



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, June 12, 2025

6:00 PM

2nd Floor, City Hall

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

Telephone options (dial any of the following numbers):

1-253-215-8782 or 1-346-248-7799 or 1-408-638-0968 or 1-669-900-6833 or 1-301-715-8592

Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
25-00341 PAUL BRICKNELL, RIVER TOWN CHURCH
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES
25-001192 MAY 22, 2025 REGULAR MEETING
25-00534 JUNE 5, 2025 SPECIAL MEETING MINUTES
6. CHANGES TO THE AGENDA

7. EXECUTIVE SESSION

25-00526 POTENTIAL LITIGATION PER RCW 42.30.110(1)(i)

8. PRESENTATIONS & AWARDS

25-00527 INAUGURAL LONGVIEW LEGACY AWARD

25-00535 PROCLAMATION - BILL KASCH DAY JULY 15, 2025

25-00550 COWLITZ TRIBE ACTIVE TRANSPORTATION PROJECT PLANNING CONCEPTS

RECOMMENDED ACTION:

COUNCIL CONCURRENCE ON THE MULTI-MODAL TRANSPORTATION PROJECT TO IMPROVE WALKING AND BIKING ALONG 9TH AVE AND DOUGLAS ST

25-00514 FIRE REVENUE STRATEGIES

9. CONSTITUENTS' COMMENTS (Thirty Minutes)**10. PUBLIC HEARINGS**

25-00548 RESOLUTION NO. 2562 - ADOPT 2026 - 2031 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS

RECOMMENDED ACTION:

HOLD PUBLIC HEARING AND MOTION TO ADOPT RESOLUTION NO. 2562

25-00545 ORDINANCE NO. 3561 - ADOPTING A NEW CHAPTER 19.25 OF THE LONGVIEW MUNICIPAL CODE ESTABLISHING A MULTI-UNIT OVERLAY ZONE (MUZO); AMENDING THE COMPREHENSIVE PLAN MAP TO REDESIGNATE CERTAIN PROPERTIES IN THE HIGHLANDS NEIGHBORHOOD FROM HIGH DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL; AMENDING THE OFFICIAL ZONING MAP TO APPLY THE MUZO TO SAID PROPERTIES

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO APPROVE ORDINANCE NO. 3561

25-00544 ORDINANCE NO. 3562 - AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON, AMENDING CHAPTERS 19.67 AND 19.80 OF THE LONGVIEW MUNICIPAL CODE RELATING TO SHORT SUBDIVISIONS AND SUBDIVISION REGULATIONS

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO APPROVE ORDINANCE NO. 3562

11. BOARD & COMMISSION RECOMMENDATIONS**12. ORDINANCES & RESOLUTIONS**

25-00551 RESOLUTION NO. 2563 - AUTHORIZING INTERLOCAL FOR ANIMAL SHELTERING AND CONTROL SERVICES

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2563 AND AUTHORIZE THE CITY MANAGER TO EXECUTE AND IMPLEMENT THE AGREEMENT

25-00563 RESOLUTION 2564 - SOLID WASTE AND RECYCLING RATE INCREASE FOR 2025

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2564

13. MAYOR'S REPORT

14. COUNCILMEMBERS' REPORTS

15. CONSENT CALENDAR

25-001193 APPROVAL OF CLAIMS

25-00549 RESOLUTION NO. 2565 - AFFIRMING THE CITY'S COMMITMENT OF LOCAL MATCHING FUNDS FOR THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION FOR THE BEECH STREET CORRIDOR SAFETY IMPROVEMENT PROJECT

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2565

25-00564 RESOLUTION NO. 2566 - SURPLUS CITY PROPERTY

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2566

25-00515 ORDINANCE NO. 3560 - AMENDING THE PDA CHARTER & BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE 1, SECTION 1.01

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3560

25-00571 SET CLOSED RECORD PUBLIC HEARING FOR JULY 8, 2025 FOR PLANNING COMMISSION RECOMMENDATION FOR THE TAYLOR ISLAND ESTATES PLANNED UNIT DEVELOPMENT (PUD) SUBDIVISION AT 5431 MT SOLO ROAD

RECOMMENDED ACTION:
MOTION TO SET A PUBLIC HEARING JULY 8, 2025

16. CITY MANAGER'S REPORT

25-00528 EXTENDING DOWNTOWN PARKING MORATORIUM

25-00570 RESOLUTION 2561 TASK FORCE FRAMEWORK AND IMPLEMENTATION PLAN

RECOMMENDED ACTION:
REVIEW THE TASK FORCE FRAMEWORK AND PROVIDE CONFIRMATION OF COUNCIL REPRESENTATION AND SUPPORT FOR THE OUTLINED TIMELINE AND DELIVERABLES

17. MISCELLANEOUS

18. EXECUTIVE SESSION

25-00513 COLLECTIVE BARGAINING PER RCW 42.30.240(4)(a)

25-00572 POTENTIAL LITIGATION PER RCW 42.30.110(1)(i)

19. 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, JUNE 26, 2025 – 6:00 P.M.

TUESDAY, JULY 8, 2025 – 6:00 P.M. (JULY & AUGUST COUNCIL MEETINGS ARE 2ND & 4TH TUESDAY)

COUNCIL SUMMIT:

FRIDAY, JUNE 13, 2025 - 5:00 P.M. – 8:00 P.M. CITY HALL TRAINING ROOM

SATURDAY, JUNE 14, 2025 - 9:00 A.M. - 2:00 P.M. CITY HALL TRAINING ROOM



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Minutes

City Council

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

Thursday, May 22, 2025

6:00 PM

2nd Floor, City Hall

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Webinar ID: 823 9413 2374

1. CALL TO ORDER

Mayor Boudreau called the meeting to order at 6:02 p.m.

2. INVOCATION*/FLAG SALUTE

25-00340 WESLEY RODGERS, HOUSE OF PRAYER FOR ALL NATIONS CHURCH

After the invocation provided by Wesley Rodgers of House of Prayer For All Nations, the flag salute was recited.

3. ROLL CALL

Present: Mayor Boudreau, Mayor Pro Tem LaFave, Councilmember Kendall, Councilmember Wean, Councilmember Wallis, Councilmember Halvorson

Absent/Excused: Councilmember Young

Staff Present: City Manager Jennifer Wills, Interim City Attorney Maili Barber, City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Community & Economic Development Director Nick Little, Parks and Urban Forestry Manager Joanna Martin, Police Chief Robert Huhta, Fire Chief Brad Hannig, Public Information Officer Angela Abel, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

25-001190 MAY 8, 2025 REGULAR MEETING

A motion was made by Councilmember Wallis, seconded by Councilmember Halvorson, to approve the May 8, 2025 Regular Meeting Minutes. The motion carried unanimously.

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

25-00404 PROCLAMATION - HISTORIC PRESERVATION MONTH; RECIPIENT HPC CHAIR MIKE CHAPMAN

Mayor Boudreau and Councilmember LaFave presented the proclamation to HPC Chair Mike Chapman and members of the Historic Preservation Commission.

**25-00405 RA LONG AWARD RECIPIENT AND NOMINEE RECOGNITION BY HISTORIC PRESERVATION COMMISSION CHAIR MIKE CHAPMAN
REED HADLEY NOMINATED BY PAT SARI - 2025 AWARD RECIPIENT
PETER OUELLETTE NOMINATED BY BRAD WHITE
DAN POLACEK NOMINATED BY ARLEEN HUBBLE
VIRGINIA RUBIN NOMINATED BY COLUMBIA THEATRE
SANDBAGGERS NOMINATED BY RICK JOHNSON**

Historic Preservation Commission Chair Mike Chapman presented the award to Reed Hadley.

25-00459 PROCLAMATION - PUBLIC WORKS WEEK MAY 18 - 24, 2025

Mayor Boudreau and Councilmember LaFave presented the proclamation to Public Works Director/Ast. City Manager Chris Collins, who accepted on behalf of Public Works.

25-00469 LONGVIEW FIRE 2024 ANNUAL REPORT

*Fire Chief Brad Hannig presented.
Council discussed the presentation.*

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

*Bill Kasch provided public comment.
Teresa Purcell provided public comment.
Jason Still provided public comment.
Derek Fine provided public comment.*

9. **PUBLIC HEARINGS**

10. BOARD & COMMISSION RECOMMENDATIONS**11. ORDINANCES & RESOLUTIONS****25-00460 RESOLUTION NO. 2559 - UTILITY RATE REDUCTION PROGRAM****RECOMMENDED ACTION:****MOTION TO ADOPT RESOLUTION NO. 2559**

A motion was made by Councilmember Wean, seconded by Councilmember Wallis, to adopt Resolution No. 2559.

Jason Still provided public comment.

The motion carried unanimously.

25-00467 ORDINANCE NO. 3559 - RENAMING R. A. LONG PARK TO R. A. LONG MEMORIAL PARK**RECOMMENDED ACTION:****MOTION TO ADOPT ORDINANCE NO. 3559 RENAMING R.A. LONG PARK TO R.A. LONG MEMORIAL PARK AND MAKING A CONCURRENT AMENDMENT TO LMC 1.38.040**

City Manager Jennifer Wills presented. Community member Bill Kasch submitted a formal proposal to rename the park in 2014. At that time, the Parks and Recreation Advisory Board approved, and the City Council approved, directing the City Attorney to draft an ordinance to change the name and referring the Parks and Recreation Commemorative Donation Policy back to staff for revision. The policy updates were completed and adopted. This ordinance completes the renaming process.

A motion was made by Councilmember Wean, seconded by Councilmember LaFave, to adopt Ordinance No. 3559.

Bill Kash provided public comment.

Jason Still provided public comment.

Manager Wills spoke of the importance of memorial parks.

The motion carried unanimously.

25-00466 REMOVED - ORDINANCE NO. 3560 - AMENDING THE PDA CHARTER & BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE 1, SECTION 1.01**RECOMMENDED ACTION:****MOTION TO ADOPT ORDINANCE NO. 3560**

Manager Wills stated the ordinance needs to be removed for further work.

12. MAYOR'S REPORT

Mayor Boudreau provided a verbal report.

25-00507 APPOINTMENT OF LINNEA WINTERS TO THE ACCESSIBILITY ADVISORY COMMITTEE

Council concurred on the appointment of Linnea Winters to the AAC.

13. COUNCILMEMBERS' REPORTS

Councilmember LaFave provided a verbal report.

Councilmember Wean provided a verbal report.

Councilmember Halvorson provided a verbal report. Council concurred for Councilmember Halvorson and Councilmember Kendall to be voting members at the upcoming AWC meeting.

Councilmember Kendall provided a verbal report.

Councilmember Wallis provided a verbal report.

