate Frontage with approval from the Community Development Director or Designee, City Engineer and Fire Marshall.

**19.XX.060 Enforcement.**

City of Longview Department of Building and Planning/Community Development is hereby charged with enforcement of this chapter in relation to Private Property. Consultation with the City of Longview Public Works Department will take place as needed in regard to right-of-way. [Ord. XXXX.]

### **19.XX.070 Severability.**

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portion of this chapter. [Ord. XXXX.]

#### Privately Owned Access Lanes- City of Longview, WA

| Road length (feet)                  | 150' or less          | Over 150'         | Any length |
|-------------------------------------|-----------------------|-------------------|------------|
| Total number of dwellings served    | 1-2                   | 3+                | 4+         |
| Road width (feet)<br>Minimum        | 12'                   | 20'               | 20'        |
| Fire apparatus turn-around required | No                    | Yes               | *          |
| Fire lane signage required          | No                    | Yes               | *          |
| Roadway Height Clearance            | No height requirement | Minimum 13.5 feet | *          |

*\*Refer to previous two columns*

EXCEPTION: Access roadway standards may be reduced if the building is protected by a complete automatic sprinkler system designed and installed in compliance with NFPA Standards 13, 13R or 13D with approval of the fire code official, unless access roads are otherwise required by other adopted codes or standards.

EXCEPTION: It is the intent of this section that if the most remote exterior wall location on all structures served by a lane can be reached within 150' of an approved fire lane then standard driveway widths may be used regardless of the number of units served. Where structural placement has not yet been determined, measurement shall be taken from the most remote location on the lots.

Note: Fire departments standards for access requirements and apparatus specifications are available at [mylongview.com](http://mylongview.com) & upon request from City Staff.

### **19.20.030 Density and dimensional standards.**

Table 19.20.030-1 provides the density and dimensional standards for each zone. Note that other dimensional standards may be approved as part of a planned unit development (PUD) per Chapter 19.66 LMC for new subdivisions and other forms of larger-scale development. A PUD cannot be used to increase density over the base zoning standards. No building, structure or use shall hereafter be erected, constructed or established on a lot that does not meet the requirements for lots as contained in this chapter and for the district in which said lot is located, except for nonconforming lots of record as defined in Chapter 19.09 LMC.

**Table 19.20.030-1 Density and Dimensional Standards by Zone**

| Standard                                                         | Zoning District                                                                                            |                                        |                                                      |                                                      |                                                                     |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------|
|                                                                  | R-1                                                                                                        | R-2                                    | R-3                                                  | R-4                                                  | TNR                                                                 |
| Minimum lot size (square feet)                                   | 6,000; townhouses per PUD approval                                                                         | 1,800 (townhouses); 6,000 (other uses) | 1,800 (townhouses); 6,000 (other uses) <sup>10</sup> | 1,800 (townhouses); 6,000 (other uses) <sup>10</sup> | 5,000; 2,000 (townhouse), unless otherwise approved via PUD process |
| Minimum lot frontage/width (feet)*11                             | 50                                                                                                         | 20 (townhouse); 50 (other)             | 20 (townhouse); 50 (other)                           | 20 (townhouse); 50 (other)                           | 35 (zero lot line and two-unit townhouses); 45 <sup>1</sup> (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)                                 | 6 units                                                                                                    | 30 units                               | No requirement                                       | No requirement                                       | 8 units <sup>2</sup>                                                |
| Front yard setback (feet)                                        | 25                                                                                                         | 25                                     | 20                                                   | 20                                                   | 20                                                                  |
| Front yard setback (alley-loading) <sup>3</sup>                  | 15                                                                                                         | 15                                     | 10                                                   | 10                                                   | 10                                                                  |
| Rear yard setback <sup>4</sup> (feet)                            | 15                                                                                                         | 10                                     | 10                                                   | 10                                                   | 10                                                                  |
| Side yard setback <sup>5</sup> (feet)                            | 5                                                                                                          | 5                                      | 5                                                    | 5                                                    | 5 <sup>6</sup>                                                      |
| Side yard (street) setback – corner lot, street flanking (feet)  | 15                                                                                                         | 15                                     | 15                                                   | 15                                                   | 10                                                                  |
| Maximum building height – residential (feet)                     | 35                                                                                                         | 35                                     | 45, with no building over 4 stories <sup>9</sup>     | 60, with no building over 6 stories <sup>9</sup>     | 35                                                                  |
| Maximum building height – accessory building (feet) <sup>7</sup> | 20                                                                                                         | 20                                     | 20                                                   | 20                                                   | 20                                                                  |
| Maximum impervious area of lot <sup>8</sup>                      | 65%                                                                                                        | 75%                                    | 85%                                                  | 85%                                                  | 75%                                                                 |

**Notes/Additional Standards:**

1. Residences designed as zero lot line units, including two-unit townhouse structures, shall adhere to the standards set forth in LMC 19.20.050(5) for lot width/frontage.
2. The allowable density may be increased to up to 12 units in TNR zones areas that are outside of the Columbia Valley Gardens neighborhood, as presently defined in the Longview Comprehensive Plan (Figure 3-1) or as subsequently amended.
3. To utilize the reduced setback in any of the residential districts, alley access must be provided and all off-street parking, garages and driveways for a given lot and residence shall be located and accessed from the alley. In the R-1, R-2, and TNR districts, the reduced front yard setback applies to lots in a



| Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Zoning District |     |     |     |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|-----|-----|-----|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | R-1             | R-2 | R-3 | R-4 | TNR |
| <p>subdivision or short subdivision where the reduced setback was approved as part of the overall approval process for the subdivision or short subdivision. In the R-3 and R-4 districts, there shall be a minimum of an eight-foot-wide planting strip along the fronting street. If there is a narrower or no eight-foot-wide planting strip, the reduced front yard setback is allowed only upon receiving a special property use permit per Chapter 19.12 LMC. The term “planting strip” is defined in LMC 12.02.010.</p> <p>4. See LMC 19.20.070(3)(c).</p> <p>5. For single-family attached housing units (e.g., townhouses), the setback for the nonattached side of a dwelling unit (end units) shall be 10 feet (excepting corner lots), otherwise there is no side yard setback.</p> <p>6. Homes in the TNR zone may utilize the zero lot line setback provisions set forth in this chapter.</p> <p>7. See LMC 19.20.080(4)(c).</p> <p>8. Townhouse units/lots are not subject to the maximum impervious area standard.</p> <p>9. Height limits apply only if the property is adjacent to the R-1 residential district or the traditional neighborhood residential district.</p> <p>10. For multifamily development with a density over 30 units per acre the minimum lot size shall be 12,000 square feet.</p> <p>11. Alternate Minimum Lot Frontage/Widths may be approved in accordance with LMC 19.XX as approved by the Community Development director or designee, City Engineer and Fire Marshal.</p> |                 |     |     |     |     |

(Ord. 3384 § 2, 2018; Ord. 3369 § 1, 2018; Ord. 3263 § 1, 2014; Ord. 3182 § 3, 2011; Ord. 3122 § 14, 2010).

# Shared Driveways Proposed Ordinance

Recommended by Longview  
Planning Commission

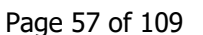
Presented by McAllister Kosar,  
Planner, City of Longview

---





Common in properties annexed  
from the County & long lots





# Examples (2 homes)





# Examples (multiple homes or a distance > 150')







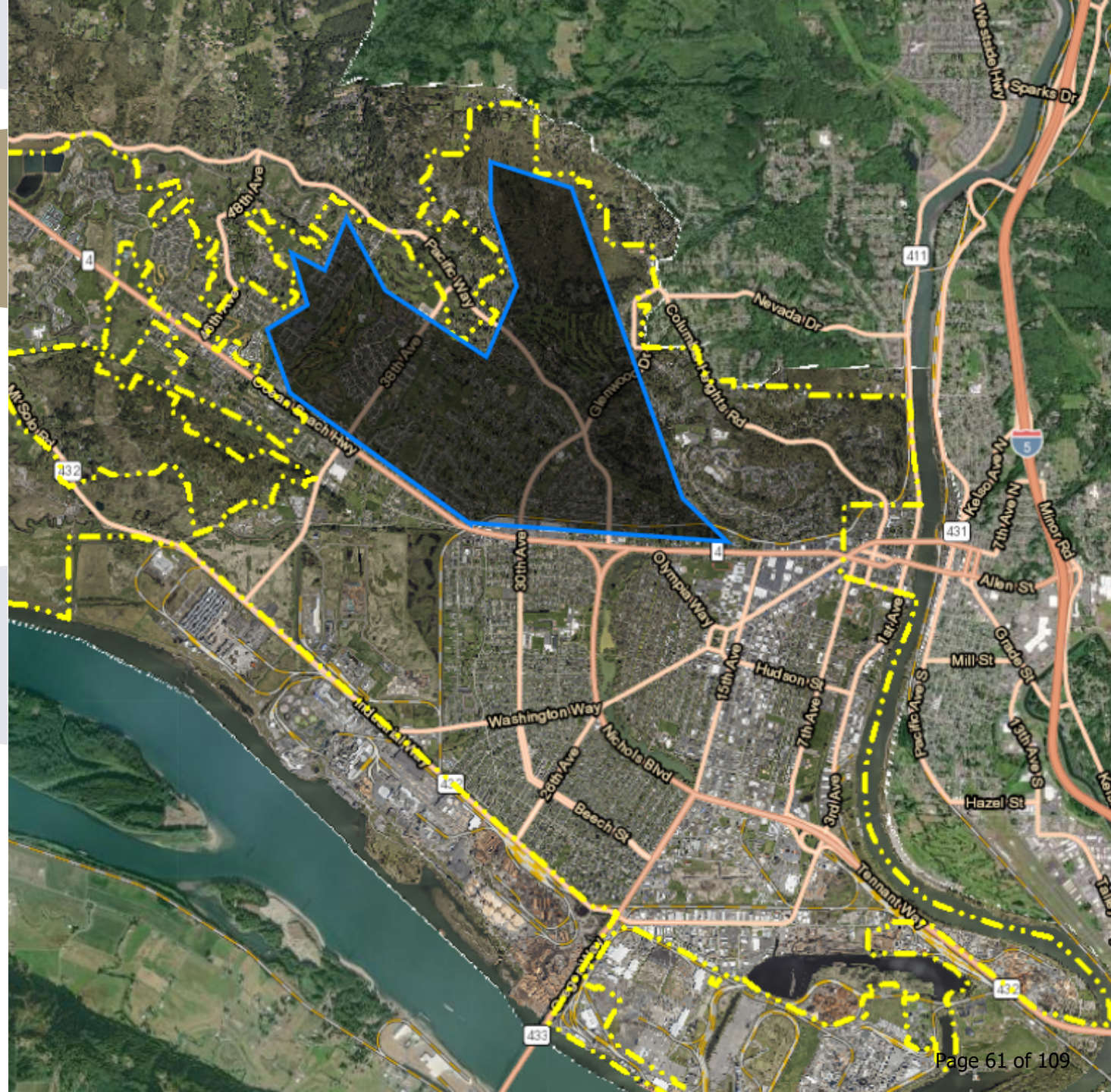
# What our current code does

- Requires 45-50' of frontage on a public or private road for an independent legal lot
- Access easement for shared driveway on private lot and possibly public lot



# Where Shared Driveways would most likely occur

- Columbia Valley Gardens Neighborhood
- West Longview
- Ocean Beach Hwy
- Long Lots





