



City of Longview

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

Agenda

City Council

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

Thursday, March 6, 2025

6:00 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 - workshop in the Longview City Hall Training Room, 1525 Broadway, Longview, on Thursday, March 6, 2025 at 6:00 p.m. The topic of discussion follow. No action will be taken.

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 by contacting the Clerk's Office to register prior to the hearing date. 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. FLAG SALUTE
3. ROLL CALL

4. WORKSHOP

25-00170 COMMUNITY EVENTS PRIORITY DISCUSSION (APPROXIMATELY 2 HOURS)

5. 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, MARCH 13, 2025 – 6:00 P.M.

THURSDAY, MARCH 27, 2025 – 6:00 P.M. - IMMEDIATELY FOLLOWING SPECIAL WORKSHOP ON DOWNTOWN PARKING

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, MARCH 27, 2025 - 5:00 P.M. - DOWNTOWN PARKING - COUNCIL CHAMBERS

CITIZEN SUMMIT:

WEDNESDAY, MARCH 19, 2025 - 6:00 P.M. - WOMAN'S CLUB

SATURDAY, MARCH 22, 2025 - 10:00 A.M. - WOMAN'S CLUB

Community Events

To be discussed:

- **Process from Start to Finish**
- **Rate Resolution**
- **Alcohol Policy & Locations**
- **Funding for Impact: Prioritization of Community Events**



What is the difference between a park rental & a Community event?

A **Community event** is a planned gathering that requires permits and coordination due to its size, impact, or unique activities

A **park rental** is a reserved space for private use with minimal requirements and public disruption.



Current Community Event Process

Challenges:

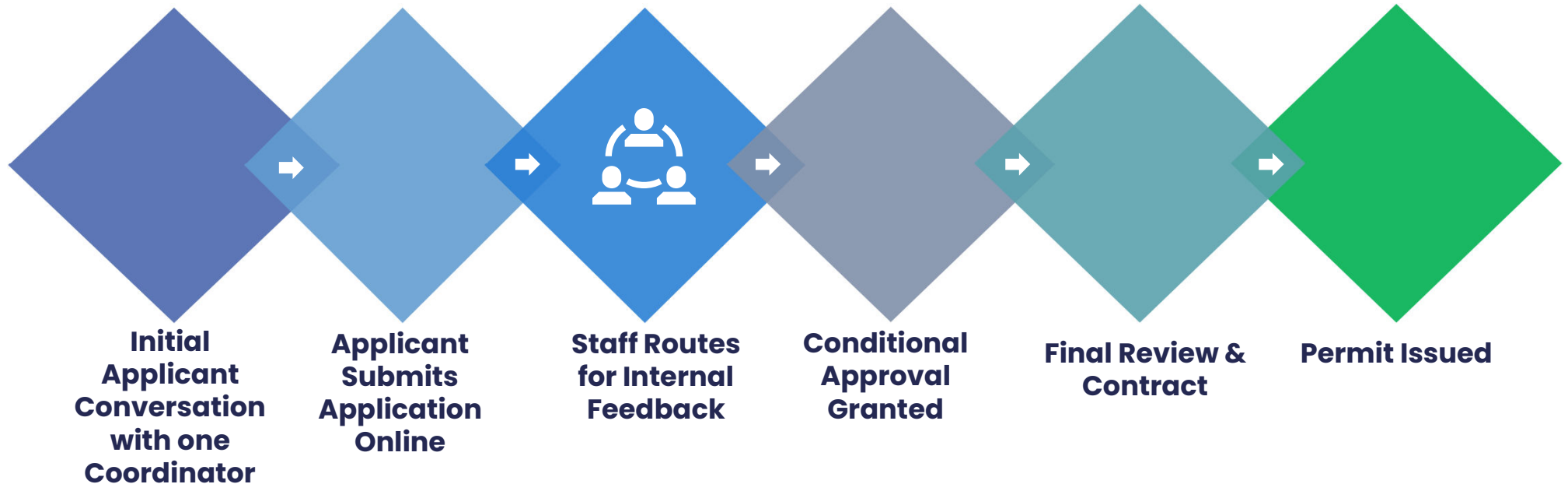
- Submittals to multiple departments, duplicating applications
- Applicant doesn't know what information to provide
- MANY emails for routing internally

Needed Improvements:

- One citywide contact
- Master application packet with timelines
- Checklists of required information/documents
- Conditional approval
- Online permitting process

Community Event Process Modernization

Updating to create a streamlined process both Internal and External



Provides:

- Streamlined process for applicant and staff (no email routing for applications)
- Applicant with a conditional approval
- Contract for review of event changes before event

Rate Resolution Direction

	Application Fees	Security Deposits	Population
City of Longview - current	\$0 application fee, Park rental Fees \$75-650 up to 5 hours	\$0	38,000
Lake Stevens	\$100-\$1,050 (Event Size)		41,000
Walla Walla	\$75-\$175 (Applied Date)		33,000
Moses Lake	\$75 (Applied Date)		27,000
Kennewick	\$50 fee plus \$200-\$400 (Event Size & risk)	\$100-\$1,300	86,000
Everett	\$130-\$336 (Event Size) plus late fees \$50-\$125 (applied dates)		112,000
City of Longview - proposed	\$150-\$1,000	\$1,000-\$2,500	38,000

City of Longview – Proposed Fees

Application Fees

Event Size	Fee
1-499	\$150
500-999	\$500
1,000+	\$1,000

Paid with Application Submittal
Added Late Fees:
Based on Submittal Dates \$50-
\$150
Expedited fee?

Security Deposits

Event Size	Deposit
1-499	\$1,000
500-999	\$1,500
1,000+	\$2,500

Paid at Permit Issuance, 14+ days
Prior

Funding For Impact

**Longview
Legacy
Events**

**Longview
Sponsored
Events**

**Longview
Community
Events**

**LTAC
Funding
Biggest
use
benefit?**

Longview Legacy Events

Definition:

Longview Legacy Events shall receive City supported personnel, services, and equipment from applicable City departments to support the traffic and crowd control and public safety of the event on a City of Longview Public Right of Way or Park.

*Alcohol related fees are to be paid for by Applicant

Longview Sponsored Events

Definition:

City of Longview Sponsored Events will be provided City-owned equipment on an *as-available* basis to support the traffic and crowd control and public safety of the event. City-owned equipment will be delivered to and picked up from a single point on the boundaries of the event with the event organizer responsible for setting and striking all equipment in alignment with the traffic control plan.

Longview Community Events

Definition:

City of Longview Events that do not meet the definitions of Legacy or Sponsored Events



Community Events & Alcohol

Current Policy

- 72in fence or 42in double fence spaced 6ft apart
- Only Approved Park Location:
 - RA Long Park



Community Events & Alcohol

Modernization Request

- 72in fence or 42in & 36in double fence spaced 6ft apart
- Approved Locations:
 - RA Long Park
 - Library Lawn
 - Hemlock Plaza/Martin's Dock
 - Louisiana Lawn
 - Roy Morse Park

Discussion Item

- **Attendance Limits +/- 5K (Go 4th)**
- **Event Types**

Lodging Tax Advisory Committee (LTAC) Funding

What is the best way for us to use this funding?

- 100% Tourism Grants?
- 50/50 Tourism/In-kind?
- Other Ideas?



The background of the slide features a series of concentric circles in shades of blue and purple, centered on the left side. A white, wavy line curves across the right side of the slide, partially overlapping the circles.

Questions?