25-00479 APPOINTMENT OF MANON KAUFMAN TO THE PARKS & RECREATION BOARD

Councilmember Kendall presented. Council concurred on the appointment of Manon Kaufman to the Parks and Recreation Board.

14. CONSENT CALENDAR

A motion was made by Councilmember Wallis, seconded by Mayor Boudreau, to adopt the Consent Calendar.

A citizen, name unstated, provided comment.

The motion carried unanimously.

25-001191 APPROVAL OF CLAIMS**25-00415 PROJECT COMPLETION – CDBG HIGHLAND SPEED CUSHION****RECOMMENDED ACTION:**

MOTION TO ACCEPT AS COMPLETE THE CDBG HIGHLAND SPEED CUSHION PROJECT

25-00501 SET PUBLIC HEARING FOR PROPOSED ANNEXATION OF 4511 OCEAN BEACH HWY AND ASSOCIATED PARCELS AND APPROVAL OF PLANNING COMMISSION COMPREHENSIVE PLAN AMENDMENT AND ZONING DESIGNATION RECOMMENDATION.**RECOMMENDED ACTION:**

MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025

25-00502 SET PUBLIC HEARING FOR APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR 3009 COLUMBIA HEIGHTS ROAD REZONE**RECOMMENDED ACTION:**

MOTION TO SET A PUBLIC HEARING FOR JUNE 26, 2025

25-00503 BID REVIEW – TENNANT WAY CORRIDOR TRAFFIC SIGNAL IMPROVEMENTS**RECOMMENDED ACTION:**

MOTION TO ACCEPT THE LOW BID AND AWARD TO SCHNEIDER & SON, INC. IN THE AMOUNT OF \$895,900.00

25-00504 RESOLUTION NO. 2560 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR DISTRESSED PUBLIC FACILITIES GRANT FUNDS FOR THE MINT VALLEY GOLF COURSE PRO SHOP**RECOMMENDED ACTION:**

MOTION TO ADOPT RESOLUTION NO. 2560.

15. CITY MANAGER'S REPORT

Manager Wills provided a verbal report.

Parks and Urban Forestry Manager Joanna Martin received the President's Award at the recent AWC Conference.

25-00478 DISCUSSION OF SOLID WASTE AND RECYCLING RATE CHANGES FOR SECOND HALF 2025 AND 2026

RECOMMENDED ACTION:**PROVIDE FEEDBACK AND DIRECTION; IDENTIFY AREAS WHERE ADDITIONAL INFORMATION MAY BE DESIRED**

Community Development Director Nick Little presented.

Council discussed the presentation.

Public Works Director/Ast. City Manager Chris Collins stated they could find out what the 15% increase dollar amount will be and will follow up on the penalty from the state for not doing curbside recycling.

Fire Chief Hannig thanked the council for allowing the new contract addition to go back into their depreciation fund.

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

The meeting was adjourned at 7:47 p.m.

*Tiffany Ostreim
City Clerk*

*Approved: _____
Mayor*

NEXT REGULAR COUNCIL MEETINGS:

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THURSDAY, JUNE 26, 2025 – 6:00 P.M.

COUNCIL SUMMIT:

FRIDAY, JUNE 13, 2025 – 5:00 P.M. - 8:00 P.M.

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Council Member Keith Young
Council Member Erik Halvorson*

Thursday, June 5, 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 in the Longview City Hall Council Chambers, 1525 Broadway, Longview, on Thursday, June 5, 2025 at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

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Webinar ID: 823 9413 2374

1. **CALL TO ORDER**
Mayor Boudreau called the meeting to order at 6:03 p.m.
2. **FLAG SALUTE**
The flag salute was recited.
3. **ROLL CALL**

Present: Mayor Boudreau, Mayor Pro Tem LaFave, Councilmember Kendall (on-line), Councilmember Wean (on-line), Councilmember Wallis (on-line), Councilmember Young, Councilmember Halvorson

Staff Present: City Manager Jennifer Wills, Interim City Attorney Charlotte Archer (on-line), City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Parks & Recreation Director Justin Brown, Police Chief Robert Huhta, Human Resources Director Sabrina Fraidenburg, Fire Chief Brad Hannig, Public Information Officer Angela Abel, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff

4. **EXECUTIVE SESSION**

25-00530 POTENTIAL LITIGATION PER RCW 42.30.110(1)(i)

The City Council, City Manager Jennifer Wills, Public Works Director/Ast. City Manager Chris Collins, Police Chief Robert Huhta, Interim City Attorney Charlotte Archer, entered Executive Session per RCW 42.30.110(1)(i) Potential Litigation for a period of 10 minutes. At 6:14 p.m. Executive Session was continued for 10 minutes. At 6:25 p.m. all parties came out of Executive Session. No action was taken.

5. **MAYOR'S REPORT**

25-00529 RESOLUTION NO. 2561 - RECLAIM - RESTORING ENFORCEMENT, CLEANING LAWLESSNESS AND IMPROVING MUNICIPAL SPACES, DECLARING A PUBLIC NUISANCE IN CITY PARKS AND PUBLIC SPACES AND DIRECTING IMMEDIATE, FULL ENFORCEMENT OF THE LAW TO RESTORE ORDER, SAFETY, AND CIVILITY THROUGHOUT CITY-OWNED PROPERTY

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2561

A motion was made by Councilmember Halvorson, seconded by Mayor Boudreau, to adopt Resolution No. 2561.

An amendment to the motion was made by Councilmember LaFave, seconded by Councilmember Halvorson. Councilmember LaFave read her amendment.

City Manager Jennifer Wills explained removing RCW's from the resolution, makes it broader. Council discussed the amendment.

An amendment to the amended motion was made by Councilmember Wean, seconded by Councilmember Wallis to change the title - "A Resolution of the City of Longview supporting the Longview Police Department and the 3 E's (Educate, Encourage, Enforce) insuring safety and protection for the community".

Council discussed the amendment to the amendment.

The amendment to the amended motion passed by the following vote:

Ayes: Councilmember Wean, Councilmember Wallis, Councilmember Kendall, Councilmember LaFave

Nays: Councilmember Halvorson, Councilmember Young, Mayor Boudreau

An amendment to the amendment to the main motion was made by Councilmember Wallis, seconded by Councilmember Kendall, to reword Bullet #1 - strike "declares a zero tolerance policy" and replace that with the three E's approach policy with its definition. Also strike part of the last sentence "and the city will no longer tolerate any violations of the law in these locations".

The amendment to the amendment to the main motion failed by the following vote:

Ayes: Councilmember Wallis, Councilmember Kendall, Councilmember Wean

Nays: Councilmember Young, Councilmember LaFave, Councilmember Halvorson, Mayor Boudreau.

The first amendment to the main motion as amended by the title change passed unanimously.

An amendment to the main motion as amended was made by Councilmember Wean, seconded by Councilmember Kendall, to strike all number contents except Bullet #3.

Council discussed the amendment to the main motion as amended.

The motion failed by the following vote:

Ayes: Councilmember Wean, Councilmember Kendall, Councilmember Wallis

Nays: Councilmember Young, Councilmember LaFave, Councilmember Halvorson, Mayor Boudreau

Citizen comment was taken on the main motion as amended.

Cassie Katie provided public comment.

Pam McCutcheon provided public comment.

Victoria Rains provided public comment.

Tammy Loveless provided public comment.

Erica Quiroz provided public comment.

A citizen, name not stated, provided public comment.

Oliver Black provided public comment.

Timothy Kaufman provided public comment.

A citizen, name not stated, provided public comment.

Manon Kaufman provided public comment.

Teresa Purcell provided public comment.

Jill Johanson provided public comment.

Carol Zonich provided public comment.

Kenneth Clement provided public comment.

George Robertson provided public comment.

Michael O'Neill provided public comment.

Chris Bryant provided public comment.

Jason Still provided public comment.

Samantha Haywood provided public comment.

Jon Erik Hagstad provided public comment.

Tim Shay provided public comment.

Dawn Courtney provided public comment.

Michael Pederson provided public comment.

Clint Hash provided public comment.

Dave Cordero provided public comment.

Council discussed the main motion as amended.

The main motion as amended passed by the following vote:

Ayes: Councilmember Halvorson, Councilmember Young, Councilmember LaFave, Mayor Boudreau

Nays: Councilmember Wean, Councilmember Wallis, Councilmember Kendall

City Manager Jennifer Wills will bring actionable items back to City Council at their June 12 regular meeting. At that time, Council members will select three members among themselves to serve on the subcommittee.

6. **ADJOURNMENT**

The meeting was adjourned at 8:15 p.m.

***Tiffany Ostreim
City Clerk***

***Approved: _____
Mayor***

NEXT REGULAR COUNCIL MEETINGS:

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COUNCIL SUMMIT:

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Longview Legacy Award

Bill Kasch Day – July 15, 2025



WHEREAS, the City of Longview seeks to recognize individuals whose longstanding service, character, and contributions have left a lasting impact on the community; and

WHEREAS, the Longview Legacy Award has been established to honor such individuals, serving as a tribute to those whose actions embody the spirit of kindness, civic responsibility, and dedication to the betterment of Longview; and

WHEREAS, Bill Kasch, a Longview native and lifelong advocate for preserving the city's history,

has dedicated his life to celebrating and educating others about the story of Longview, its founder R.A. Long, and the city's unique heritage; and

WHEREAS, Bill Kasch's fingerprints are found across Longview on signs, murals, plaques, and monuments including the "Welcome to Historic Downtown Longview" sign, the "Welcome to Longview" sign near Twin City Center, the Monticello Convention – "Birthplace of Washington Territory" sign, the war memorial in R.A. Long Park, and life-sized founders' paintings on Commerce Avenue—all of which inspire pride in our community; and

WHEREAS, Bill Kasch's work extends beyond physical landmarks, including producing tourism brochures that helped Longview earn national recognition, and raising funds for memorials that honor local heroes; and

WHEREAS, Bill Kasch has humbly and tirelessly contributed his time, energy, and vision to projects that enrich the city's identity and preserve its history for future generations; and **WHEREAS**, Bill Kasch's passion for Longview's story, generosity of spirit, and selfless dedication to community make him an exemplary recipient of the Longview Legacy Award;

NOW THEREFORE, I, Spencer Boudreau of the City of Longview, do hereby proclaim, Bill Kasch as the first recipient of the Longview Legacy Award, recognize July 15, 2025 (Bill's 90th Birthday) as **Bill Kasch Day**, and expresses our deepest gratitude for his contributions to the City of Longview;

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 12th day of June 2025.