# Where Shared Driveways are far less likely



33<sup>rd</sup> Ave



Highlands – St. Helens  
Neighborhoods

# LMC Density & Dimensional Standards by Zone

Table 19.20.030-1 Density and Dimensional Standards by Zone

| Standard                                                           | Zoning District                                                                                               |                                                 |                                                               |                                                               |                                                                                    |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                    | R-1                                                                                                           | R-2                                             | R-3                                                           | R-4                                                           | TNR                                                                                |
| Minimum lot size (square feet)                                     | 6,000;<br>townhouses<br>per PUD<br>approval                                                                   | 1,800<br>(townhouses);<br>6,000 (other<br>uses) | 1,800<br>(townhouses);<br>6,000 (other<br>uses) <sup>10</sup> | 1,800<br>(townhouses);<br>6,000 (other<br>uses) <sup>10</sup> | 5,000; 2,000<br>(townhouse),<br>unless<br>otherwise<br>approved via<br>PUD process |
| Minimum lot frontage/width<br>(feet)                               | 50                                                                                                            | 20<br>(townhouse);<br>50 (other)                | 20<br>(townhouse);<br>50 (other)                              | 20<br>(townhouse);<br>50 (other)                              | 35 (zero lot<br>line and two-<br>unit<br>townhouses);<br>45 <sup>1</sup> (other)   |
| Minimum lot frontage on a cul-<br>de-sac                           | In all zones, lot frontage on cul-de-sac lots may be reduced up to 25<br>percent of base standard (see above) |                                                 |                                                               |                                                               |                                                                                    |
| Maximum density (units per<br>acre)                                | 6 units                                                                                                       | 30 units                                        | No<br>requirement                                             | No<br>requirement                                             | 8 units <sup>2</sup>                                                               |
| Front yard setback (feet)                                          | 25                                                                                                            | 25                                              | 20                                                            | 20                                                            | 20                                                                                 |
| Front yard setback (alley-<br>loading) <sup>3</sup>                | 15                                                                                                            | 15                                              | 10                                                            | 10                                                            | 10                                                                                 |
| Rear yard setback <sup>4</sup> (feet)                              | 15                                                                                                            | 10                                              | 10                                                            | 10                                                            | 10                                                                                 |
| Side yard setback <sup>5</sup> (feet)                              | 5                                                                                                             | 5                                               | 5                                                             | 5                                                             | 5 <sup>6</sup>                                                                     |
| Side yard (street) setback –<br>corner lot, street flanking (feet) | 15                                                                                                            | 15                                              | 15                                                            | 15                                                            | 10                                                                                 |
| Maximum building height –<br>residential (feet)                    | 35                                                                                                            | 35                                              | 45, with no<br>building over<br>4 stories <sup>9</sup>        | 60, with no<br>building over<br>6 stories <sup>9</sup>        | 35                                                                                 |



# Recommended Action

- Approve of Planning Commission Recommendation for a Shared Driveways Ordinance and Direct City Attorney to create the Ordinance

# Questions?

Recommended Action:

Approve of Planning Commission  
Recommendation for a Shared Driveways  
Ordinance and Direct City Attorney to create  
the Ordinance

---



# City of Longview

## Agenda Summary

### **DOWNTOWN LONGVIEW PARKING**

#### **RECOMMENDED ACTION:**

**MOTION AUTHORIZING THE CITY MANAGER TO APPROVE DOWNTOWN PARKING AS OUTLINED BY STAFF**

**DATE:** January 11, 2024

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety & emergency response  
Preserve and enhance neighborhoods  
Address quality of place issues

**CITY ATTORNEY REVIEW:** N/A

#### **SUMMARY STATEMENT:**

The Police Department has outlined a plan for downtown parking over the first (6) months of 2024. There is a comprehensive review underway of all the parking ordinances in the Longview Municipal Code. City Staff will be working with the Downtown Advisory Committee on the plan and make a presentation to City Council on the proposed changes.

#### **RECOMMENDED ACTION:**

Authorize the City Manager to approve Downtown Parking as outlined by staff

#### **STAFF CONTACT:**

Police Chief Robert Huhta

#### **Attachments:**

1. Downtown Longview Parking-2024



## Downtown Longview Parking

With changes to parking staffing beginning in January 2024, LPD is proposing the following:

- Pause issuing parking permits & parking ENFORCEMENT in downtown city lots for 6 months. Everyone would be allowed to park in the lots in excess of the 3 hour time limit without needing a parking permit. 72 hour time limit (abandoned vehicle) would still be enforced.
- 2 hour on-street parking would continue to have intermittent enforcement by CSOs (once per week or less). This will incentivize customers who plan to be in downtown for longer than 2 hours to park in the lots... as well as incentivizing employees not to park on street.
- Take the first 6 months of 2024 to determine the following:
  - New parking ordinance that gives the City Manager the authority to set parking time limits, fines, permit structure by resolution.
  - Draft new parking resolution with input from parking stakeholders
  - Once parking resolution is drafted, decide if full time, part time or intermittent (with existing CSO staff) is needed for parking enforcement & or permitting needs.
  - Create financial projections (revenue & expenditures) of new parking resolution. Use financial projections in developing downtown parking budget for 2025-2026.
- Signage-Remove the signs at the entrance of each lot and replace them with the Longview Public Parking signs near the lots.





# City of Longview

## Agenda Summary

### **ORDINANCE NO. 3508 – MICRO-TRENCHING, AMENDING CHAPTER 12.30, “USE AND OCCUPANCY OF RIGHTS-OF-WAY”**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT ORDINANCE NO. 3508**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve Streets and Roads.

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

Micro-trenching is the process of creating narrow and shallow trenches in roadways, or in the ground, typically ranging from 0.5 to 2 inches in width and 6 to 12 inches in depth for the purpose of installing fiber optic cables, conduits, and other telecommunication infrastructure. It is typically used as an inexpensive way to install fiber optic cables into underserved communities without expensive open trenching, conduits and structural backfill.

The downside of micro-trenching is that installers create weak points in the concrete and asphalt surfaces on our roadways potentially damaging our infrastructure.

To preserve our existing infrastructure, this ordinance will prohibit micro-trenching within City limits.

Providers will still be encouraged to install fiber optic lines but will be required to follow our existing construction standards.

#### **STAFF CONTACT:**

Ken Hash, Public Works Director

#### **Attachments:**

1. Ordinance No. 3508 amend LMC 12.30

**Ordinance No. 3508**

---

**An Ordinance amending chapter 12.30 of the Longview Municipal Code relating to use and occupancy of rights-of-way.**

---

**WHEREAS**, the City of Longview manages the rights-of-way within their corporate boundaries, and

**WHEREAS**, micro-trenching can damage street infrastructure through water intrusion, and

**WHEREAS**, the City wishes to maintain the integrity of its infrastructure, and

**WHEREAS**, an amendment to the LMC is required to accomplish these purposes.

**NOW THEREFORE**, the City Council of the City of Longview do ordains follows:

**Section 1.** That Chapter 12.30.020 of the Longview Municipal Code shall be and is hereby amended to read as follows: provided, manifest and numbering errors shall be corrected prior to publication:

(5) “Micro-trenching” or “Microtrenching” means the process of creating narrow and shallow trenches in roadways, or in the ground, typically ranging from 0.5 to 2 inches in width and 6 to 12 inches in depth for the purpose of installing fiber optic cables, conduits, and other telecommunication infrastructure.

**Section 2.** That Chapter 12.30.070 of the Longview Municipal Code shall be and is hereby amended to read as follows: provided, manifest and numbering errors shall be corrected prior to publication:

(5) Micro-trenching is not an allowed activity.

(6) All construction shall be in accordance with Chapter 12.08 LMC.

**Section 3.** If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance and the same shall remain in full force and effect. The City of



Longview hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 4.** That the City of Longview City Clerk is hereby ordered and directed to cause Ordinance to be published.

**Section 5.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6.** This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this 11<sup>th</sup> day of January 2024.

Approved by the Mayor the 11<sup>th</sup> day of January 2024.

-----

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_

Dana Gigler  
City Attorney

Published: \_\_\_\_\_



# City of Longview

## Agenda Summary

### **ORDINANCE NO. 3509 – MICRO-TRENCHING, AMENDING CHAPTER 12.08, “CONSTRUCTION, REPAIR AND MAINTENANCE”**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT ORDINANCE NO. 3509**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve Streets and Roads.

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

Micro-trenching is the process of creating narrow and shallow trenches in roadways, or in the ground, typically ranging from 0.5 to 2 inches in width and 6 to 12 inches in depth for the purpose of installing fiber optic cables, conduits, and other telecommunication infrastructure. It is typically used as an inexpensive way to install fiber optic cables into underserved communities without expensive open trenching, conduits and structural backfill.

The downside of micro-trenching is that installers create weak points in the concrete and asphalt surfaces on our roadways potentially damaging our infrastructure.

To preserve our existing infrastructure, this ordinance will prohibit micro-trenching within city limits.

Providers will still be encouraged to install fiber optic lines but will be required to follow our existing construction standards.

#### **STAFF CONTACT:**

Ken Hash, Public Works Director

#### **Attachments:**

1. Ordinance No. 3509 amend LMC 12.08

**Ordinance No. 3509**

---

**An Ordinance amending chapter 12.08 of the Longview Municipal Code relating to construction, repair and maintenance.**

---

**WHEREAS**, the City of Longview manages the rights-of-way within their corporate boundaries, and

**WHEREAS**, micro-trenching can damage street infrastructure through water intrusion, and

**WHEREAS**, the City wishes to maintain the integrity of its infrastructure, and

**WHEREAS**, an amendment to the LMC is required to accomplish these purposes.

**NOW THEREFORE**, the City Council of the City of Longview do ordains follows:

**Section 1.** That Chapter 12.08.020 of the Longview Municipal Code shall be and is hereby amended to read as follows: provided, manifest and numbering errors shall be corrected prior to publication:

(6) “Micro-trenching” or “Microtrenching” means the process of creating narrow and shallow trenches in roadways, or in the ground, typically ranging from 0.5 to 2 inches in width and 6 to 12 inches in depth for the purpose of installing fiber optic cables, conduits, and other telecommunication infrastructure.

**Section 2.** That Chapter 12.08.045 of the Longview Municipal Code shall be and is hereby amended to read as follows: provided, manifest and numbering errors shall be corrected prior to publication:

(3) Micro-trenching is not an allowed activity.

**Section 3.** If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance and the same shall remain in full force and effect. The City of Longview hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.



**Section 4.** That the City of Longview City Clerk is hereby ordered and directed to cause Ordinance to be published.

**Section 5.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6.** This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this 11<sup>th</sup> day of January 2024.

Approved by the Mayor the 11<sup>th</sup> day of January 2024.

-----

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_

Dana Gigler  
City Attorney

Published: \_\_\_\_\_



## City of Longview Agenda Summary Sheet

1525 Broadway  
Longview, WA 98632  
www.mylongview.com

Introduced by: Erik Halvorson, Council Member

Date: January 2<sup>nd</sup>, 2024

Supported by: Spencer Boudreau, Council Member

For Agenda of: January 11<sup>th</sup>, 2024

**SUBJECT TITLE:** Electing to Dissolve the City of Longview's Local Housing Program and rejoin the Cowlitz County Local Housing Program

### SUMMARY STATEMENT:

With a reflective perspective, the City of Longview acknowledges that the decision made on January 12, 2023, to operate an autonomous homeless housing program separate from Cowlitz County was a choice made amidst challenges, overlooking the critical importance of collaborative efforts in addressing the community's homelessness crisis,

After a year of operating independently, the City of Longview now recognizes that the initial decision to separate from the county's homeless housing program was not aligned with the best interests of the community. Acknowledging the unintended consequences and limitations of running an independent homeless housing program, The City of Longview regrets the missed opportunities for collaboration and partnership with Cowlitz County, neighboring cities, and engaged citizens in mitigating the impacts of homelessness.