Spencer Boudreau, Mayor



City of Longview

Agenda Summary

COWLITZ TRIBE ACTIVE TRANSPORTATION PROJECT PLANNING CONCEPTS

RECOMMENDED ACTION:

COUNCIL CONCURRENCE ON THE MULTI-MODAL TRANSPORTATION PROJECT TO IMPROVE WALKING AND BIKING ALONG 9TH AVE AND DOUGLAS ST

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve streets and roads
Improve transportation systems

SUMMARY STATEMENT:

The Cowlitz Tribe is working on a project to improve active transportation options around their tribal headquarters near downtown Longview. The project team consists of the Tribe, WSDOT, Parametrix engineering consultant, and City staff. The team is developing conceptual designs for both 9th Ave, from Florida to Douglas, and Douglas St, from 11th to 7th Ave and from Douglas St to Hudson St. Ideas include improved sidewalks, crosswalks, lighting, bike lanes, and other safety and accessibility improvements.

The proposed project includes improvements to Douglas St. These improvements could include upgraded ADA ramps and crosswalks at several intersections. Also, the team proposes completion of bike lanes from 7th Ave to 11th Ave. This section was included in the City's 2022 Bicycle and Pedestrian Master Plan, project # 33. The concept design shows parking removed on the south side, where there are existing off-street parking lots. The idea is conceptual at this time and would be subject to further design development if selected for funding.

The project team presented the refined project to the Complete Streets Advisory Committee on May 27th. The committee unanimously voted to recommend to Council to support and further develop this project. The project includes key components, including:

- Construction of sidewalk along the west side of 9th Ave to fill a key gap between residences, Victoria Freeman Park, and commercial properties south of Douglas.
- Crosswalk improvements at Douglas and 9th
- Potential streetlighting improvements
- Construction of bike lane from 11th Ave to 7th Ave, completing a segment of project # 33 of the City's 2022 Bicycle and Pedestrian Master Plan
- Consolidation of on-street parking to the north side of the street to be consistent with existing and planned land uses and off-street parking availability.

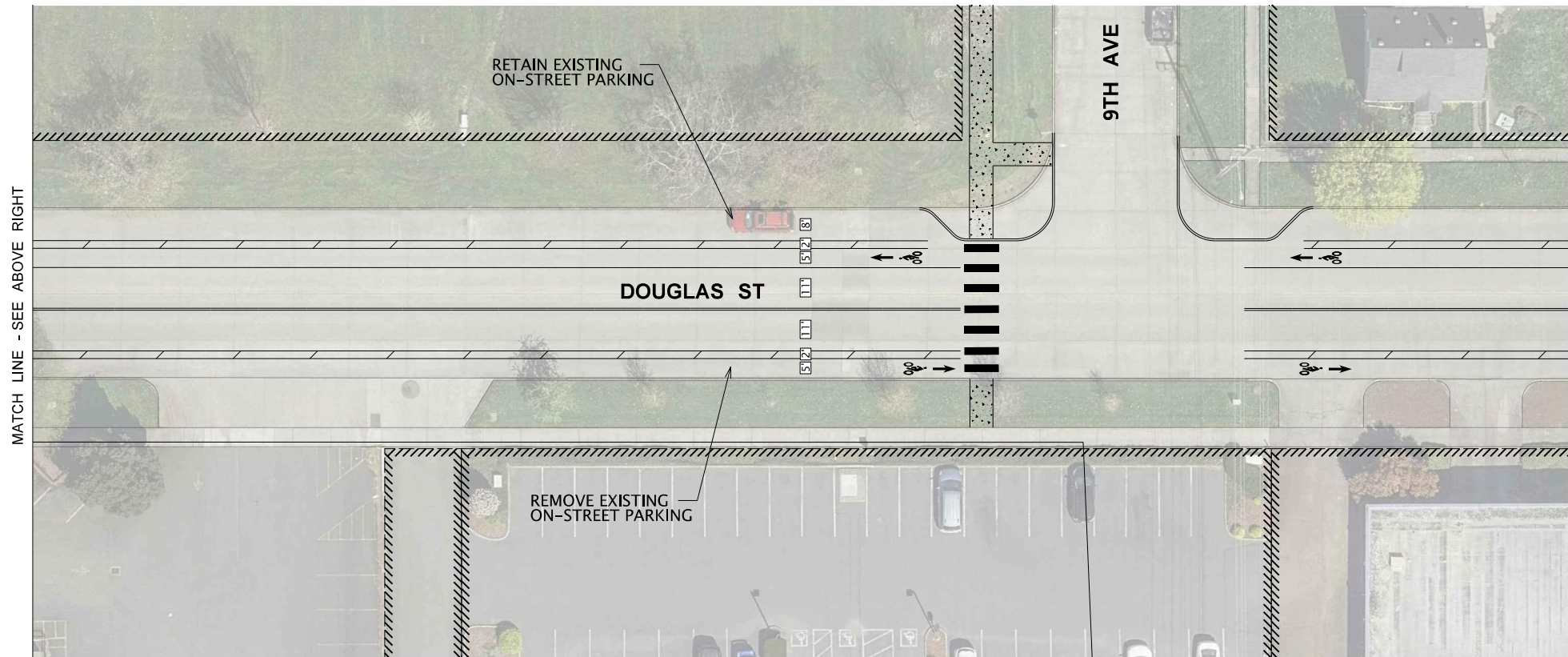
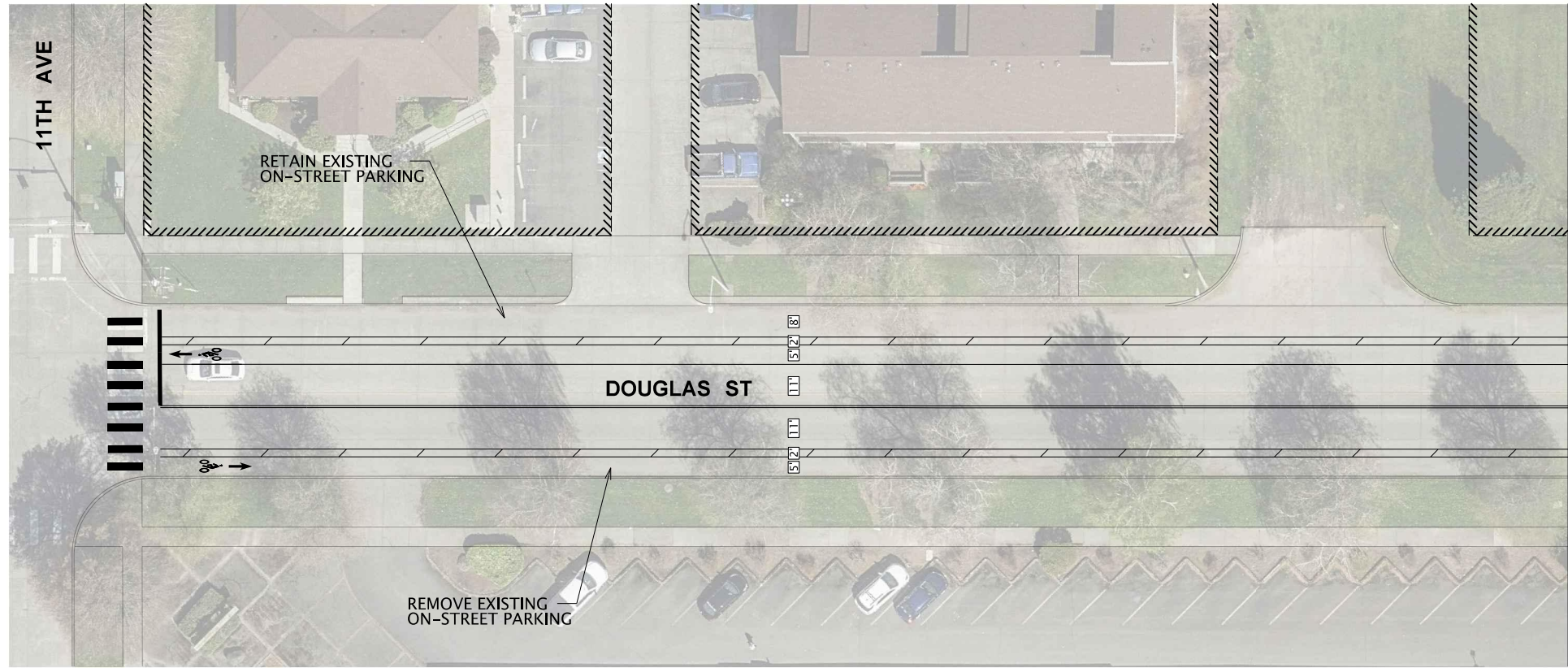
The Washington State Legislature has approved the 2025-27 transportation budget, now signed by Governor Ferguson, which includes a commitment of Pedestrian Bicyclist Program funds to support construction of projects developed through ATAP. The Cowlitz Indian Tribe's 9th/Douglas project, with its scope of safety treatments that includes sidewalk, bicycle facility and crossing improvements, is consistent with WSDOT guidance and PBP funding criteria. WSDOT will provide funding for final design and construction of ATAP projects that demonstrate a high-quality process for project development and propose excellent improvements for the safety and mobility of people of all ages and abilities for both walking and bicycling. If the scope of the project were modified, WSDOT would need to re-assess; dropping improvements for one of the active transportation modes from the project would reduce the assurance of WSDOT funding for its full design/construction.

STAFF CONTACT:

Chris Collins, Public Works Director/Assistant City Manager

Attachments:

1. DOUGLAS ST BIKE LANE CONCEPT - 2025-04-30
2. LOS - City of Longview Bike & Pedestrian Project (06.06.25) - signed



FILE NAME		U:\PSO\Projects\Clients\1631-WSDOT\554-1631-172 ActiveTranspAugment\99Svc\I\CADD\IGN\ATAP\Cowlitz\Douglas_For_City_Exh\blt.dgn																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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June 6, 2025

Longview City Council
1525 Broadway Street
Longview, WA 98632

Dear Members of the Longview City Council,

On behalf of the Cowlitz Indian Tribe, we write to express our full support for the proposed infrastructure project that includes the installation of sidewalks and bike lanes along the corridor connecting our government headquarters to our Transportation Facility, which operates our vital Tribal Transit Program.

This project is a critical investment in the safety, accessibility, and long-term sustainability of the area. Currently, the lack of safe pedestrian infrastructure between these two facilities poses a significant hazard. Our employees, transit riders, and community members are often forced to walk alongside active traffic, with limited visibility due to parked vehicles. As part of this project, we will be constructing sidewalks and slightly extending them into the roadway to shorten the crosswalk length, which directly addresses these visibility and pedestrian safety concerns.

Additionally, this project includes the installation of bike lanes on the road fronting our Transportation Facility. These lanes are not only essential to ensuring multimodal access and safety for bicyclists, but they are also a requirement for securing the external funding that will make the project viable. While we understand that bike lane installations in Longview have prompted mixed reactions from segments of the community, we respectfully urge the Council to consider the broader public interest. The inclusion of bike lanes is not optional if we are to move forward with this project using the available funding.

This infrastructure upgrade will provide safer and more inclusive access for Tribal citizens, Tribal employees, transit users, and the general public alike. We see this as a shared opportunity between the City of Longview and the Cowlitz Indian Tribe to support a project that aligns with goals of connectivity, equity, and public safety.

We are committed to working collaboratively with the city and other stakeholders to see this project through. We urge you to lend your support and allow this much-needed improvement to move forward. Thank you for your time and consideration.

Sincerely,

COWLITZ INDIAN TRIBE


Bill Iyall (Jun 6, 2025 11:54 PDT)

William B. Iyall, P.E.
Tribal Chairman

The Forever People

LOS - City of Longview Bike & Pedestrian Project (06.06.25)

Final Audit Report

2025-06-06

Created:	2025-06-06
By:	Lori Goodwin (lgoodwin@cowlitz.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_CrskHLhmuEaU2HZbuDF7M9iHIRrKde4

"LOS - City of Longview Bike & Pedestrian Project (06.06.25)" History

-  Document created by Lori Goodwin (lgoodwin@cowlitz.org)
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2025-06-06 - 6:52:43 PM GMT
-  Email viewed by Bill Iyall (wiyall@cowlitz.org)
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-  Document e-signed by Bill Iyall (wiyall@cowlitz.org)
Signature Date: 2025-06-06 - 6:54:12 PM GMT - Time Source: server
-  Agreement completed.
2025-06-06 - 6:54:12 PM GMT



LONGVIEW FIRE DEPARTMENT

FIRE DEPARTMENT REVENUE STRATEGY



AGENDA

- **GOALS & OBJECTIVES**
- **CURRENT CHALLENGES & LFD NEEDS**
- **FIRE PROTECTION DISTRICT DEFINITION & BENEFITS**
- **WSRB RATINGS & EFFECT TO INSURANCE RATES**
- **WHAT HAPPENS IF WE DO NOTHING**
- **HOW DO WE GET TO A FIRE PROTECTION DISTRICT LEVY**

GOALS & OBJECTIVES

- Establish a well-supported Fire department adequately staffed to meet the growing needs of the community.
- Ensure sustainable fire and emergency medical services for Longview.

CURRENT CHALLENGES & LFD NEEDS



CURRENT CHALLENGES

- **Staffing Shortages:** 52 personnel, daily staffing of 9-14, reliance on mutual aid. (Same minimum staffing levels for past 20+ years)
- **Fire Prevention Gaps:** Only one Fire Marshal for 2,000+ businesses.
- **Facility Deficiencies:** No local training facility, aging equipment, station capacity issues.
- **Increased call volume:** Over 6,000 incidents per year and growing.
- **Financial constraints:** Competing with general fund priorities, limited resources.

LFD ADDITIONS

- New Station #83 and on-site training facility
 - Additional firefighter personnel (3)
 - Fourth unit in service daily (new fire apparatus)
 - Fire inspectors (2)
 - Greater focus on Community Risk Reduction efforts
 - Replacement of depreciation funding for equipment and apparatus
- *High potential with changes to decrease the WSRB Insurance Rating**



FIRE PROTECTION DISTRICT & THE BENEFITS



A FIRE PROTECTION DISTRICT

- **RCW Chapter 52.02.160:**...Subject to the approval of the voters, establish a fire protection district with boundaries that are the same as the corporate boundaries of the city or town for the provision of fire prevention services, fire suppression services, and emergency medical services, and for the protection of life and property within the city or town...
- **What it Changes:**
 - Takes LFD predominantly out of the General Fund
 - Pays for a Bond for a Fire Station #83 and a new engine.
 - Can have a positive impact on Property Insurance premium costs
 - Lower community risks, and increase efficiencies

BENEFITS FOR OUR CITIZENS

- **Enhanced Public Safety**
 - Faster Response Times
 - Improved Fire Prevention
 - Safer Community
- **Financial Benefits**
 - Lower insurance risk
 - Property Value Protection
- **Community Resilience**
 - Infrastructure Investment
 - Greater Peace of Mind



BENEFITS FOR THE CITY

- **Financial Stability**
 - Dedicated Funding for Fire Services
 - Long-Term Planning Security
- **Operational Efficiency**
 - Reduced reliance on Mutual Aid
 - Improved Resource Allocation
- **Community Image**
 - Enhanced Reputation



BENEFITS FOR LONGVIEW BUSINESSES

- **Minimizes Property Damage**
- **Reduces Business Downtime**
- **Protects Inventory and Assets**
- **Enhances Community Economic Stability**
- **Improves Customer Retention**
- **Reduces Legal and Liability Costs**

BENEFITS FOR LFD

- **Improved Operations**
 - Enhanced Training
 - Better Equipment and Apparatus
 - Meeting Standards
- **Staffing and Morale**
 - Increased Staffing levels
 - Improved Morale
- **Community Engagement**
 - Enhanced Community Risk Reduction
 - Consistent Business Inspections



WASHINGTON SURVEYING & RATING BUREAU (WSRB)



WSRB INSURANCE RATINGS

CLASS 2 RATING (GOAL)

Highly achievable with the proposed changes. A lower rating mean insurance companies see Longview as lower risk, **reducing premiums.**

CLASS 3 RATING (CURRENT)

We are **currently at a 2.78** however they round up. With proposed changes, we could get a lower rating.

CLASS 4 RATING (CONCERN)

Doing nothing to manage growth, call volume and staffing will eventually lead to decrease in rating, **increasing costs to property owners.**

ADDITIONAL BENEFITS (WSRB)

FIRE DEPARTMENT

- Pre-fire Planning=informed
- Fire Operations=response times
- Company Training=prepared
- Department Staffing= improve services

FIRE SAFETY CONTROL

- Fire Code Inspections=safest
- Public Education Programs=less risk
 - Prevent Slips, Trips, And Falls (Elderly)
 - Safety Visits To Reduce Home Injury Risks
 - Poison/Overdose Prevention
 - Children's Programs

WHAT HAPPENS IF WE DO NOTHING



WHAT HAPPENS IF WE DO NOTHING?

- **Not Being Able to Meet the Growing Needs of our Community in Response Times** = Greater risk to life and property.
- **Higher Insurance Premiums** due to potential WSRB rating downgrade.
- **Ongoing Budget Shortfalls** limiting resources and emergency services.
- **Increased Reliance on Mutual Aid** = delayed responses and reduced city coverage.

WHAT HAPPENS IF WE DO NOTHING?

- **Less Fire Prevention and Inspection Services** = increasing community risk.
- **Reduced Public Safety** = Fewer fire inspections and prevention programs, and staffing.
- **Reduced Community Economic Stability** = Increased risk to local businesses.
- **Potential loss of key personnel** = future budget cuts.

WHAT LONGVIEW GETS

- New Station #83 and on-site training facility
 - Additional firefighter personnel (3)
 - Fourth unit in service daily (new fire apparatus)
 - Fire inspectors (2)
 - Full replacement of depreciation funding for wheeled and non-wheeled equipment and apparatus
- *High potential with changes to decrease the WSRB Insurance Rating**

With Fire Protection District	vs. Doing Nothing
New station = better response time	Slower response times = more advanced fires
Increased Staffing = safety for personnel and readiness for the public (3 f/f, 1 inspector)	Potential for Less staffing with future (General Fund) budget cuts.
Enhanced community economic stability = maintains economic growth in community	No Added Inspectors = Facilities and public less safe with greater risk.
4th engine in service = more firefighters on duty	Less training opportunities, less firefighters on duty each day, less room for growth.

With Fire Protection District	vs. Doing Nothing
Additional Fire Inspectors = better services, safer occupancies, less risk	Decrease in funding , means more work with less funds, and less safe for firefighter activities.
Training facility = better trained and prepared firefighters, lower training costs	WSRB rating will increase = citizens will pay more in Insurance Premiums.
Sustainability = lower insurance rates for citizens	City less stable and still in financial crisis.
Overall decrease in community risk and loss	Overall increase in community risk and loss.

**SO, HOW DO
WE GET TO A
FIRE
PROTECTION
DISTRICT
LEVY?**



HOW WE GET THERE

- **Voter Approved Levy:** Requires simple majority in a General Election.
- **Resolution for November 2026 (July)**
 - **Fire/EMS levy \$1.50 plus \$.50 per 1,000:** \$10.4 million.
 - **Property Tax revenue lowers:** \$1.10 per \$1,000 of assessed property value.
 - **Projected Revenue:** \$5.7 million annually.
 - Pay debt service for Fire Station #83 General Obligation Bond
 - Pay for staffing, equipment, and replace budget shortfalls
 - Help city revenue stability
- **Need Support from Labor:** showing support

BIGGEST TAKEAWAY

- **Creating a Fire Protection District gives the City of Longview:**
 - Safer community with better response times
 - More LFD staff, facilities and equipment to better serve the city
 - Creates an environment that will attract future talent.
 - Creates a more solvent city government.
- **Doing nothing could eventually cost homeowners the same amount down the road in insurance premiums, with nothing to show for it.**



WHY IT MATTERS



NEXT STEPS

- **Need Council Concurrence to move forward with a Fire Benefit District on the November 2026 ballot.**
- **Support budget amendment to cover ballot initiative and education campaign.**



QUESTIONS?



City of Longview

Agenda Summary

RESOLUTION NO. 2562 - ADOPT 2026 - 2031 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS

RECOMMENDED ACTION:

HOLD PUBLIC HEARING AND MOTION TO ADOPT RESOLUTION NO. 2562

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Each year, as required by state law, the City updates and adopts a Six-Year Transportation Improvement Program (TIP). The TIP is a priority listing of federally funded or proposed transportation-related projects within the City. The TIP identifies the year and the funding sources for the various projects, as well as other basic information on the projects. In order to receive federal or state transportation funding, a project must appear on the City's adopted TIP. However, the TIP may be amended by the City Council at any time to add or delete projects or change funding sources and amount, following a public hearing on the proposed amendment.

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

Resolution No. 2562 will adopt the 2026 – 2031 Six-Year Transportation Improvement Plan and the RiverCities Transit Program of Projects.

STAFF CONTACT:

Chris Collins, Public Works Director

Attachments:

1. Res 2562 - 2026-2031 TIP and POP
2. 2026 - 2031 Six Year TIP REVISED
3. Exhibit A - 6 Yr POP 2026-31

RESOLUTION NO. 2562

A RESOLUTION ADOPTING A REVISED AND EXTENDED SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (2026-2031) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS, FOR THE CITY OF LONGVIEW, WASHINGTON.