Understanding the critical importance of a joint approach, Longview aims to **dissolve its existing separate program to rejoin the Cowlitz County Homeless Housing Program**, accepting the county's homeless housing task force as its own (RCW 43.185C.080 (1)). This emphasizes the value of a unified front in addressing homelessness comprehensively.

Additionally, **The City of Longview seeks to request the county to stop transmitting the city's share of the real estate excise tax**, displaying a commitment to joint efforts.

**RECOMMENDED ACTION:** A motion directing city staff to prepare a Resolution for the City Council of the City of Longview electing to dissolve the City of Longview's Local Housing Program, rejoin the Cowlitz County Local Housing Program, and request the county to cease transmitting the city's share of the homeless housing funds.

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:** Address quality of place issues and Preserve and Strengthen economic conditions & create new opportunities.

Erik Halvorson

Spencer Boudreau



# 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 DECEMBER 2023 ACCOUNTS PAYABLE: \$2,385,261.64**

**SECOND HALF DECEMBER 2023 ACCOUNTS PAYABLE: \$2,489,988.84**

### **FIRST HALF DECEMBER 2023 PAYROLL:**

\$11,199.87, checks

\$918,870.69, direct deposits

\$705,497.83, wire transfers

\$1,635,568.39 Total

### **SECOND HALF DECEMBER 2023 PAYROLL:**

\$406,271.04, checks

\$875,179.54, direct deposits

\$837,362.16, wire transfers

\$2,118,812.74 Total

### **STAFF CONTACT:**

Lindy Kennedy, Accountant

Dana Beck, Payroll Specialist

Attachments: None





# City of Longview

## Agenda Summary

**RESOLUTION NO. 2475 - SET A PUBLIC HEARING ON FEBRUARY 8, 2023 TO VACATE A 12.5-FOOT STRIP OF ALLEY RIGHT OF WAY ADJACENT TO LOTS 1, 2, 3, AND 4 IN BLOCK 12 OF ASSESSOR'S PLAT 6, PARCELS #08736, 08737, 08738, AND 08739.**

**RECOMMENDED ACTION:**

**MOTION TO APPROVE RESOLUTION NO. 2475**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities.

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

Property owner, who represents 100% of the abutting property, has submitted a request to vacate a 12.5-ft strip of alley right of way adjacent to Lots 1, 2, 3, and 4 in Block 12 of Assessor's Plat 6, Parcels #08736, 08737, 08738, and 08739. The next step in processing this request for right of way vacation is to schedule a public hearing for the city council to consider the request. Resolution No. 2475 will set the public hearing for February 8, 2024, at 6:00 pm.

**STAFF CONTACT:**

Ken Hash, Public Works Director

**Attachments:**

1. Res 2475 Set PH for ROW Vacation
2. Res 2475 ROW Vacation Map

Resolution No. 2475

---

A RESOLUTION SETTING A PUBLIC HEARING FOR A REQUEST TO VACATE A 12.5-FOOT STRIP OF ALLEY RIGHT OF WAY ADJACENT TO LOTS 1, 2, 3, AND 4 IN BLOCK 72 OF ASSESSOR'S PLAT 6, PARCELS #08736, 08737, 08738, AND 08739.

---

WHEREAS, the City of Longview has received a request from the property owners of more than two-thirds of the property abutting a city owned property sought to be vacated.

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

Section 1. City Council, pursuant to RCW 35.79.010, hereby initiates procedures to vacate a lot located in Section 33, Township 8 North, Range 2 West of the Willamette Meridian in the City of Longview, Cowlitz County, Washington, more particularly described as follows:

A 12.5-ft strip of alley right of way adjacent to Lots 1, 2, 3, 4 in Block 72 of Assessor's Plat 6, Parcels #08736, 08737, 08738, AND 08739 as platted in the plat recorded as Assessor's Plat No. 6, Volume 8 of Plats, Page 27, records of the Cowlitz County Auditor, Washington, containing 2,5000 square feet, more or less as shown on Exhibit A.

Section 2. Thursday, February 8, 2024, at the hour of 6:00 p.m. in the Council Chambers in City Hall, 1525 Broadway, Longview, Washington, is fixed as the time and place for the hearing on said proposed street right-of-way vacation.

Section 3. The City Clerk shall give notice of the pendency of said proposal and time and place of hearing, as required by RCW 35.79.020.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this 11th day of January, 2024.

ATTEST:

---

Mayor

---

City Clerk







# City of Longview

## Agenda Summary

### **BID REVIEW – HIGHLANDS STREET LIGHTING SMART CONTROL PROCUREMENT**

#### **RECOMMENDED ACTION:**

**MOTION TO ACCEPT THE BID AND AWARD TO WESTERN SYSTEMS, INC., IN THE AMOUNT OF \$210,762.77**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

Improve transportation systems

#### **SUMMARY STATEMENT:**

This contract provides for procurement of smart control photocell replacement and smart streetlight cameras to be installed on PUD and City owned poles in the Highlands neighborhood.

On December 14, 2023, one bid was received as follows:

\$210,762.77 Western Systems, Inc. – Everett, WA

#### **\$180,383.43 - Engineer's Estimate**

The bid received was determined to be regular and responsive.

#### **FINANCIAL SUMMARY:**

This project is funded through the Community Block Development Grant (CDBG) in the amount of \$614,000 and will be completed in conjunction with the PUD interlocal agreement that was approved at the 11/28/23 council meeting.

#### **STAFF CONTACT:**

Ivona Kininmonth, Project Engineer

Attachments: None



# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2466 – INTERLOCAL AGREEMENT WITH SWWA REGIONAL AIRPORT FOR MUTUAL AID**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2466**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance Public Safety & Emergency Response

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

This agreement will allow both City of Longview and Southwest Washington Regional Airport to assist each other with immediate assistance to protect life and property. The agreement also provides a method of reimbursement for services rendered.

#### **FINANCIAL SUMMARY:**

Unknown. The exact financial ramifications will only be known when the agreement is activated.

#### **STAFF CONTACT:**

Chris Collins, Assistant Public Works Director

#### **Attachments:**

1. Resolution no 2466 for SWWA Regional Airport Mutual Aid
2. Interlocal Agreement Lv\_SWRA

Resolution No. 2466

---

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH SOUTHWEST WASHINGTON REGIONAL AIRPORT TO PROVIDE ASSISTANCE IN TIMES OF EMERGENCY

---

WHEREAS, the City of Longview and Southwest Washington Regional Airport wish to enter into a mutual aid agreement to provide immediate assistance in times of emergency to protect life and property; and

WHEREAS, in addition to emergency assistance, in non-emergency situations the parties may provide goods and services to one another upon mutually satisfactory terms and conditions.

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

Section 1. The City Manager is authorized to execute the interlocal agreement with the Southwest Washington Regional Airport, to provide mutual assistance in times of emergency, which is attached as Exhibit A, and forming a part of this Resolution. The City Manager is further authorized to execute such amendments as are necessary to amend and extend the term of the agreement.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Mayor

ATTEST:

---

City Clerk



**INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF LONGVIEW AND THE SOUTHWEST WASHINGTON REGIONAL AIRPORT  
FOR MUTUAL AID AND SPECIALIZED SERVICES**

This Interlocal Agreement (“Agreement”) is between the City of Longview, a municipal corporation, (“City”) and the Southwest Washington Regional Airport, an airport joint operating board (“Airport”) pursuant to the Interlocal Cooperation Act, 39.34 RCW, hereinafter Party or Parties and Requesting Agency and Responding Agency.

Whereas, the Airport is operated by a joint board consisting of the City of Kelso, the City of Longview, the Port of Longview, and Cowlitz County and the Airport currently contracts for services from these member agencies as needed; and

Whereas, the City has certain specialized equipment and employees with specialized expertise related to the maintenance and operation of public works infrastructure; the City wishes to make these services available to the Airport on an emergency or as needed basis.

**I. Purpose**

The purpose of the agreement between the City and the Airport is to provide mutual assistance on an as-needed basis in the event of an emergency to protect life and property or in the event specialized services are requested by the other Party.

**II. Definitions**

- a. “Emergency” means any incident or situation, occurring or threatened, that poses a major threat to public safety or causes or threatens to cause death, serious injury, or significant property damage or harm to public health or the environment resulting from natural, technological, or manmade situations such as a consequence of weather, earthquakes, floods, fires, equipment malfunctions, accidents, sabotage, or any other events.
- b. “Requesting Agency” means the agency that makes a request for assistance.
- c. “Responding agency” means the agency that provides the Work in response to the request for assistance.
- d. “Specialized Services” means services completed by employees who are qualified by expertise or educational background to construct, inspect, maintain, or operate public works infrastructure or specialized public works equipment.
- e. “Work” means all assistance, labor, equipment, property, administration, or other aid in response to a request for specialized service or a request for aid relating to an emergency.

### **III. Request for Assistance**

- a. The Requesting Agency may, through its designated primary contact, request assistance from the Responding Agency by submitting a written request, or an oral request followed as soon as practicably possible by written confirmation to the Responding Agency. This request may be made at any time when the Requesting Agency is confronted with an emergency requiring personnel, equipment, or material not available to it. For non-emergency requests, the Requesting Agency shall make the request at least ten 10 days in advance of the needed Work.
- b. The Responding Agency shall have the sole discretion to accept, modify, or reject the request for Work. In the event of an emergency, the Parties shall use their best efforts to provide any requested assistance.
- c. Prior to the commencement of the Work, or in the event of an emergency as soon as practicably possible thereafter, the Parties shall execute a "Reimbursable Work Request" in a form agreed to by the Administrators to this Agreement specifying type of work or specialized services to be completed, the schedule for completion, budget, and the cost (direct and indirect) for the Services or Work. The Responding Agency shall be responsible to perform the Work in accordance with the executed Reimbursable Work Request. The Requesting Agency shall be responsible to pay for the Work in accordance with the Reimbursable Work Request.

### **IV. Status of Responding Agency**

- a. The Responding Agency is an independent contractor and
- b. The Responding Agency's performance shall be subject to availability of employees, equipment, and materials necessary to perform the Work without unduly disrupting the normal operations and functions of the Responding Agency. In the event of an emergency the Responding Agency may terminate its services before the emergency has ended but if it does so, it shall use its best efforts to avoid further disruption to the Requesting Agency.

### **V. Use of Equipment**

When the assistance entails the use of equipment, the responding agency will require the equipment it provides be operated by its own personnel to the maximum extent possible.

### **VI. Reimbursement**

- a. The Requesting Agency shall reimburse Responding Agency for all actual direct and related indirect costs and expenses incurred in performing the Work and in accordance with the Reimbursable Work Request. Reimbursement may include but is not limited to, salaries, benefits, and material and vehicle charges at the responding agency's internal rates.
- b. The Responding Agency shall provide an invoice to Requesting Agency detailing and providing sufficient documentation to support all costs and expenses incurred. The invoice shall be paid within sixty days.

- c. In the event of a dispute, the Requesting Agency shall notify the Responding Agency and provide any explanation or supporting documentation. the parties agree to meet and negotiate in good faith to resolve any disputes.

#### **VII. Hold Harmless and Indemnity**

To the extent authorized by law, the City and the Airport shall indemnify and hold harmless one another and their employees, officers, contractors, and agents from and shall process and defend at their own expense any and all claims, demands, suits, actions, penalties, losses, damages (both to persons and/or property) brought against the indemnified Party arising out of or in connection with or incident to the indemnifying Party's performance or failure to perform any aspect of this Agreement; provided, that if such claims are caused by or result from the concurrent negligence of the City and the Airport, or their respective employees, officers, contractors, or agents, this indemnity provision shall be valid and enforceable only to the extent of the negligence the indemnifying Party, and provided further that nothing herein shall require the indemnifying Party to hold harmless or defend the indemnified Party or its employees, officers, contractors or agents from any claims arising from the indemnified Party's sole negligence. The terms of this Paragraph shall survive the termination of this Agreement.