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Longview did, on August 22, 1968, adopt a Comprehensive Street Improvement Program, now known as the Transportation Improvement Program (TIP), for the ensuing six years; and

WHEREAS, pursuant to the further requirements of said statute, it is necessary that said City prepare and adopt a revised and extended six year Transportation Improvement Program (TIP) during the current year; and

WHEREAS, pursuant to said requirements said City has now prepared a revised and extended Transportation Improvement Program (TIP) for the next ensuing six years (2026 - 2031) and said plan was presented to the City Council of said City on June 12, 2025; and

WHEREAS, federal law requires the City of Longview to annually adopt a Program of Projects identifying projects to be funded with Federal Transit Administration (FTA) funds; and

WHEREAS, the 2026 – 2031 Transportation Improvement Plan includes transit projects utilizing FTA funds and will be the RiverCities Transit Program of Projects; and

WHEREAS, the City Council of said City held the required public hearing thereon at 6:00 p.m. at the City Hall in Longview, Washington on the 12th day of June, 2025; and

WHEREAS, no unresolved written or oral objections to the revised Transportation Improvement Program (TIP) and the Program of Projects have been received by the City.

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

Section 1: The revised and extended Transportation Improvement Program (TIP) for the Federal Highway Administration, Transportation Improvement Board, Federal Transit Administration, Motor Vehicle Fuel Excise Tax, and other federal and state funded transportation projects as prepared by the City Engineer for said City and submitted to the City Council of said City, a copy of which is hereto attached and marked Exhibit "A", is hereby adopted as the Official Transportation Improvement Program (TIP) for said City for the next ensuing six years through December 31, 2031, subject to review, extension and revision on or before July 1, 2026, and annually thereafter, all as required by RCW 35.77.010.

Section 2: A copy of said Transportation Improvement Program (TIP), as shown on said Exhibit "A", together with a copy of this Resolution, shall be filed with the Secretary of Transportation of the State of Washington not more than thirty (30) days after its adoption.

Section 3: The RiverCities Transit Program of Projects, as identified in the Transportation Improvement Program, is hereby adopted.

PASSED by the City Council of the City of Longview in regular session and approved by the Mayor this 12th day of June, 2025.

M A Y O R

ATTEST:

City Clerk



Figure 1 - Beech Street

TRANSPORTATION IMPROVEMENT PROGRAM

2026 - 2031



Prepared June 2025
By City of Longview Engineering Staff

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Figure 2 - 18th Ave Pedestrian and ADA crossing

TITLE VI COMPLIANCE

The City of Longview assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event the City distributes federal aid funds to a sub-recipient, the City will include Title VI language in all written agreements and will monitor for compliance.

The Title VI Coordinator is responsible for initiating and monitor Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulations 21.

INTRODUCTION

The City of Longview's 2026–2031 Six-Year Transportation Improvement Program (TIP) is a critical tool for implementing the goals of the City's Comprehensive Plan and other adopted planning documents. The TIP establishes a structured, objective process for evaluating and prioritizing transportation improvement projects, and outlines a financially feasible plan to fund and execute those priorities.

In addition to aligning with local objectives, the TIP supports regional and state transportation goals. It reflects the long-term vision of the Longview community and City Council, ensuring that investments in the transportation system are strategic, forward-thinking, and responsive to public input.

In accordance with RCW 35.77.010, the legislative body of each city and town is required to prepare and adopt a comprehensive transportation program for the ensuing six calendar years, following one or more public hearings. This program must specifically identify projects and programs of regional significance for inclusion in the broader regional transportation improvement program

TIP PRIORITIES

The development of the City of Longview's Transportation Improvement Program (TIP) is guided by key considerations that reflect the City's values, planning objectives, and regulatory obligations. The overarching goal, as outlined in Longview's Comprehensive Plan, is to:

"Provide a convenient, safe, and efficient multi-modal transportation system that promotes the mobility of people and goods within and through Longview."

To help achieve this goal, the TIP is organized into three primary target areas: **Preservation, Safety, and Efficiency**. Each project is classified according to the primary purpose of the funds, though many projects have elements that support more than one target area. The dominant funding use guides grant pursuit and project prioritization.

Preservation - Focuses on maintaining and extending the life of existing infrastructure by resurfacing, replacing, and repairing pavements. Projects in this category typically align with the City's adopted **Transportation Benefit District (TBD) Plan**.

Safety - Aims to enhance transportation safety by implementing improvements such as sidewalks, crosswalks, bike lanes, lighting, and other features that protect all road users. These projects often originate from the City's adopted **Safety and Multimodal plans**.

Efficiency - Targets network performance improvements through intersection upgrades, signalization, and changes to street geometry to reduce delay, increase capacity, and improve travel experience. Projects in this area are usually identified through operational analyses and the City's adopted **Safety Plan**.

Evaluating New Projects

Potential new projects are assessed against a comprehensive set of criteria, including:

- Enhancing safety and mobility for all users
- Providing measurable benefits to the community
- Supporting economic development aligned with the City's vision
- Leveraging local resources through grant funding and financing
- Expanding the City's network of multi-use, multi-purpose trails to promote active transportation and reduce reliance on motor vehicles
- Meeting state and federal regulatory requirements, including the Americans with Disabilities Act (ADA) and the Growth Management Act (GMA)

The TIP includes a variety of capital improvement projects such as roadway reconstruction, pavement rehabilitation, pedestrian and bicycle facility enhancements, and preservation initiatives. The City's vision is to ensure all major transportation projects are **multimodal in nature**—meaning streets are designed not only for cars and trucks, but also for pedestrians, cyclists, the ADA community, and public transit users.

PUBLIC INVOLVEMENT PROCESS

Public participation is a vital component of the City of Longview's Transportation Improvement Program (TIP) development. The City is committed to ensuring that community members and stakeholders have meaningful opportunities to review, comment, and engage throughout the process.

Before the City Council holds a public hearing and takes final action, the draft TIP is made available for public review and input. To promote awareness and encourage participation, the City utilizes multiple outreach channels, including the *Longview Lowdown* newsletter and the City's official Facebook page.

Additionally, the **Public Works Subcommittee** and the **Complete Streets Committee** play active roles in project planning. These groups serve as forums for public engagement and provide ongoing opportunities for residents to contribute to the shaping of transportation priorities in Longview.



Figure 3 - Mt Solo Road



FUNDING SOURCES

The City of Longview's 6-Year Transportation Improvement Program (TIP) is primarily funded through **State and Federal grants**, with local revenues used strategically to leverage and match those funds. Local contributions account for approximately **5% of the total funding**, while the remaining 95% is pursued through competitive grant programs.

LOCAL FUNDING SOURCES

The **Transportation Benefit District** is supported by motor vehicle license fees. Established in 2016 and increased in 2023, the TBD collects \$40 motor vehicle license fees. This fund supports on-going maintenance through the Street Maintenance Division of Public Works and contributes an average \$200,000 per year toward the transportation improvement Program.

The **Arterial Street Fund** is supported by the State's one-half cent gas. This funding sources contributes an average \$170,000 per year toward the transportation improvement Program.

Private developments contribute a negligible amount to planned project funding in this TIP

Grants are the primary funding mechanism for the City's transportation improvements. Local funds are often used as matching contributions to help secure competitive grants from State and Federal agencies. Any remaining funding gaps in the TIP are expected to be filled through successful grant applications.

STATE FUNDING SOURCES

In Motor Vehicle Fuel Tax (MVFT):

Washington's fuel tax (currently 49.4 cents per gallon) supports a range of grant programs administered by the Washington State Department of Transportation (WSDOT) and the **Transportation Improvement Board (TIB)**.

Transportation Improvement Board (TIB):

Created by the Legislature to manage grants that enhance local transportation infrastructure. Three cents of the

statewide gas tax are dedicated to TIB programs. TIB emphasizes collaborative, multi-agency planning for a balanced transportation system.

- **Complete Streets Program:**
Grants for communities with adopted complete streets ordinances. Longview qualifies due to its adopted policy and ordinance, which promote streets that accommodate pedestrians, cyclists, transit, and motorists of all ages and abilities.
- **Pedestrian and Bicycle Program (Ped-Bike):**
Supports projects that improve safety and mobility for non-motorized users.

Public Works Fund (PWF):

Administered by the Washington State Public Works Board, PWF loans assist cities and counties in repairing, replacing, or creating critical infrastructure.

- **PWF Construction Loan Program:**
Funds construction projects with a 20-year term and market-rate interest. Longview has received funds under this program for the **Cloney Park Stormwater** project.
- **PWF Pre-Construction Loan Program:**
Provides low-interest loans (as low as 0.5%) for right-of-way acquisition, design, engineering, permitting, and public notification. Maximum funding is \$1 million per biennium.

FEDERAL FUNDING SOURCES

Federal and state gas taxes, along with other transportation-related fees, serve as the primary federal revenue sources supporting transportation grants used by the City.

Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL): Signed into law on November 15, 2021, the IIJA is a \$1.2 trillion infrastructure bill that reauthorizes surface transportation programs and injects billions of dollars into both new and existing infrastructure initiatives. The Act includes approximately \$567.5 billion in new transportation funding for federal fiscal years 2023–2026.

More information: [Infrastructure Investment and Jobs Act](#)

Regional Distribution: Federal transportation funds apportioned to Washington State are distributed through Regional Transportation Planning Organizations (RTPOs), including the **Southwest Washington RTPO (SWRTPO)**, which covers a five-county region.

More information: [SWRTPO Website](#)

Major Federal Programs:

- **Surface Transportation Block Grant Program (STBG):**
Offers flexible funding to preserve and improve federal-aid highways, bridges, tunnels, pedestrian and bicycle infrastructure, and transit capital projects.
- **Highway Safety Improvement Program (HSIP):**
Focuses on significantly reducing traffic fatalities and serious injuries. Funds may be used for railway crossings, rural two-lane roadways, and intersection safety improvements.
- **Transportation Alternatives Program (TAP):**
Consolidates various programs, including Transportation Enhancements, Safe Routes to School, recreational trails, and scenic byways.
- **Safe Routes to School (SRTS):**
Encourages children—including those with disabilities—to walk or bike to school safely, helping reduce traffic and air pollution near schools. SRTS may be funded by either state or federal sources.

- **Federal Emergency Management Agency (FEMA):**
Grants support disaster recovery and hazard mitigation efforts.
- **Community Development Block Grant (CDBG):**
Provides annual grants aimed at benefiting low- and moderate-income individuals and neighborhoods.



Figure 4 - Pacific Trail pedestrian crossing



FUNDED PROJECTS

“Funded” projects are those identified with full funding to be completed within this six year TIP.

The following projects are considered reasonably funded in this TIP:

Columbia Heights Road
Systemic Pedestrian Crossing Improvements

FUTURE FUNDED PROJECTS

These are projects which may begin or continue planning or pre-design phases in the 2026-2031 time frame, with full funding and completion expected beyond the 2031 horizon year for this TIP.