#### **VIII. Duration**

This agreement shall remain in effect until terminated.

#### **IX. Termination**

Either party may terminate this agreement by giving 30-days written notice to the other Party at the address provided in Paragraph XI(d).

Public Works Director  
City of Longview  
PO Box 128  
Longview, WA 98632

Airport Manager  
Southwest Washington Regional Airport  
PO Box 819  
Kelso, WA 9862

#### **X. Disputes**

- a. Parties shall attempt to resolve disputes by negotiation.
- b. Disputes not resolved by negotiation shall be subject to mediation.
- c. If disputes are not resolved by mediation, the parties can seek resolution by arbitration with JAMS or by filing a claim in Cowlitz County Superior Court.

#### **XI. General Provisions.**

- a. Interlocal Cooperation Act Compliance. This is an Agreement entered into pursuant



to Chapter 39.34 RCW. Its purpose is as set forth in Section I. Its duration and termination is as specified in Sections VIII (Term), and IX (Termination). Its manner of financing and of establishing and maintaining a budget therefore is described in Section VI (Reimbursement). No property shall be acquired pursuant to this Agreement which will need to be disposed of upon partial or complete termination of this Agreement. No separate entity is created and no separate joint board is created by this Agreement; the Agreement shall be administered as set forth in Section XI(d).

- b. Independent Contractor. Both Parties shall be deemed independent contractors for all purposes and the employees of each Party and any of its contractors, subcontractors, and consultants shall not in any manner be deemed employees of the other Party, including but not limited to withholding of taxes, payment of benefits, workers compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment. The Responding agency shall retain all authority for the provision of services, standards of performance, discipline and control of personnel, and other matters incident to the performance of the Work.
- c. No Third-Party Beneficiary. The City does not intend by this Agreement to assume any contractual obligation to anyone other than the Airport. The Airport does not intend by this Agreement to assume any contractual obligation to anyone other than the City. The City and Airport do not intend there to be any third-party beneficiary to this Agreement.
- d. Notices and Administration. The Airport Manager and City Public Works Director shall jointly administer this Agreement. Any notices to be given under this Agreement shall at a minimum be delivered, postage prepaid, and addressed to:

Public Works Director  
City of Longview  
PO Box 128  
Longview, WA 98632

Airport Manager  
Southwest Washington Regional Airport  
2222 S. Pacific Ave.  
Kelso, WA 98626

The name and address to which notices shall be directed may be changed by either Party giving the other notice of such change to the other as provided in this section.

- e. Waiver. No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any

subsequent breach, whether of the same or different provision.

- f. Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein, and no prior Agreements shall be effective to the contrary.
- g. Amendments. The provisions of this Agreement may be amended with the mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both Parties, except as provided in previous sections.
- h. Audit and Records. During the progress of the Work for either Party and for a period of not less than three (3) years from the date of final payment, both Parties shall maintain the records and accounts pertaining to the Work and shall make them available during normal business hours and as often as necessary, for inspection and audit by the other Party, State of Washington, and/or Federal Government, and copies of all records, accounts, documents or other data pertaining to the Work will be furnished upon request. The requesting Party shall pay the cost of copies produced. If any litigation, claim or audits are commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.
- i. Document Filing. The Longview City Clerk shall cause a copy of this Agreement to be posted on the City website pursuant to RCW 39.34.040. Upon execution of the originals and posting of a copy on the City website, each such duplicate original shall constitute an agreement binding upon the Parties.
- j. Severability. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

**IN WITNESS WHEREOF**, the City and Airport have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of \_\_\_\_ day of \_\_\_\_\_, 2023.

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Manager - City of Longview

Approved as to form:

\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
Clerk or the Board

\_\_\_\_\_  
Airport Manager  
Southwest Washington Regional Airport

Approved as to form:

\_\_\_\_\_  
Airport Attorney



## **Designated Primary Contact List**

### **Longview**

1. Public Works Director
2. Assistant Public Works Director
3. City Engineer

### **Southwest Washington Regional Airport**

1. Airport Manager
2. Kelso City Manager
3. Kelso Public Works Director

# EXHIBIT A








Chris Collins

[Home](#)
[Work Orders - Unassigned X](#)
[Streets/Storm/Traffic WO Form X](#)














Work Order #

Status  
 2 New Work Order

Start Date

End Date

Address

Street Name

Cross Street

Maintenance Zone

Category \*  
 Type

Priority  
 Type

Problem \*  
 Type

Main Task \*  
 Type

### Work Order

Request Comments

Cause  
 Type

Supervisor \*  
 Type

Assigned By \*  
 Type

Assigned To  
 Type

Assigned Crew \*  
 Type

Assigned Date

Charge to Dept

Work Order Comments

### LOCATES

Locate Needed

Date Locate Complete

WO Creator  
 chrisc

Creation Date Time

EXHIBIT B



Chris Collins

HomeNew Requests XTR\_Request Form X+





Customer Information

First NameLast Name

Cell Phone #Alternate Phone #

Business

Email

Internal Requests:

DEPARTMENTEMPLOYEE NAME

Request Information

Supervisor \*

Category \*

Problem \*

Cause \*

Priority

Loc Address

Loc Street Name

Loc Street2 Name

Loc City

Loc Zip Code

General Location

Please Describe the Problem as clearly as possible





# City of Longview

## Agenda Summary

### **CONSULTANT AGREEMENT WITH GIBBS AND OLSON FOR COLUMBIA HEIGHTS ROAD SAFETY IMPROVEMENTS**

#### **RECOMMENDED ACTION:**

**MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSULTANT AGREEMENT WITH GIBBS AND OLSON**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve streets and roads  
Improve transportation systems

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The City of Longview received \$5.5M federal funds through the 2023 Congressional Directed Funding for improvement of Columbia Heights Road between Fishers Lane and Cascade Drive. The proposed project will widen the paved roadway from 20 to 22 feet, it will add curb, gutter and sidewalk on the north side of the roadway and 4-foot paved shoulder on the south side. Other improvements will include retaining walls, storm drainage system, illumination if determined to be required, pavement overlay, and other minor roadway improvements as required.

Water line will be replaced, and sewer line will be lined to extend the useful life of the infrastructure under the new pavement overlay.

Staff solicited consultant services for the preliminary engineering services for this project in October 2023. Four engineering firms submitted proposals for the scope of work advertised. In accordance with federal and state law, staff selected Gibbs and Olson, inc. as the most qualified firm to perform the design work for this project. The proposed scope of work will complete the project up to 30% of preliminary engineering services to include survey, preliminary roadway design, environmental review, cultural resource survey and permits, geotechnical evaluation, and stormwater analysis. Once 30% is complete, a new scope of work and budget will be negotiated as required to complete the design of the project.

#### **FINANCIAL SUMMARY:**

The Gibbs and Olson contract amount for preliminary engineering services is \$500,000. The cost of this contract will be paid through ASF funds using federal grant allocation for this project.

#### **STAFF CONTACT:**

Ivona Kininmonth, P.E., Project Engineer

#### **Attachments:**

1. Gibbs-Olson Scope & budget

**EXHIBIT A  
SCOPE OF WORK  
CITY OF LONGVIEW  
COLUMBIA HEIGHTS SAFETY IMPROVEMENTS PROJECT**

**PROJECT DESCRIPTION**

The Agency proposes to construct roadway improvements along Columbia Heights Road from approximately 150 feet north of Cascade Drive to the city limits at Fishers Lane. The project will include new sidewalk, curb and gutter on the north (uphill) side of the road and a paved shoulder on the south (downhill) side. The roadway will consist of a westbound lane and an eastbound lane. Existing asphalt will remain and will be overlaid with 2-inches of new asphalt. Roadway horizontal, vertical, and intersection site distances will be analyzed and improved if warranted. Multiple retaining walls will be required along both sides of the roadway to accommodate the desired roadway and sidewalk width. Guardrail will be installed as a roadside safety measure to mitigate insufficient clear zone widths on the downhill side. Installation of a new streetlighting system will be evaluated for cost, and if feasible, existing streetlights will be removed from Cowlitz PUD poles and a new roadway illumination system will be installed on the north side of the roadway, adjacent to the sidewalk.

The Consultant will evaluate existing conditions and potential impacts to critical areas, including cultural resources, wetlands and fish and wildlife habitat conservation and will prepare required National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) documentation for submittal to and approval by the Washington State Department of Transportation.

Consultant understands the Agency's goal is for all permanent improvements to be located within Agency's existing street right-of-way, but construction beyond the Agency's existing street right-of-way may be necessary. Therefore, right-of-way acquisition or temporary construction easements may be required for the proposed construction and are included in this scope of work.

The existing water main is proposed to be replaced and the existing sanitary sewer main is proposed to be lined as a part of the corridor improvements. The Agency will prepare design drawings and technical specifications for the water and sanitary sewer improvements. These documents will be incorporated into final bid documents for the project.

The Consultant's scope of work for this phase of the project will be to 30% design. The cost for final design depends on decisions reached during the 30% design phase, and therefore, this Agreement is for work for to reach 30% design complete. The Consultant may be considered for subsequent project phases dependent upon the Consultant's satisfactory performance on prior work and upon negotiation of an Agreement for subsequent phases.

The project is part of the Agency's currently adopted 6-year Transportation Improvement Plan and is being implemented to serve existing development.

The Consultant will subcontract with multiple firms to perform identified work as listed below:

- Aqua Terra Cultural Resource Consultants – Cultural Resource Services
- Columbia West – Geotechnical investigation and design recommendations
- D&H Flagging – Traffic control for geotechnical site work and topographical survey

- Ecological Land Services – Site evaluation and environmental permitting assistance
- Exeltech Consulting, Inc. – Guardrail design, NEPA documentation and permitting, and constructability review.
- Global Transportation Engineering – Temporary traffic control staging and detour plans, permanent signing and stripping, and roadway illumination analysis and design.
- Sargent Engineering – Retaining wall analysis and design

## **ASSUMPTIONS**

The Consultant utilized the following assumptions in developing the identified scope of work and estimated budget:

### ***General***

- Consultant will meet with Agency up to twice per month to review project. Project meetings will be virtual or at Consultant's office. Consultant has budgeted for up to 12 meetings. Additional meetings, if requested, will be out of scope.
- Consultant's participation in public involvement or City Council meetings is not required for this project as the Agency will perform these items. Public involvement will be handled by the Agency and is not included in Consultant's scope of work.
- Addressing regulatory agency review comments will not require significant effort by Consultant. Significant, for this assumption, is defined to mean that field work or additional evaluation is required by the regulatory agency(ies) with jurisdiction regarding a specific permit application. If significant revisions are required to application materials, design drawings, specifications or contract documents as a result of review comments from any applicable regulatory agency, such revisions will be out of scope work.
- All deliverables will be provided to the Agency in electronic .pdf format only. No hardcopies will be provided by the Consultant.

### ***Topographic Survey***

- Consultant will mark utility locates for the project limits prior to Consultant submitting a request to 811 for utility locates.
- Agency will provide the Consultant with a copy of all available right-of-way files for Columbia Heights Road, including any historic right-of-way plans, deeds, easements and or waivers.
- Consultant will utilize the 811 utility locate process for requesting utility locates within the project limits. This process entails going through the two-week Design Information Request (DIR) and then the Design Locate Request (DLR) process. Any additional private locates, if requested, will be out-of-scope work.