Beech Street Corridor Reconnection Improvements
9th Avenue Cowlitz Tribe Active Transportation Improvements
Oregon Way Pavement Rehabilitation
14th Avenue
Washington Way / Nichols / 26th Roundabout
Glenwood / Virginia Way Repaving
15th Ave Pavement Rehabilitation

LONG-TERM TRANSPORTATION PROJECTS

These are projects which are programmed to begin after the 2030 horizon year for this TIP and be completed within the 20-Year horizon for the City of Longview Comprehensive Plan. Should funding opportunities become available to fund some or all of these projects, they will be added via the TIP amendment process or during an annual TIP update.

38th Avenue
7th Ave & Douglas St Roundabout
20th Ave Corridor
Ocean Beach Hwy Corridor
Commerce Ave

MAP OF TIP PROJECTS

City of Longview
6-Year Transportation Improvement Program
2026-2031



RESOLUTION

RESOLUTION NO. 2562

A RESOLUTION ADOPTING A REVISED AND EXTENDED SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (2026-2031) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS, FOR THE CITY OF LONGVIEW, WASHINGTON.

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Longview did, on August 22, 1968, adopt a Comprehensive Street Improvement Program, now known as the Transportation Improvement Program (TIP), for the ensuing six years; and

WHEREAS, pursuant to the further requirements of said statute, it is necessary that said City prepare and adopt a revised and extended six year Transportation Improvement Program (TIP) during the current year; and

WHEREAS, pursuant to said requirements said City has now prepared a revised and extended Transportation Improvement Program (TIP) for the next ensuing six years (2026 - 2031) and said plan was presented to the City Council of said City on June 12, 2025; and

WHEREAS, federal law requires the City of Longview to annually adopt a Program of Projects identifying projects to be funded with Federal Transit Administration (FTA) funds; and

WHEREAS, the 2026 – 2031 Transportation Improvement Program includes transit projects utilizing FTA funds and will be the RiverCities Transit Program of Projects; and

WHEREAS, the City Council of said City held the required public hearing thereon at 6:00 p.m. at the City Hall in Longview, Washington on the 12th day of June, 2025; and

WHEREAS, no unresolved written or oral objections to the revised Transportation Improvement Program (TIP) and the Program of Projects have been received by the City.

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

Section 1: The revised and extended Transportation Improvement Program (TIP) for the Federal Highway Administration, Transportation Improvement Board, Federal Transit Administration, Motor Vehicle Fuel Excise Tax, and other federal and state funded transportation projects as prepared by the City Engineer for said City and submitted to the City Council of said City, a copy of which is hereto attached and marked

Exhibit "A", is hereby adopted as the Official Transportation Improvement Program (TIP) for said City for the next ensuing six years through December 31, 2031, subject to review, extension and revision on or before July 1, 2026, and annually thereafter, all as required by RCW 35.77.010.

Section 2: A copy of said Transportation Improvement Program (TIP), as shown on said Exhibit "A", together with a copy of this Resolution, shall be filed with the Secretary of Transportation of the State of Washington not more than thirty (30) days after its adoption.

Section 3: The RiverCities Transit Program of Projects, as identified in the Transportation Improvement Program, is hereby adopted.

PASSED by the City Council of the City of Longview in regular session and approved by the Mayor this 12th day of June, 2025.

MAYOR

ATTEST:

City Clerk

EXHIBIT A

CITY OF LONGVIEW
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM FROM 2026 TO 2031 (2494)

Functional Class	Priority Number	Project Identification	Funded	Program	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Expenditures Schedule				Federally Funded Projects Only	
									Project Phase	Phase Start	Fund Source Information				State Fund Code	State Funds					Local Funds	Total Funds
											Federal Funding		State Fund Code	State Funds			Local Funds	Total Funds				
											Federal Fund Code	Federal Cost by Phase			1st	2nd			3rd	4th thru 6th		
6	1	COLUMBIA HEIGHTS ROAD Fisher's Lane to Cascade Drive from: Fishers Lane to: Cascade Drive Reconstruct roadway adding drainage, sidewalk, illumination & guard rail Add: Using local funds to replace water line and CIPP existing sewer line TOTAL PROJECT \$16,622,000	Y	P	4	S	1	C G O P S T W	PE	01/01/24	STPUS	105	MAWA	2000	17	122	122	4500	4500	CE	8/1/2026	
RW	07/01/25	STPUS	5343	3657																		
CN	09/01/26			9000																		
CN	09/02/26			2000																		
CN	09/02/26	TIB	4000	4000																		
Totals									5448		6000		3674	15122	222	8400	6500					
04	2	SYSTEMIC PEDESTRIAN CROSSING IMPROVEMENTS Various Locations from: to: Install RRFB's, Median Island, Radar Speed Signs, Lighting & Crosswalks TOTAL PROJECT \$1,743,000	Y	S	21	S		C G O P S T W	PE	01/01/25	HSIP 200	0	HSIP 1543	0	200	200					CE	No
CN	04/01/26			1543	1543																	
Totals									1743		0		1743	200	1543							
4	3	Beech Street Corridor Reconnection Improvements (BSCRI) from: Washington Way to: Oregon Way Reconstruction TOTAL PROJECT \$ 49,724,000		S	4	P	1.2	P S W	PE	07/01/26	8260	530	8790	8790	500					DCE	Yes	
RW	07/01/27	470	30	500																		
CN	1/1/2029	37994	2440	40434	40434																	
Totals								46724		3000		49724	8790	500	40434							
4	4	9th Avenue Cowlitz Tribe Active Transportation from: Douglas Street to: Florida Street Pedestrian and Bicycle Safety Enhancements		S	21	P	0.7		PE	01/01/26	Other	375	375	375	2125					DCE	No	
CN	03/01/27	Other	2125	2125																		

Program Codes: E - Efficiency, S - Safety, P – Preservation

Utility Codes: C-Cable, S-Sewer, T-Telephone, G-Gas
O-Other, P-Power, W-Water

Improvement Codes: 01-New, 04-Reconstruction,
5-Resurface, 6-Restore/Rehab, 21-Safety

EXHIBIT A

CITY OF LONGVIEW
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM FROM 2026 TO 2031 (2494)

		TOTAL PROJECT \$2,500,000							Totals	0	2500	0	
--	--	---------------------------	--	--	--	--	--	--	--------	---	------	---	--

Functional Class	Priority Number	Project Identification	Funded	Program	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Expenditures Schedule				Federally Funded Projects Only	
									Project Phase	Phase Start	Fund Source Information				State Fund Code	State Funds					Local Funds	Total Funds
											Federal Funding		State Fund Code	State Funds			Local Funds	Total Funds				
											Federal Fund Code	Federal Cost by Phase							1st	2nd		
3	5	Oregon Way Pavement Rehabilitation from: Beech St to: Industrial Way ADA Improvements & Repaving TOTAL PROJECT \$2,774,000		P	6	P	1.6		PE 07/01/27 CN 03/01/29	NHPP NHPP	333 2441				333 2441			333	2441	DCE	No	
									Totals	2774		2774		0								
6	6	14TH AVENUE Alabama St. to Beech Street from: Alabama St. to: Beech St. Construct street including drainage, sidewalks & bike lanes TOTAL PROJECT \$3,770,000		P	1	P	0.2	C G O P S T W	PE 01/01/27 CN 06/01/29 RW 9/1/2027		OTHER	2600	650	650		650	3120			CE	Yes	
									Totals			2600	1170	3770	0	650						
03	7	WASHINGTON WAY/NICHOLS/26TH ROUNDABOUT from: to: Const. roundabout incl. sdwk & bike lanes TOTAL PROJECT \$7,670,000		E	4	P	0.1	C G O P S T W	PE 02/01/28 RW 03/01/29 CN 03/01/30		OTHER	1000	200	1200		1200	350	3000	3120	CE	YES	
									Totals			6390	1280	7670	0	1200	3350	3120				
5	8	Glenwood/Virginia Way Repaving from: Columbia Heights to: Pacific Way Repaving TOTAL PROJECT \$1,300,000		P	5	s	1.22		ALL 05/01/29				1300	1300				1300		DCE	No	
									Totals			1300		1300	1300							

EXHIBIT A

CITY OF LONGVIEW
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM FROM 2026 TO 2031 (2494)

Functional Class	Priority Number	Project Identification	Funded	Program	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Expenditures Schedule				Federally Funded Projects Only		
									Project Phase	Phase Start	Fund Source Information				State Fund Code	State Funds					Local Funds	Total Funds	Envir Type
											Federal Funding		State Fund Code	State Funds			Local Funds	Total Funds					
											Federal Fund Code	Federal Cost by Phase			1st	2nd			3rd	4th thru 6th			
3	9	15th Avenue Pavement Rehabilitation from: Delaware Street to: Tennant Way TOTAL PROJECT \$2,080,000		P	5	P	1.2		PE 07/01/28 CN 06/01/29	NHS NHS	350 1730				350 1730				350 1730	DCE	No		
									Totals				2080		2080		2080						
4	10	38th Ave from: Industrial Way to: Memorial Park Repaving & Road Diet TOTAL PROJECT \$900,000		P	5	s	0.57		All 06/01/30					900	900					900	DCE	No	
										Totals				900		900		900					
7	11	7TH AVE. & DOUGLAS ROUNDABOUT Intersection from: to: Construct roundabout including sidewalks & bike lanes TOTAL PROJECT \$2,590,000		E	4	P	.30	C G O P S T W	PE 01/01/28 CN 03/01/31 RW 9/1/2028	OTHER		1800	430	430	430	2160					CE	Yes	
									Totals				1800		790		2840		430 2160				
4	12	20TH AVE. CORRIDOR Arkansas St. to Nichols Blvd. from: Arkansas St. to: Nichols Blvd. ADA upgds, speed bars & radar speed signs TOTAL PROJECT \$1,200,000		S	21	P	0.8		PE 01/01/29 CN 03/01/30	STP(S) STP(S)	170 1000			30	200 1000				200 1000	CE	No		
									Totals				1170		30		1200		0 0				

EXHIBIT A

CITY OF LONGVIEW
SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM FROM 2026 TO 2031 (2494)