### ***Contract Documents***

- No landscaping design, traffic signalization, offsite roadway design, water or sewer design, or offsite striping is included in the Consultant's scope of work.
- Consultant will prepare technical specifications for Divisions 2-9, excluding specifications for water and sewer. Agency will prepare all other technical specifications and prepare bidding and construction contract documents
- Agency will assemble required appendices. Consultant will prepare the following appendices to be included in the Contract Documents:
  - Geotechnical Data Report

- Agency standards will be utilized as applicable. Where Agency standards are not available, WSDOT Standard Plans will be utilized.
- Improvements to the Agency's water or sanitary sewer pipelines will be prepared by Agency and are not included in the Consultant's scope of work.
- Agency will prepare all required WSDOT checklists for submittal to and review of design deliverables by WSDOT.
- Agency will perform all communication with WSDOT and provide information to Consultant. Consultant will not be the lead contact for communication with WSDOT.

### *Cultural Resource Survey*

- The Consultant will utilize a cultural resource survey subconsultant to perform the Cultural Resource Survey and associated documents.
- All project information will be provided to Consultant before the assessment begins to avoid delays.
- The Agency will provide Consultant with any relevant correspondence regarding the project between involved agencies and tribes.
- The Agency will provide the Consultant with all available information the Agency has of the project area including, but not limited to, overview photos of the project area, a narrative description of the project's proposed activities and anticipated depths of ground disturbance.
- If not already defined by the federal lead agency, the Area of Potential Effects (APE) will comprise the project footprint and all proposed staging/laydown areas.
- Adjacent/bordering tax parcels will also be included in the APE since temporary construction easements are anticipated to be required.
- A draft copy of the APE Memorandum will be submitted to the Agency for review and approval before submission to the federal lead agency.
- The federal lead agency (or delegated authority) will be responsible for disseminating the formal Section 106 APE to applicable regulatory and tribal entities for review as appropriate.
- If the project's horizontal/vertical limits are changed during the project duration, an updated APE memorandum will be required which will require an amendment to this Agreement.
- Previous shovel testing in the southern portion of the APE in 2006 did not identify any archaeological resources, and it is assumed that this area will not need additional shovel testing.
- Shovel testing will not result in identification of any cultural resource sites or items (isolates). If a site or item (isolate) is found, the find will require documentation that is beyond the Consultant's scope of work.
- No historic built (buildings or structures constructed prior to 1979) environment properties will be adversely affected by the project, and no use of a historic site will occur.
- The Agency will provide contact information or documented permission from property owners to access the survey area.
- The client will have all utilities on-site identified before initiating any fieldwork activity.
- Before field investigations, a technical notification of the schedule and a request for information related to the project area will be sent to the tribes affiliated with the



location of the project area. This technical notification does not replace any formal consultation required by the project.

- A full pedestrian survey of the project area will be completed. The pedestrian survey generally consists of walking transects of inaccessible areas of the project area to inspect for evidence of cultural resources.
- Up to one hundred (100) shovel probes will be excavated to a maximum depth of 1 meter at 25-meter (or 20 meters for very high-risk areas at the southern extent of the project near the cemetery) intervals within the project's direct impact areas. Shovel probes may be augmented by using a hand augur if warranted. All probes will be backfilled following the recording. Excavation will terminate upon the presence of glacial deposits or standing water.
- This scope of work assumes no cultural resources will be encountered in the project area. If cultural resources are identified, a separate cost estimate or amendment will be prepared for the client.
- If the project area lies within an active homeless camp and/or contains biohazard waste, the client will have law enforcement vacate the property before the field survey activities and/or provide services of a third-party biowaste management company as applicable, or the survey will be rescheduled until the project area is confirmed safe for Consultant staff to access.
- Two (2) HPI forms will be prepared for: Property ID 50693 Columbia and Cowlitz Railway Crossing and the house at 2359 Canyon Place (TPN 10377) according to the DAHP's Washington State Standards for Cultural Resources Reporting (updated 4/19/2023).
- One Agency review round of comments will be incorporated into the final Cultural Resource Assessment report. If additional review rounds are warranted due to various agency inputs, a contract amendment will address the labor hours associated with multiple revisions and the internal quality assurance/quality control (QA/QC) process.
- The final report deliverable will be provided in electronic PDF format. If hard copies are requested, the direct expense and labor associated with report binding and printing production will be covered under the contract amendment.
- Consultant will email a final report deliverable .pdf to the Agency and upload the final report as a draft in the DAHP Wisaard database. If requested/approved, Consultant will submit the final report and associated forms to the DAHP WISAARD database.
- If the project area and/or scope are changed, a contract amendment may be required.

### *Permitting*

- The Consultant will utilize an environmental subconsultant to perform environmental evaluations and preparation of environmental permit applications.
- Consultant will prepare the required NEPA and SEPA documentation. These documents will be provided to the Agency for review and for submittal to WSDOT for review and approval.
- Project activities will qualify for a NEPA Categorical Exclusion.
- NEPA Documentation will start during the 30% design phase, but final documentation will be completed during the 60% design phase.
- An Environmental Justice (EJ) determination memorandum will be started, but not completed, during the 30% design phase. It is anticipated the EJ memo will be completed between 60% and 90% design.

- A cultural and historical resource evaluation and investigation for this project will be performed as part of the NEPA process as noted above.
- Wetland, biological or habitat investigation may be required and are included in the scope of work.
- A Department of Ecology Construction Stormwater Permit and Stormwater Pollution Prevention Plan (SWPPP) will be required. Preparation of the permit is not included as part of the 30% design scope of work.
- All permit application and public notice publication fees will be paid by the Agency.
- The project will not impact a known or potential hazardous waste site; therefore, a Hazardous Material Memorandum or Report will not be required and is not included in the scope of work.

### *Right of Way*

- Right of way services are not included in the 30% design scope of work.

### *Geotechnical Engineering*

- The Consultant will utilize a geotechnical subconsultant to perform geotechnical field explorations, evaluations and prepare the geotechnical engineering report for the project, including a recommended roadway structural section.
- Design codes referenced in the 1999 geotechnical report have changed and updated design recommendations are required to meet current design codes and standards.
- The scope of the 1999 geotechnical report included only the western half of proposed improvements in the 2006 Skillings & Connolly plans (2006 Plans). Due to the subsurface soil variability along the alignment and presence of geologic hazards (landslides), additional geotechnical investigation and analyses are necessary for the eastern portion of the proposed project.
- Multiple mapped active landslides within the project limits have occurred since completion of the 1999 geotechnical report. Supplemental geotechnical investigations and analyses are required to evaluate these landslides and provide appropriate design and construction recommendations.
- The 1999 geotechnical report included analysis and recommendations related to slope stability and retaining wall construction associated with embankment fills to be placed on downhill slopes on the southern side of Columbia Heights. The 1999 report included no analysis or recommendations related to slope stability and retaining wall construction on the uphill slopes on the north side of Columbia Heights. The 2006 Plans, however, included multiple retaining walls to be constructed at the toe of the uphill slopes. Several of the 2006 proposed retaining walls are located in the immediate vicinity of mapped and active landslides. There may also be other currently unknown areas of potential instability in conflict with the 2006 Plans. Investigation and analyses are required to provide appropriate recommendations for design and construction of the roadway alignment shown in the 2006 Plans.
- Site reconnaissance and drilling operations can be conducted during standard working hours (Monday through Friday, 7 a.m. to 5 p.m.).
- The Agency will assist the Consultant and geotechnical subconsultant as appropriate in arranging site access for geotechnical field exploration work.
- The Consultant will be responsible for completing required right-of-way permitting and temporary traffic control for geotechnical field exploration work.
- All geotechnical exploration locations will be accessible by a truck-mounted drill rig.

- Geotechnical subconsultant will hire a subcontractor to excavate identified test pits and to drill the soil borings within the project site.
- Prevailing wage rates do not apply to geotechnical field investigative work.
- Infiltration of stormwater will not be evaluated by the geotechnical subconsultant for this project.
- Geotechnical explorations do not include environmental assessments and the overall project site is assumed to be "clean" regarding contaminated and hazardous materials and contaminated soil will not be encountered in the explorations.
- Soil and groundwater within the project limits are not contaminated, and no testing or screening for soil or groundwater contaminants will be performed.
- Test pits excavated within the project limits will be backfilled and compacted to at least the density of the adjacent undisturbed ground. Test pit and boring locations will be identified on the design plans. Soil cuttings will be disposed of on-site.
- The Agency will wave right-of-way permit fees for geotechnical field exploration work.

#### ***Roadway Design***

- Consultant will utilize a transportation subconsultant for signing and channelization design, guardrail design and for preparation of construction traffic control plans.
- No traffic evaluation is required for the project.
- No Engineering Basis of Design will be required to be submitted to WSDOT for review and approval of roadway design.
- Consultant will provide information as needed for traffic control specifications for Agency to incorporate into Division 1 specifications.
- Channelization plans are not anticipated to require restriping of side streets except to replace existing striping damaged or removed by construction activities.
- Signing and channelization will follow Agency Standards and current Manual on Uniform Traffic Control Devices (MUTCD) guidelines.

#### ***Illumination Design***

- Consultant will utilize a transportation subconsultant for illumination design.
- Streetlights will be cobra head style LED luminaires with a 28-foot mounting height.
- Standard Agency luminaire hardware will be the basis for design.
- Light level targets will be based on WSDOT and Illuminating Engineering Society standards.
- The lighting analysis will account for existing lighting adjacent to the project limits to ensure continuity between existing and proposed systems.
- Standard/typical light pole foundations will be utilized. Special foundations requiring structural engineering are not required.

#### ***Structural Design***

- A maximum of two different wall types will be selected for the project based on the geotechnical information and structural recommendations memorandum to be prepared at 30% design.
- Wall types are expected to include soldier pile and gravity block or structural earth walls.

#### ***Stormwater Design***

- The project will result in new impervious surfacing greater than 5,000 SF but less than 50% of the existing impervious surface area; therefore, all minimum requirements will apply to new impervious surfacing. Per section 17.80.030 of the Longview Municipal Code (LMC), projects within the geographical boundaries of Consolidated Diking Improvement District No. 1 (CDID1) that are exempt from state flow control requirements, Minimum Requirement #7, are still required to meet local flow control requirements. The project discharges directly to CDID1 Ditch 6 East and is therefore flow control exempt. LMC 17.80.080(5)(a) requires flow control sized to control the post-development peak discharge rate to the pre-development rate for the 25-year, 24-hour design storm event.
- Project construction will disturb more than one acre, therefore, coverage under the Washington State Department of Ecology's Construction Stormwater General Permit is required. Preparation of the permit application is not included in the 30% design scope of work. Preparation of the draft Construction Stormwater Pollution Prevention Plan is not included in the 30% design scope of work.
- Stormwater design will provide treatment, detention and discharge at a controlled rate to the CDID1 Ditch 6 East.
- Preparation of the Stormwater Report is not included in the 30% design scope of work.

### **30% DESIGN PHASES ENGINEERING SERVICES**

During the 30% Design Phase, the Consultant shall prepare preliminary (30%) contract documents showing the general scope, extent and character of the construction work to be furnished and performed by the construction contractor. Final deliverables for the project will be one set of complete contract documents for Agency review.

### **TASK 1 - PROJECT ADMINISTRATION**

The Consultant shall provide project management, administration and attend meetings with the Agency as required. In general, this includes providing a designated Project Manager for this project and performing or preparing the following:

- A. General administration, scope adjustments, schedule and budget updates as necessary,
- B. Monthly invoices to include narrative report of work performed.
- C. All subconsultant management and coordination.
- D. Attend up to 2 permitting meetings with permitting agencies and the Agency.
- E. Schedule and conduct a project kickoff meeting with Agency and all subconsultants.
- F. Participating in one project review meeting with Agency and subconsultants at 30% design completion.
- G. Prepare for and attend up to 12 project progress meetings with the Agency during the design phase of the project. Consultant will prepare appropriate materials for use at these meetings to present final design criteria and any major impacts identified during the project. Subconsultants will participate in these meetings as appropriate.



### ***Task 1 Deliverables:***

- Progress meeting agendas, meeting materials and meeting minutes
- Monthly progress reports and invoices, including narrative of work performed.
- Schedule updates as appropriate.

## **TASK 2 - PRELIMINARY ENGINEERING DESIGN (30%)**

During preliminary design, Consultant will perform the following:

### **Task 2.1 - Utility Coordination and Survey Services**

A topographic survey will be performed on approximately 5,600± linear feet of road right-of-way of Columbia Heights Road, from the south side of Fisher's Lane at the south end to the north side of the driveway at 2914 Columbia Heights Road. The survey will include Agency owned parcels at Canyon Place Drive and the box culvert at the entrance into CDID1 Ditch 6 East. The western limits of the survey will be the creek's ordinary high water (OHW) level as flagged by the environmental subconsultant from the CDID1 Ditch 6 box culvert northerly to the south end of Cowlitz County Parcel Number 105150100. From here, the western limit will be 40-feet west of the Columbia Heights Road edge of pavement to the westerly end of the project.

The eastern margin of survey varies, and excluding driveways and roads, survey limits will be as follows:

- Eastern survey limits will extend 25-feet east of the edge of existing roadway pavement;
- Driveways off Columbia Heights Road will be surveyed a minimum of 50-feet from the eastern edge of Columbia Heights Road;
- Upper Maplewood Drive will be surveyed 80-feet from the eastern edge of Columbia Heights Road;
- Lower Maplewood Drive will be surveyed 200-feet from the eastern edge of Columbia Heights Road; and,
- Lynnwood Drive will be surveyed 25-feet beyond the first fire hydrant on Lynnwood Drive.

Survey of observed utilities with invert measurements, culverts, striping, walls, power poles and roads are included. Refer to the attached Exhibit A - Map

### ***Datums to be Utilized***

- Survey work will be performed on the NAVD88 vertical datum and NAD83/2011 horizontal datum (Washington Plane Coordinate System-South Zone).
- Survey work will be performed in U.S. Survey Feet and sheet size will be 22" x 34".
- Plan orientation will be shown with North Arrow at the top.

### ***Topographic Survey***

Consultant will perform both field and office work as appropriate for the topographic survey. The topographic survey will include, but is not limited to, the following information (refer to attached Exhibit A - Map):

A. Coordinates, descriptions, and elevations of the following existing items:

- Existing monumentation.
- Centerline, features, and edges of existing roadways, driveways, sidewalks, pedestrian ramps, and parking lots or other asphalt or concrete paved surfaces.

- Adjacent public utilities serving the subject parcels or project area consisting of:
  - Sanitary sewer manhole locations, rim elevations, pipe sizes, material type and invert elevations.
  - Storm drain manholes, catch basins, lines, outfalls, ditches, ponds, and structures with invert details including pipe size and grate/rim elevations,
  - Water line valves, blow-offs, and fire hydrants.
  - Underground utilities to the extent of known and determinable information from utility locates. Consultant request utility locates from the 811 Utility Locate service.

B. Existing retaining walls.

C. Topography of Cowlitz County Parcel Nos. 10375 and 10394.

D. Existing property and easement lines.

E. Buildings: the location of any structures, and/or improvements on the surveyed property observed in the process of conducting the fieldwork.

The following elements are the basic elements of Topographic Surveys and will be included on the topographic survey map:

- Vertical datum used
- North arrow
- Map scale and graphic scale bar
- Legend of symbols used
- Licensee name and contact information
- Seal and signature of licensee
- Statements of clarification for elements shown
- Basis of elevations citing benchmark(s) used with elevation(s)
- Purpose or intended use of the topographic elements shown on the map
- A description of the source of the contours
- Labeling to determine contour interval(s)
- Description of project benchmarks established
- Statement of elevations and contour accuracy
- Statement on limitation of use
- Source of boundary information and method(s) used to relate area mapped to said boundaries
- Statements of clarification of utility information shown:
- Source of utility location
- Statement of accuracy of utility depiction
- A statement of the scope of work between the project owner and the licensee regarding the comprehensiveness, exclusions, and limits of the utility investigations leading to these utility depictions

### ***Task 2.1 Deliverables***

- Topographic survey base map incorporating all field collected data in AutoCAD 2022. The AutoCAD file will include description, coordinates and elevation of each data point to scale and a 3D surface model for Client use.
- Topographic survey base map in .pdf format, sealed and signed by licensed surveyor.

## **Task 2.2 - Preliminary Roadway and Illumination Design**

### ***Task 2.2.a -Illumination Analysis***

Consultant will conduct a lighting analysis using appropriate software to determine optimal light pole placement within the project limits, based on the assumptions previously noted. The lighting analysis will be summarized in a memorandum with exhibits showing calculation points and results. An AGi32 analysis file will be provided.

#### ***Task 2.2.a Deliverables***

- Draft Lighting Analysis Results Memorandum
- AGi32 analysis file

### ***Task 2.2.b - Preliminary Retaining Wall Structural Evaluation & Design***

Consultant will develop preliminary retaining wall layouts for 20 retaining wall locations, evaluate retaining wall types, prepare preliminary retaining wall drawings and associated opinion of cost for 30% design. Work under this task includes the following:

- Review geotechnical recommendations and design data for each wall location.
- Prepare preliminary retaining wall layouts based on alignments and soil profiles developed for 30% design.
- Perform a comparison of two feasible wall types for the project based on cost and constructability. Wall types are expected to include soldier pile and gravity block or structural earth walls.
- Prepare preliminary drawings for retaining wall elements for 30% design.
- Prepare wall quantities for use in developing 30% opinion of construction cost.
- Prepare draft and final wall type selection memo.

#### ***Task 2.2.b Deliverables***

- Preliminary structural drawings for wall design to be included with preliminary roadway and illumination design drawings.
- Wall type selection memo in .pdf and Word format.

### ***Task 2.2.c -Preliminary Roadway and Illumination Design***

Consultant will prepare 30% design drawings and contract documents for the roadway and illumination to include the following:

- A. Roadway alignment, profile and corridor.
- B. Preliminary (30%complete) design drawings for the project limits.
- C. Illumination plans meeting Agency standards. Consultant will conduct a field review of the project site to verify the location of proposed streetlights in the field. Consultant will begin to coordinate with the Agency and Cowlitz PUD to determine a power source for new streetlights.
- D. Identify light pole locations necessary to complete the street lighting design to a 30% complete level and provide preliminary service locations.
- E. Signing and striping plans within the project limits to the 30% complete level consisting of lane geometry layout and sign replacement locations.

It is anticipated construction requirements for the project can be shown on approximately 93 22" x 34" drawings at 1" = 20" scale, consisting of:

- Cover sheet (1)
  - Notes, Legend, Index and Abbreviation sheet (1)
  - Alignment and Survey Control Plan sheets (2)
  - Existing Conditions Plan sheets (5)
  - Site Preparation & Temporary Erosion and Sediment Control Plan sheets (5)
  - Typical Roadway Section sheet (1)
  - Paving Plan & Profile sheets (9)
  - Wall Profiles and Typical Section sheets (8)
  - Grading & Storm Drainage Plan sheets (10)
  - Driveway Profile sheets (2)
  - Channelization & Signing Plan sheets (6)
  - Illumination Plan sheets (5)
  - Illumination Detail sheets (1)
  - Traffic Control Plan (4)
  - Staging Plan sheets (2)
  - Detour Plan sheets (3)
  - Details sheets (18)
  - Right of Way Plans sheets (10)
  - Technical specification will be prepared using WSDOT/APWA format.
- F. 30% design level opinion of construction cost based on Consultant's experience and recent WSDOT bid history for southwest Washington.
- G. In-house QC review of design drawings near the 30% completion stage to ensure the documents are consistent in presentation of the design information. QC review comments will be incorporated into the design.
- H. An electronic .pdf file of the 30% drawings and opinion of construction cost and 5 full sized hard copies will be submitted to the Agency for review and comment. Agency comments will be incorporated into the 60% documents as appropriate.
- I. Based on the 30% opinion of construction cost, the Agency will determine if illumination will be included in the final design or eliminated from the project.
- J. It is anticipated that a progress meeting with the Agency will take place to review and discuss various aspects of the project after the 30% submittal. This progress meeting will be at Consultant's office, in conjunction with a site visit, if requested by the Agency.

#### ***Task 2.2c Deliverables***

- 30% Design Drawings in .pdf and AutoCAD.
- 30% Design Opinion of construction cost.

#### **Task 2.3 - Environmental Review and Permit Application Development**

Consultant will perform environmental review and prepare permit applications as follows:



### ***Task 2.3.a - Report and Permit Application Development***

- A. Review the 2006 plans to research critical areas, including wetlands and fish and wildlife habitat conservation areas, to map out and narrow the field investigations and to verify field conditions are comparable to those previously identified. The preliminary area will be reviewed with the Agency to determine the full extent of the investigation area. Based on the agreed upon investigation area, Consultant will perform the following:
- Conduct a site visit to flag the northern ordinary high-water mark of the adjacent stream and to flag any potential wetlands.
  - Develop critical areas report and wetland delineation, if applicable.
- B. The Consultant will prepare a SEPA Checklist, NEPA review (assumed to be a categorical exclusion), City of Longview Grading Permit Application, a Stormwater Report and Erosion Control Plans to be submitted to the Agency, and a Construction Stormwater General Permit application to be submitted to Ecology. WSDOT review and approval of environmental documents is also required.

### ***Task 2.3.b -- Report and Permit Application Development***

- A. The Consultant will utilize available environmental and cultural resource documentation to prepare consultation packages required to be submitted to applicable state and federal agencies, tribes, etc. for the environmental, wildlife and cultural resource consultations required by FHWA funding. Consultant will perform the following:
- Prepare bank use plan for offsite mitigation, if applicable.
  - Perform no effect assessment for ESA Section 7 compliance.
  - Participate in internal meetings, coordination and correspondence with Agency and project team, including NEPA kickoff meeting.
  - Meet with applicable regulatory agencies.
  - Provide permit application development and support.

### ***Task 2.3 Environmental Deliverables***

- Draft of SEPA Checklist, NEPA review document, Grading Plan, Stormwater Report/Erosion Control Plan and environmental and cultural resource permit applications for Agency and WSDOT review and comment.
- Draft and final Critical Areas and Wetland Delineation Report
- Draft Bank Use Plan (if applicable)
- Draft No Effect Assessment

## **Task 2.4 - Geotechnical Evaluation**

A two-phased geotechnical study with geotechnical design recommendations will be performed as noted below.

### ***Task 2.4.a -Phase I - Feasibility Study***

Phase I is intended to provide a summary of the geologic hazards present at the site and identify potential conflicts with the 2006 design plans. The Phase I scope of work consists of:

- Further review of the 1999 geotechnical report, 2006 plans, topographical surveys of critical slopes, and available geotechnical and geologic data in the vicinity of the project.