Functional Class	Priority Number	Project Identification	Funded	Program	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Expenditures Schedule				Federally Funded Projects Only	
									Project Phase	Phase Start	Fund Source Information				State Fund Code	State Funds					Local Funds	Total Funds
											Federal Funding		State Fund Code	State Funds			Local Funds	Total Funds				
											Federal Fund Code	Federal Cost by Phase							1st	2nd		
3	13	OCEAN BEACH HIGHWAY CORRIDOR Washington Way to Patriot Rail Crossing from: to: Sign'g, strip'g, med. curb, access mgmt, bike lanes, speed limit reduction TOTAL PROJECT \$3,960,000	S	21	P	2.5		PE 01/01/30 CN 03/01/33	STP(S) STP(S)	580 3300			80 3300	660 3300				660 3300	CE	Yes		
									Totals		3880		80	3960		0	3960					
7	14	COMMERCE AVENUE Hemlock St. to Florida Street from: Hemlock St. to: Florida Street Reconst sidewalk, crosswalk, adding streetscape incl stmwtr retrofit TOTAL PROJECT \$1,450,000	S	4	P	.67		PE 06/01/31 CN 06/01/32	STPUS	1250			200 1250	200 1250				200 1250	CE	No		
									Totals		1250		200	1450		1450						

CITY OF LONGVIEW
SIX YEAR TRANSIT PROGRAM OF PROJECTS (RIVERCITIES TRANSIT)
FROM 2026 TO 2031 (2494)

Functional Class	Priority Number	Project Identification	Improvement Type	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars								Expenditures Schedule				Federally Funded Projects Only	
							Project Phase	Phase Start	Fund Source Information				State Fund Code	State Funds					Local Funds	Total Funds
									Federal Funding		State Fund Code	State Funds			Local Funds	Total Funds				
									Federal Fund Code	Federal Cost by Phase										
		TRANSIT OPERATING ASSISTANCE CTA 21-1 from: to: TOTAL PROJECT \$2,546,000	23	S			ALL	01/01/26	5307	1273			1273	2546	2546				No	
		TRANSIT OPERATING ASSISTANCE CTA 22-1 from: to: TOTAL PROJECT \$3,624,292	23	S			Totals		1273			1273	2546	2546					No	
		TRANSIT OPERATING ASSISTANCE CTA 20-5 from: to: TOTAL PROJECT \$1,468,000	23	S			ALL	01/01/26	5307	734			734	1468	1468				No	
		TRANSIT OPERATING ASSISTANCE CTA 25-1 from: to: TOTAL PROJECT \$3,172,000	23	S			Totals		734			734	1468	1468					No	
		TRANSIT OPERATING ASSISTANCE CTA 26-1 from: to: TOTAL PROJECT \$2,600,000	23	S			ALL	01/01/28	5307	1586			1586	3172			3172		No	
		TRANSIT OPERATING ASSISTANCE CTA 27-1 from: NA to: TOTAL PROJECT \$2,600,000	23	S			Totals		1586			1586	3172	0	3172				No	
		TRANSIT OPERATING ASSISTANCE CTA 27-2 from: to: Diesel changed to Hybrid TOTAL PROJECT \$1,400,000	23	S			ALL	01/01/26	5307	1300			1300	2600	2600				No	
		TWO TRANSIT COACHES CTA 27-2 from: to: Diesel changed to Hybrid TOTAL PROJECT \$1,400,000	23	S			Totals		1300			1300	2600	2600	0				No	
							ALL	07/01/27	5307	1300			1300	2600		2600			No	
							Totals		1300			1300	2600		2600	0	0		No	
							ALL	07/01/27	5307	1120			280	1400		1400			No	
							Totals		1120			280	1400		1400				No	

		TRANSIT OPERATING ASSISTANCE CTA 28-1	23	S			ALL	07/01/28	5307	1300			1300	2600			2600		No
		from: to:																	
		TOTAL PROJECT \$2,600,000					Totals			1300			1300	2600			2600	0	
		TWO TRANSIT COACHES CTA 28-2	23	P			ALL	07/01/28	5307	1400			360	1800			1800		No
		from: to:																	
		Diesel changed to Hybrid																	
		TOTAL PROJECT \$1,800,000					Totals			1400			360	1800			1800	0	
		BUS STOP AMENITIES CTA 23-4	23	S			ALL	10/01/25	5339	130			130	260	260				No
		from: to:																	
		Shelters, benches, disposal cans, etc.																	
		TOTAL PROJECT \$260,000					Totals			130			130	260	260				
		TWO ADA CUTAWAY VANS CTA 24-2	23	S			ALL	10/01/25	5339	360			90	450	450				No
		from: to:																	
		Replacement																	
		TOTAL PROJECT \$450,000					Totals			360			90	450	450				
		ONE TRANSIT FACILITIES TRUCK & ONE RELIEF CAR CTA 26-3	23	S			ALL	01/01/26	5339	120			30	150	150				No
		from: to:																	
		Replacement for 42-15																	
		TOTAL PROJECT \$150,000					Totals			120			30	150	150	0	0		
		THREE ADA CUTAWAY REPLACEMENT VANS CTA 27-3	23	P			ALL	01/01/26	5339(b) (No-Lo)	626			157	783	783				No
		from: to:																	
		Replacements																	
		TOTAL PROJECT \$782,500					Totals			626			157	783			0		
		TWO ADA CUTAWAY VANS & ONE STAFF CAR CTA 29-3	23	P			ALL	01/01/29	5339	360			90	450				450	No
		from: to:																	
		Replacements																	
		TOTAL PROJECT \$450,000					Totals			360			90	450				450	
		TRANSIT OPERATING ASSISTANCE CTA 29-1	23	P			ALL	07/01/29	5307	1300			1300	2600				2600	No
		from: to:																	
		TOTAL PROJECT \$2,600,000					Totals			1300			1300	2600				2600	
		ONE TRANSIT COACH CTA 29-2	23	P			ALL	01/01/29	5307	720			180	900				900	No
		from: to:																	
		Replacement																	
		TOTAL PROJECT \$900,000					Totals			720			180	900				900	

		One Transit Coach Overhaul 27-4 from: NA to: TOTAL PROJECT \$356,250	23	S			ALL	01/01/27	5339(b)	285			71	356		356			No
							Totals			285				356	0	356	0	0	
		I-5 Commuter Bus Operations 26-4 Operations for I-5 Commuter Bus from: NA to: TOTAL PROJECT \$1,442,422	23	P				06/01/25			OTHER	435	435	870	870				No
			321				Totals			0				870	870			0	
		I-5 Commuter Bus Capital 26-4 Capital for I-5 Commuter Bus from: NA to: TOTAL PROJECT \$1,442,422		P				06/01/25			OTHER	458	114	572	572				No
			321				Totals			0				572	572			0	
		Rainier Commuter Bus '27 CTA 25-3 Operations for Rainier Commuter Bus from: NA to: TOTAL PROJECT \$472,000; Request \$48,000 - City of Rainier		S				7/1/2025	5307	48		0	48	96	96				No
			321					7/1/2026	5307	49		0	49	98	98				
								7/1/2027	5307	69		0	69	138		138			
								7/1/2028	5307	70			70	140			140		
							Totals			236			236	472	194	138	140	0	
		ADA Supervisor Vehicle CTA 26-5 Purchase superviosr vehicle for ADA contractor use. from: NA to: TOTAL PROJECT \$36,000	23	S			ALL	1/1/2026	5307	29		0	7	36	36				No
							Totals			29			7	36	36	0	0	0	
		One Transit Coach Overhaul CTA 26-6 Refubish an aging coach to extend its useful life from: NA to: TOTAL PROJECT \$356,250	23	S			ALL	1/1/2026	5339(b)	285		0	71	356	356		0		No
							Totals			285			71	356	356	0	0	0	
		I-5 Commuter Bus Operating Assistance CTA 27-5 Sustain service on existing route between Cowlitz and Clark counties and Cowlitz Indian Reservation. from: NA to: TOTAL PROJECT \$532,000	23	S			ALL	7/1/2027	5307	26	OTHER	400	106	532		532			No
							Totals			26			106	532	0	532	0	0	
		Transit Alternative Power System CTA 29-4 Procure and install alternative power generation for transit vehicles. from: NA to: TOTAL PROJECT \$2,000,000	23	S			ALL	1/1/2029	5339(b)	1600			400	2000				2000	No
							Totals			1600			400	2000	0	0	0	2000	
		Transit Operating Assistance 30-1 Support for fixed route and paratransit services. from: NA to: TOTAL PROJECT \$1,300,000	23	S			ALL	1/1/2030	5307	1000	OTHER	150	150	1300				1300	No
							Totals			1000			150	1300	0	0	0	1300	
		Transit Operating Assistance 30-2 Replacement of aging vehicle. from: NA to: TOTAL PROJECT \$247,500	23	S			ALL	1/1/2030	5339	198			50	248				248	No
							Totals			198			50	248	0	0	0	248	



City of Longview

Agenda Summary

ORDINANCE NO. 3561 - ADOPTING A NEW CHAPTER 19.25 OF THE LONGVIEW MUNICIPAL CODE ESTABLISHING A MULTI-UNIT OVERLAY ZONE (MUZO); AMENDING THE COMPREHENSIVE PLAN MAP TO REDESIGNATE CERTAIN PROPERTIES IN THE HIGHLANDS NEIGHBORHOOD FROM HIGH DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL; AMENDING THE OFFICIAL ZONING MAP TO APPLY THE MUZO TO SAID PROPERTIES

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO APPROVE ORDINANCE NO. 3561

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions and create new opportunities
Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The proposed ordinance would create a new chapter in LMC, to be called Chapter 19.25 Multi-Unit Overlay Zone (MUZO). The proposed ordinance is an overlay zone to be used in specific R-1 zoning designations to allow for expanded residential development options, and includes specific development standards and density changes to areas subject to the MUZO. The MUZO will initially be placed on portions of the Highlands Neighborhood subject to the interim regulations established in July 2024 under ordinance 3541 and extended in January 2025 under Ordinance 3552.

Concurrent with the establishment of the MUZO for the Highlands area is an amendment of the Comprehensive Plan map to the aforementioned portion of the Highlands to change from High Density Residential to Medium Density Residential; and an amendment to zoning map to establish the R-1 Zone as the underlying zoning designation for this area on a permanent basis.

STAFF CONTACT:

Nick Little, Community Development Director
Nick.little@ci.longview.wa.us

Attachments:

1. 1_MUZO Information and Summary
2. 2_Ordinance_3561_MUZO
3. 3_Exhibit A - Chapter 19.25 LMC (FINAL)
4. 4_Exhibit B - Comprehensive Plan Map Amendment
5. 5_Exhibit C - Zoning Map Amendment
6. 6_Exhibit D - MUZO Area
7. 7_Planning Commission Minutesn 04-02-25



Memorandum

TO: City Council

FROM: Nick Little, CED Director

DATE: April 29, 2025

SUBJECT: **Multi-Unit Overlay Zone (MUZO) and associated Comprehensive Plan and Zoning Map amendment**

In July 2024, the City Council adopted interim zoning regulations for the Highlands neighborhood, changing the zoning designation from R-4 (High Density Residential) to R-1 (Low Density Residential). In accordance with RCW 36.70A.390 and RCW 35.63.220, the required public hearing was held in September 2024. The interim regulations were extended for six additional months in January 2025 and are set to expire in July 2025.