- Conduct a site reconnaissance of the full project alignment to identify areas of potential slope instability.
- Prepare a letter that will:
  - Summarize existing site conditions based on available geotechnical data and our site reconnaissance, particularly areas of known and potentially unknown instability.
  - Identify any conflicts between our preliminary findings, the 1999 geotechnical report, and the 2006 plans.
  - Identify preliminary mitigation options for the identified conflicts, including conceptual design alternatives for placement and construction of embankment fills and retaining walls.
  - Identify recommendations for the scope of the Phase II geotechnical study.
- Attendance of up to four 1-hour virtual meetings with the Owner and design team to discuss our findings.

***Task 2.4.b -Phase II – Geotechnical Engineering Report***

Phase II is intended to provide a supplemental geotechnical engineering report for the entire project alignment using current design standards. The final scope of the Phase II investigation will be based on the Phase I findings and subsequent changes to current design plans, if applicable. The Consultant's current projected high-end Phase II geotechnical scope is presented for initial budgeting purposes only. Due to unknowns associated with the design conflicts between the 1999 report and 2006 plans, potential unknown hazards, and possible alterations to design plans based on the Phase I findings, a more precise identification of the Phase II scope and budget will be developed at the completion of the Phase I work.

The Phase II geotechnical investigation assumes up to five significant conflicts between the Phase I findings and the current project design plans, requiring full assessment and redesign of slope stability and retaining wall design in geologic hazard zones. The scope of services includes the following:

- Up to six days of Consultant time to oversee seven borings drilled to a maximum depth of 40 feet BGS, two borings drilled to a maximum depth of 20 feet BGS, and two borings drilled to a maximum depth of 10 feet BGS.
  - A site visit to determine boring locations based on current or revised plans.
  - Consultant will prepare traffic control plans and obtain a City right-of-way permit.
  - Notification of public utility locates.
  - Provide private utility locating services, traffic control, and drilling services via direct subcontract.
  - Maintain continuous logs of the borings and collect soil samples at representative intervals.
- Conduct laboratory tests on selected soil samples obtained from the borings. The specific tests will be selected based on the geologic material encountered and will likely consist of natural moisture content, particle size analysis, Atterberg limits, and direct shear testing.
- Provide a summary of subsurface conditions encountered in the borings as well as logs of the borings and measured depth to groundwater.

- Provide global slope stability analysis and recommendations and retaining wall design parameters for up to five locations.
- Review current proposed asphalt concrete (AC) pavement design sections and provide recommendations for pavement subgrade preparation and base aggregate and asphalt placement and compaction.
- Design parameters and recommendations for luminaire pole foundations.
- Prepare a geotechnical engineering report that presents the geotechnical findings, conclusions, and recommendations.
- Attend up to eight one-hour virtual meetings during the design and permitting phase of the project.

#### ***Task 2.4 Deliverables***

- Draft and Final Geotechnical Engineering report summarizing findings and design recommendations.
- Pavement design recommendations.

#### **Task 2.5 - Cultural Resource Survey**

Consultant will prepare a cultural resource study meeting the standards of Section 106 of the National Historic Preservation Act, the National Environmental Policy Act (NEPA), as well as Executive Order 21-02 should the Agency anticipate Transportation Improvement Board (TIB) funds will be used for construction. Consultant's survey results will support WSDOT's finding regarding the project's potential to use a historic site under Section 4(f) of the U.S. Department of Transportation Act.

Background research indicates approximately 17 archaeological sites, six registered structures, two burials or cemeteries, 425 recorded historic structures, and 13 previously conducted cultural resource assessments within a one-mile radius of the project area. One cultural resource study is within the project area, one recorded historic structure, and one cemetery/archaeological site is adjacent to the project. The historic structure 50693 is the Columbia and Cowlitz Railway Crossing, recorded in 2006, and has not been eligible for listing on the National Register of Historic Places (NRHP). Cemetery/archaeological site 45CW36 is the Catlin cemetery, with recorded pioneer burials as early as the 1840s, and is known to have unmarked graves. After 45CW36, the closest archaeological site is 45CW287, 0.5 miles north of the project, a historic bottle isolate determined not eligible for listing on the NRHP. Site 45CW28 is 0.7 miles east of the project on the opposite bank of the Cowlitz River; it is the Old Kelso High School, recorded in 1974.

Portions of the project area were surveyed in 2006 (Cultural Resources Investigations for the City of Longview's Columbia Heights Road Project, Cowlitz County, Washington [Luttrell 2006]). Six of seven shovel probes tested positive for historical or modern debris (i.e., milk glass) but were not recorded as an archaeological site. Luttrell recorded 2 structures within the Project parcels or ROW: 2359 Canyon Place (TPN 10377); 2806 Columbia Heights Road (TPN 05360845); and ID 50693 Columbia and Cowlitz Railway Crossing.

A search of the Cowlitz County Assessor's records for the property reveals structures within the proposed Project Area meeting the 45-year age threshold for assessment (Table 1). However, these structures will not be impacted by the project.

**Table 1. Project parcels with or without historic built structures at least 50 years old**

| TPN       | Y/N (year) | TPN       | Y/N (year) | TPN      | Y/N (year) |
|-----------|------------|-----------|------------|----------|------------|
| 05360871  | N          | 1037301   | N          | 08040536 | N          |
| 05360844  | N          | 08040510  | Y 1957     | 08040523 | N          |
| 10515     | N          | 1037301   | N          | 1041601  | N          |
| 05360845  | Y 1954     | 08040512  | Y 1958     | 10383    | N          |
| 05360846  | Y 1973     | 08040520  | N          | 10380    | N          |
| *05360848 | Y 1973     | 080405201 | N          | 10393    | N          |
| 105150100 | N          | 080405221 | Y 1970     | 10378    | N          |
| 10375     | N          | 10394     | N          | 1039402  | N          |
| 05360847  | Y 1973     |           |            |          |            |

\* This structure is adjacent to the project direct impact limit, may warrant an HPI in case of indirect impacts.

The soils in the project area are generally comprised of Kalama gravelly loam, 15 to 30 percent slopes; Kelso silt loam, 15 to 30 percent slopes; Hazel Dell gravelly silt loam, 30 to 65 percent slopes; and Godfrey silt loam, 0 to 3 percent slopes. The project area has been previously disturbed by road construction.

#### **Task 2.5.a -Background Review.**

#### **Task 2.5.b -Area of Potential Effects (APE) Submittal**

The Consultant will develop an Area of Potential Effects (APE) Memorandum that defines the project APE, including horizontal and vertical impacts for WSDOT review and approval. The APE memo will include background information for the project area, a review of previous cultural resource surveys, and Consultant's methodology for cultural resource survey and documentation. Consultant will also develop the accompanying map set.

#### **Task 2.5.b Deliverables**

- Area of Potential Effect Memorandum

#### **Task 2.5.c -Field Investigation**

The Consultant will conduct a field investigation using standards documented in the DAHP's Washington State Standards for Cultural Resources Reporting (updated 4/19/2023). At a minimum, field investigation generally includes pedestrian surveys and subsurface testing to inspect for evidence of cultural resources. If a cultural resource (e.g., a resource aged at least 50 years) is identified in the project area, it must be fully documented on a Washington State Archaeological Site Form, or a Historic Property Inventory (HPI) Form as required by the DAHP. Inventory generally includes preparing a written description of the resource and its setting, taking photographs, making sketch maps, and taking GPS coordinates. Any identified cultural resource will be returned to where it was identified unless negotiated under another agreement.

#### **Task 2.5.d -Draft/Final Cultural Resource Assessment Report**

The Consultant will prepare a cultural resource assessment report that adheres to the standards documented in the DAHP's Washington State Standards for Cultural Resources Reporting



(updated 4/19/2023). The report will include relevant project information and maps and provide a discussion on the environmental and cultural contexts, land-use patterns, and previously conducted cultural resources studies and findings within and within a one-mile radius of the project area. The one-mile radius may be altered depending on the scope of the project at the Consultant's discretion. The report will also include methods used to survey the project area and findings and determine the likelihood that the project will impact potential cultural resources. If necessary, based on the regulatory needs of the project, the report will also include an NRHP evaluation of any identified cultural resources. The Consultant will submit the report to the Agency for Agency and WSDOT review and will address one round of review comments and will provide a final report to the Agency. The final report will be suitable for submission to DAHP, the federal lead agency, and affected tribes.

The Consultant has budgeted to address one round of Agency and WSDOT review in finalizing the report. If additional review rounds are warranted due to various agency inputs, a contract amendment may be required to address the unbudgeted cost of addressing multiple rounds of review comments.

The Consultant will provide the final report to the Agency and will upload the final report as a draft in the DAHP WISSARD database. Once approved by DAHP, the Consultant will submit the final report and associated forms to the DAHP WISAARD database.

#### ***Task 2.5.d Deliverables***

- Draft Cultural Resource Assessment report
- Final Cultural Resource Assessment report.

### **Task 2.6 - Preliminary Stormwater Analysis and Design**

It is anticipated the surface area of new impervious surfacing will not exceed 50% of the existing impervious surface area. Per Figure I-3.2: Flow Chart for Determining Requirements for Redevelopment, for roadway projects with new impervious surface area less than 50% of existing impervious surface, the project is considered redevelopment and all minimum requirements for the new hard surfaces and converted vegetated areas apply to the project. Minimum requirements 1-9 will be applied to the project's new impervious surfaces.

A new storm drain system will be constructed to collect, convey, treat, detain and discharge storm water runoff at a controlled rate. Agency owned parcels (Cowlitz County Parcel Numbers 10375 and 10394) at the intersection of Columbia Heights Road at Canyon Place will be utilized for providing stormwater treatment and detention to meet City of Longview stormwater requirements. Work under this task will be used for preliminary sizing of the proposed treatment and detention facility and preparing an opinion of associated construction costs, and will include the following:

1. Preliminary design of roadway storm drainage pipe to convey the 25-year, 24-hour design storm.
2. Preliminary design of detention for the increase in roadway runoff from the 25-year, 24-hour design storm.
3. Preliminary design of treatment for the roadway impervious surface area.

#### ***Task 2.6 Deliverables***

- Preliminary sizing calculations and quantities for use in preparing 30% design complete opinion of construction costs.

### **FINAL DESIGN, BID PHASE ENGINEERING AND CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

Final design, bid phase engineering and construction management and inspection services are not included in the Scope of Work but can be added via amendment to this Agreement if desired by the Agency.

### **SCHEDULE MILESTONES**

The following schedule milestones are based on Consultant receiving Notice to Proceed by January 14, 2024. If Notice to Proceed is issued by the Agency to the Consultant after January 14, 2024, the Schedule Milestones will be adjusted on a day for day basis to the actual Notice to Proceed date.

- Notice to Proceed: 1/14/2024
- Field Survey: completed week of 2/29/2024
- 30%Design documents 7/26/2024

EXHIBIT D  
Columbia Heights Road Safety Improvements  
30% Design  
Longview, WA  
Gibbs & Olson, Inc.  
Estimated Time and Cost Budget

| Project Tasks                                                               | Principal  | Eng V       | Eng III     | Eng II      | Eng I       | Sr. Tech I | Admin. Asst. | 1 Man Crew | 2 Man Crew  | Senior Land Surveyor | Land Surveyor | Enviro              | Geotech             | Structural          | Traffic/<br>Lighting | Cultural<br>Resources | Exeltech            | Total<br>Cost        |
|-----------------------------------------------------------------------------|------------|-------------|-------------|-------------|-------------|------------|--------------|------------|-------------|----------------------|---------------|---------------------|---------------------|---------------------|----------------------|-----------------------|---------------------|----------------------|
| <b>Task 1 - Project Administration &amp; Meetings</b>                       |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | <b>4.4%</b>          |
| Monthly Progress reports, general correspondence                            | 2          | 8           | 12          | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$2,228.73          | \$ 5,561.85          |
| Subconsultant Coordination                                                  | 12         | 20          | 80          | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 16,533.98         |
| Project Kickoff Meeting                                                     | 2          | 4           | 4           | 4           | 4           | 0          | 2            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 2,590.68          |
| Project meetings - Assume 12 meetings                                       | 4          | 24          | 48          | 48          | 48          | 6          | 8            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$4,431.88          | \$2,359.40           | \$0.00                | \$0.00              | \$ 29,014.74         |
| <b>Total Task 1 - Project Administration</b>                                | <b>20</b>  | <b>56</b>   | <b>144</b>  | <b>52</b>   | <b>52</b>   | <b>6</b>   | <b>10</b>    | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$4,431.88</b>   | <b>\$2,359.40</b>    | <b>\$0.00</b>         | <b>\$2,228.73</b>   | <b>\$ 53,701.25</b>  |
| <b>Task 2 - Prepare 30% Contract Documents</b>                              |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| <b>Task 2.1 - Topographic Survey</b>                                        |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| Research, Calculations, CAD and Locates                                     | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 8          | 0           | 20                   | 80            | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 12,321.50         |
| Topographic Survey                                                          | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 0          | 240         | 28                   | 20            | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 45,294.69         |
| Process Field Data and Reduction/Mapping                                    | 0          | 2           | 8           | 0           | 0           | 8          | 0            | 0          | 0           | 24                   | 112           | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 17,853.02         |
| <b>Total Task 2.1 - Topographic Survey</b>                                  | <b>0</b>   | <b>2</b>    | <b>8</b>    | <b>0</b>    | <b>0</b>    | <b>8</b>   | <b>0</b>     | <b>8</b>   | <b>240</b>  | <b>72</b>            | <b>212</b>    | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$ 75,469.21</b>  |
| <b>Task 2.2 - Preliminary Roadway and Illumination Design</b>               |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| Roadway Plan and Details 30%                                                | 0          | 8           | 158         | 190         | 360         | 52         | 0            | 0          | 0           | 0                    | 0             |                     |                     |                     | \$5,335.48           |                       | \$19,185.31         | \$ 106,807.64        |
| Illumination Design                                                         | 0          | 2           | 4           | 2           | 0           | 2          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$8,215.56           | \$0.00                | \$0.00              | \$ 9,481.94          |
| Preliminary Wall Design and Proposed Options                                | 2          | 4           | 4           | 4           | 4           | 4          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$26,203.52         | \$0.00               | \$0.00                | \$0.00              | \$ 29,010.08         |
| Quantities & 30% Opinions of Cost                                           | 0          | 2           | 16          | 32          | 40          | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 9,822.98          |
| Specifications                                                              | 0          | 4           | 8           | 12          | 16          | 0          | 10           | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 5,307.72          |
| QA/QC                                                                       | 2          | 8           | 24          | 8           | 8           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$1,988.24          | \$ 8,578.14          |
| 30% Review Meeting                                                          | 0          | 0           | 2           | 2           | 2           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 680.58            |
| <b>Total Task 2.2 - 30% Roadway and Illumination Design</b>                 | <b>4</b>   | <b>28</b>   | <b>216</b>  | <b>250</b>  | <b>430</b>  | <b>58</b>  | <b>10</b>    | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$26,203.52</b>  | <b>\$13,551.04</b>   | <b>\$0.00</b>         | <b>\$21,173.55</b>  | <b>\$ 169,689.08</b> |
| <b>Task 2.3 - Environmental Review and Permit Application Development</b>   |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| 2.3.a Report and Permit Application Development                             | 2          | 3           | 8           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$28,339.52         | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 35,665.08         |
| Site Visit to Flag Wetlands                                                 | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$3,929.52          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 3,929.52          |
| Critical Areas Report Development                                           | 0          | 1           | 2           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$9,370.14          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 9,799.29          |
| NEPA Documentation                                                          | 1          | 1           | 4           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$4,859.24          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$5,336.48          | \$ 11,109.30         |
| Bank Use Plan (if applicable)                                               | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$5,412.23          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 5,412.23          |
| No Effect Assessment for ESA Section 7                                      | 1          | 1           | 2           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$4,768.39          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 5,414.74          |
| 2.3.b Report and Permit Application Development                             | 0          | 1           | 30          | 24          | 16          | 0          | 0            | 0          | 0           | 0                    | 0             | \$6,302.78          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 14,685.62         |
| Project Meetings w/ Project Team and Agency                                 | 0          | 0           | 2           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$604.52            | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 871.75            |
| Internal Project Team Meetings                                              | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$1,511.30          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 1,511.30          |
| Meetings w/ Regulatory Agencies                                             | 0          | 0           | 4           | 4           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$895.61            | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 1,882.91          |
| Permit Application Development and Support                                  | 0          | 1           | 24          | 20          | 16          | 0          | 0            | 0          | 0           | 0                    | 0             | \$1,942.35          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 9,070.66          |
| Coordination and Correspondence w/ Team and Agency                          | 0          | 0           | 0           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$1,349.00          | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 1,349.00          |
| <b>Total Task 2.3 - Enviro Review and Permits Dev.</b>                      | <b>2</b>   | <b>4</b>    | <b>38</b>   | <b>24</b>   | <b>16</b>   | <b>0</b>   | <b>0</b>     | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$34,642.30</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>         | <b>\$5,336.48</b>   | <b>\$ 50,350.70</b>  |
| <b>Task 2.4 - Geotechnical Evaluation</b>                                   |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| 2.4.a Phase I Feasibility                                                   | 2          | 2           | 2           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$7,851.70          | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 8,877.18          |
| 2.4.b Phase II Geotechnical Engineering Report                              | 2          | 2           | 8           | 2           | 2           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$43,471.74         | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$ 45,712.25         |
| <b>Total Task 2.4 - Geotechnical Evaluation</b>                             | <b>4</b>   | <b>4</b>    | <b>10</b>   | <b>2</b>    | <b>2</b>    | <b>0</b>   | <b>0</b>     | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$0.00</b>       | <b>\$51,323.44</b>  | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$ 54,589.43</b>  |
| <b>Task 2.6 - Cultural Resource Survey</b>                                  |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| Cultural Resource Survey                                                    | 2          | 2           | 4           | 0           | 0           | 0          | 0            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$30,915.60           | \$0.00              | \$ 32,208.30         |
| <b>Total Task 2.5 - Cultural Resource Survey</b>                            | <b>2</b>   | <b>2</b>    | <b>4</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>   | <b>0</b>     | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$30,915.60</b>    | <b>\$0.00</b>       | <b>\$ 32,208.30</b>  |
| <b>Task 2.5 - Preliminary Stormwater Analysis and Design</b>                |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| Preliminary Stormwater Evaluation                                           | 0          | 4           | 4           | 32          | 8           | 0          | 4            | 0          | 0           | 0                    | 0             | \$0.00              | \$0.00              | \$0.00              | \$0.00               | \$0.00                | \$0.00              | \$5,847.45           |
| <b>Total Task 2.6 - Preliminary Stormwater Analysis and Design</b>          | <b>0</b>   | <b>4</b>    | <b>4</b>    | <b>32</b>   | <b>8</b>    | <b>0</b>   | <b>4</b>     | <b>0</b>   | <b>0</b>    | <b>0</b>             | <b>0</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$ 5,847.45</b>   |
| <b>Total Task 2 - Preliminary (30%) Design</b>                              | <b>12</b>  | <b>40</b>   | <b>276</b>  | <b>276</b>  | <b>448</b>  | <b>66</b>  | <b>10</b>    | <b>8</b>   | <b>240</b>  | <b>72</b>            | <b>212</b>    | <b>\$34,642.30</b>  | <b>\$51,323.44</b>  | <b>\$26,203.52</b>  | <b>\$13,551.04</b>   | <b>\$30,915.60</b>    | <b>\$26,510.04</b>  | <b>\$ 382,306.72</b> |
| <b>Total Columbia Heights Rd Safety Improvements Project 30% Design</b>     | <b>32</b>  | <b>100</b>  | <b>424</b>  | <b>360</b>  | <b>508</b>  | <b>72</b>  | <b>24</b>    | <b>8</b>   | <b>240</b>  | <b>72</b>            | <b>212</b>    | <b>\$34,642.30</b>  | <b>\$51,323.44</b>  | <b>\$30,635.40</b>  | <b>\$15,910.44</b>   | <b>\$30,915.60</b>    | <b>\$28,738.76</b>  | <b>\$ 441,855.43</b> |
| Direct Rate 2024                                                            | \$82.50    | \$61.50     | \$50.75     | \$43.00     | \$35.50     | \$34.50    | \$28.00      | \$32.50    | \$62.00     | \$53.00              | \$42.00       |                     |                     |                     |                      |                       |                     |                      |
| Total Direct Cost                                                           | \$2,912.00 | \$6,775.00  | \$24,168.00 | \$17,460.00 | \$20,193.00 | \$2,682.00 | \$744.00     | \$284.00   | \$16,560.00 | \$4,212.00           | \$9,805.00    |                     |                     |                     |                      |                       |                     |                      |
| Indirect Cost (OH) @ 133.08%                                                | \$3,875.29 | \$9,016.17  | \$32,162.77 | \$23,235.77 | \$26,872.84 | \$3,569.21 | \$990.12     | \$377.95   | \$22,038.05 | \$5,605.33           | \$13,048.49   |                     |                     |                     |                      |                       |                     |                      |
| Profit @ 30.2% of Direct Cost                                               | \$879.42   | \$2,046.05  | \$7,298.74  | \$5,272.92  | \$6,098.29  | \$809.96   | \$224.69     | \$85.77    | \$5,001.12  | \$1,272.02           | \$2,961.11    |                     |                     |                     |                      |                       |                     |                      |
| Total Labor + OH + Profit                                                   | \$7,666.71 | \$17,837.22 | \$63,629.51 | \$45,968.69 | \$53,164.13 | \$7,061.17 | \$1,958.80   | \$747.72   | \$43,599.17 | \$11,089.35          | \$25,814.60   |                     |                     |                     |                      |                       |                     |                      |
| Negotiated Hourly Rate                                                      | \$217.21   | \$161.92    | \$133.61    | \$113.21    | \$93.46     | \$90.83    | \$73.72      | \$85.57    | \$163.23    | \$139.54             | \$110.58      |                     |                     |                     |                      |                       |                     |                      |
| Direct Expenses                                                             |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     |                      |
| D&H Flagging, Inc. - Traffic Control Services for Geotechnical Explorations |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | \$ 8,400             |
| GPS Equipment - \$35/Hr/Unit x 1 units x 40 hrs                             |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | \$ 1,400             |
| Robotic Equipment - \$25/Hr/Unit x 1 units x 190 hrs                        |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | \$ 4,750             |
| Mileage                                                                     |            |             |             |             |             |            |              |            |             |                      |               | \$50.00             |                     |                     |                      | \$ 1,045.20           | \$ 139.36           | \$ 1,415             |
| Geotechnical Drilling Contractor                                            |            |             |             |             |             |            |              |            |             |                      |               |                     | \$ 40,918.00        |                     |                      |                       |                     | \$ 40,918            |
| Reproduction/maps                                                           |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | \$ 900               |
| Misc. Job Expense                                                           |            |             |             |             |             |            |              |            |             |                      |               |                     |                     |                     |                      |                       |                     | \$ 362.01            |
| <b>Total Estimated Budget Amount</b>                                        |            |             |             |             |             |            |              |            |             |                      |               | <b>\$ 34,692.30</b> | <b>\$ 92,241.44</b> | <b>\$ 30,635.40</b> | <b>\$ 15,910.44</b>  | <b>\$ 31,960.80</b>   | <b>\$ 28,878.12</b> | <b>\$ 500,000.00</b> |