The proposed zoning map and Comprehensive Plan amendments represent the long-term solution to replace the interim regulations. These amendments would permanently rezone the affected areas to R-1 and adjust the Comprehensive Plan designation to “Medium-Density Residential.” This change provides a more balanced approach that better reflects neighborhood character, resident concerns, and infrastructure capacity while allowing for a moderate level of residential development.

To support this zoning change, a new overlay zone has been developed. This overlay modifies the base R-1 zoning regulations to allow additional housing types and design flexibility. Specifically, it would permit duplexes outright and allow triplexes and fourplexes through a special land use review process. The overlay also includes tailored development standards to address the unique conditions of the Highlands neighborhood and support appropriate multi-unit housing development.

As an overlay, this zoning tool could be applied to other R-1 areas citywide where increased housing options are suitable, based on neighborhood context and available infrastructure. The intent is to promote diverse and affordable housing opportunities where appropriate.

Together, these permanent zoning and plan changes resolve the interim regulations by providing a clear, tailored framework for sustainable residential development in the Highlands.

Brief Outline of MUZO

- The proposed MUZO would be applied to the Highlands Neighborhood (see attached map package). In the future, it could be applied to any specified geographical area that is currently zoned R-1 after going through Planning Commission legislative review. The overlay zone is not intended to be placed on individual parcels.
- The City’s Comprehensive Plan Map would amend the Highlands Neighborhood to “Medium-Density Residential” to create concurrence between the proposed overlay and the Comprehensive Plan.
- Allowed Uses in the MUZO:
 - All those uses normally allowed in R-1 Zoning Designation
 - Duplexes would be an additional allowed use
 - Tri-plex/fourplex developments would be a special land use and subject to Appeals Board of Adjustment review
- Development standards:
 - The base development standards of the R-1 zone would remain, but be modified as follows:
 - Maximum impervious raised to 75%
 - Off-street Parking would be required as stated in LMC 19.78
 - 4 spaces for duplexes
 - 2 spaces for SFD
 - Parking requirements would be 1.5 space/unit (4 spaces for triplex, 6 spaces for fourplex).
 - Triplex/fourplex parking standards could be modified to include on-street parking as *partially* satisfying total parking requirements, subject to the special use review process.
 - Crime Prevention Through Environmental Design (CPTED) design elements from LMC 19.12.060 would apply to all duplex, triplex, and fourplex developments in the MUZO.
 - Partial alley upgrades may be required to provide for adequate emergency service access

Public Engagement and Timing

Extensive public engagement opportunities have been provided throughout this process. Since September 2024, six regular Planning Commission workshops and one special meeting were held. The City Council also conducted three public hearings related to the initial adoption and extension of the interim regulations, all of which included opportunities for public comment. Key concerns raised by the community included parking availability, crime, density, and public infrastructure. The proposed approach has been shaped by this input and is generally supported

by the feedback received. It addresses the identified concerns while offering more redevelopment options than currently allowed under standard R-1 zoning.

The proposed zoning and Comprehensive Plan amendments have undergone preliminary legal review. A Planning Commission public hearing was held on April 2, 2025, resulting in a recommendation for approval. A SEPA determination was issued later in April, and the proposal was submitted to the Washington State Department of Commerce for the required 60-day review, which will conclude on June 7, 2025.

The interim regulations are set to expire on July 23, 2025.

Thank you,

A handwritten signature in blue ink, appearing to read 'Nick Little', with a long horizontal stroke extending to the right.

Nick Little
CED Director, City of Longview

ORDINANCE NO. 3561

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON, ADOPTING A NEW CHAPTER 19.25 OF THE LONGVIEW MUNICIPAL CODE ESTABLISHING A MULTI-UNIT OVERLAY ZONE (MUZO); AMENDING THE COMPREHENSIVE PLAN MAP TO REDESIGNATE CERTAIN PROPERTIES IN THE HIGHLANDS NEIGHBORHOOD FROM HIGH DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL; AMENDING THE OFFICIAL ZONING MAP TO APPLY THE MUZO TO SAID PROPERTIES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in July 2024, the City Council adopted interim zoning regulations for the Highlands neighborhood, rezoning the area from R-4 (High Density Residential) to R-1 (Low Density Residential), in accordance with RCW 36.70A.390 and RCW 35.63.220; and

WHEREAS, following public hearings and extensions of the interim regulations, the City seeks to adopt permanent zoning and plan amendments that reflect a more balanced approach to land use and housing needs; and

WHEREAS, the City intends to confirm the R-1 (Low Density Residential) zoning district as the permanent underlying zoning designation for the affected area; and

WHEREAS, the proposed permanent solution includes the application of a Multi-Unit Overlay Zone (MUZO) and a Comprehensive Plan map amendment changing the Highlands neighborhood designation from “High Density Residential” to “Medium Density Residential”; and

WHEREAS, the proposed overlay zone provides additional housing opportunities in designated R-1 areas by permitting duplexes outright and allowing triplexes and fourplexes through a special land use review, while applying tailored development standards for compatibility and sustainability; and

WHEREAS, the Planning Commission held a public hearing on April 2, 2025, and recommended approval of the proposed amendments; and

WHEREAS, a SEPA determination was issued, and the Washington State Department of Commerce was provided notice of the proposed amendments consistent with RCW 36.70A.106; and

WHEREAS, the City Council has reviewed all related documentation, considered public input, and finds that the proposed ordinance promotes the goals and policies of the City's Comprehensive Plan and serves the public health, safety, and welfare;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, DOES ORDAIN AS FOLLOWS:

SECTION 1. ADOPTION OF NEW CHAPTER 19.25 LMC.

The Longview Municipal Code is hereby amended to include a new Chapter 19.25, "Multi-Unit Overlay Zone (MUZO)," as set forth in Exhibit A, attached hereto and incorporated by reference.

SECTION 2. COMPREHENSIVE PLAN MAP AMENDMENT.

The City of Longview Comprehensive Plan Map is hereby amended to redesignate specific properties in the Highlands neighborhood, as shown in Exhibit B and D, from "High Density Residential" to "Medium Density Residential" to ensure consistency with the proposed zoning overlay.

SECTION 3. OFFICIAL ZONING MAP AMENDMENT.

The Comprehensive Plan Map of the City of Longview is hereby amended to redesignate specific properties in the Highlands neighborhood, as shown in Exhibit B, from "High Density Residential" to "Low Density Residential" to ensure consistency with the proposed zoning overlay.

The official zoning map of the City of Longview is hereby amended to redesignate specific properties in the Highlands neighborhood, as shown in Exhibit C, from R-4 to R-1 to ensure consistency with the proposed zoning overlay.

Further, the official zoning map of the City of Longview is hereby amended to apply the Multi-Unit Overlay Zone (MUZO) to the designated R-1 zoned properties in the Highlands neighborhood, as depicted in Exhibit D. The Planning Division is directed to make corresponding updates to the official zoning map.

SECTION 4. SEVERABILITY.

If any section, subsection, clause, phrase, or word of this ordinance or Chapter 19.25 LMC is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or Chapter 19.25 LMC.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect and be in full force five (5) days after its passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AND APPROVED THIS
___ DAY OF _____, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Charlotte Archer, City Attorney

EXHIBITS:

Exhibit A – Chapter 19.25 LMC (MUZO Code Text)

Exhibit B – Comprehensive Plan Map Amendment

Exhibit C – Official Zoning Map Amendment

Exhibit D – Legal description of Amendment Area

Chapter 19.25 Multi-Unit Overlay Zone (MUZO)

Sections:

19.25.010	Purpose
19.25.020	Applicability
19.25.030	Areas subject to multi-unit overlay zone
19.25.040	Permitted Uses
19.25.050	Special Land Uses
19.25.060	Development Standards

19.25.10 Purpose

The purpose of the multi-unit overlay zone (“MUZO”) is to facilitate flexible, diverse, and sustainable residential development by permitting duplex, triplex, and fourplex housing options within designated areas. This overlay zone aims to promote affordable housing opportunities, preserve neighborhood livability, and respond to evolving housing needs by encouraging multi-unit development in identified areas of the City.

19.25.020 Applicability

The provisions of this chapter shall apply to all lands, structures, and land uses within the multi-unit overlay zone.

19.25.030 Areas subject to multi-unit overlay zone

The Multi-unit overlay zone (MUZO) shall be applied to certain designated R-1 zoned areas as identified on the City’s official zoning map. Expansion or reduction of the area subject to the MUZO shall be subject to the zoning amendment provisions and process described in LMC 19.81.

19.25.040 Permitted Uses

The following uses are considered permitted use on those areas subject to the multi-unit overlay zone:

1. Any use normally permitted in the R-1 zoning designation as identified in Table 19.20.020-1;
2. Duplex (two-family) residential development.

19.25.050 Special Land Uses

The following uses require a Special Land Use Permit review pursuant to LMC 19.12.050:

1. New or converted triplex (three-family dwellings) residential development;
2. New or converted fourplex (four-family dwellings) residential development.

19.25.060 Development Standards

The density, dimensional, development, and supplemental standards of the base R-1 zoning designation shall apply, except as modified by this section:

1. Maximum Impervious Surface. Maximum impervious surface for areas subject to the MUZO shall be 75%.
2. Off-Street Parking. Off-Street parking requirements and development standards of LMC 19.78 shall apply to development within the MUZO, provided multi-unit development shall be subject to following modifications the standards of LMC 19.78:
 - a. Duplex/triplex: four (4) spaces required;
 - b. Fourplex: six (6) spaces required;
 - c. On-street parking may be used to satisfy up to 50% of the off-street parking requirements for triplex and fourplex development, subject to special land use review. The applicant shall be required to provide a parking study or similar report that demonstrates adequate on-street parking is available on a regular basis in order to utilize this provision.
3. CPTED Requirement. Duplex, triplex, and fourplex development in the MUZO shall be subject to the crime prevention through environmental design (CPTED) provisions described in LMC 19.20.060(6).
4. Alley Maintenance. When vehicle access to a new or converted triplex or fourplex is provided via an existing alley, maintenance or upgrades to the alley may be required to ensure a safe path of travel for emergency vehicles and residents. Alley maintenance may include grading, re-rocking, resurfacing, or other repairs necessary to ensure safe access. If required, alley maintenance or upgrades shall extend across the frontage of the proposed parking spaces to the nearest public right-of-way, as determined by the City Engineer. The need for alley maintenance shall be a component of the special land use review for triplexes and fourplexes, and recommendations from the City Engineer and Fire Marshal shall be transmitted to the Appeal Board of Adjustment for their consideration. Maintenance, upgrades, and/or improvement to a public alley necessitated by a new development shall require a public improvement permit prior to commencing work.

19.25.070 Severability

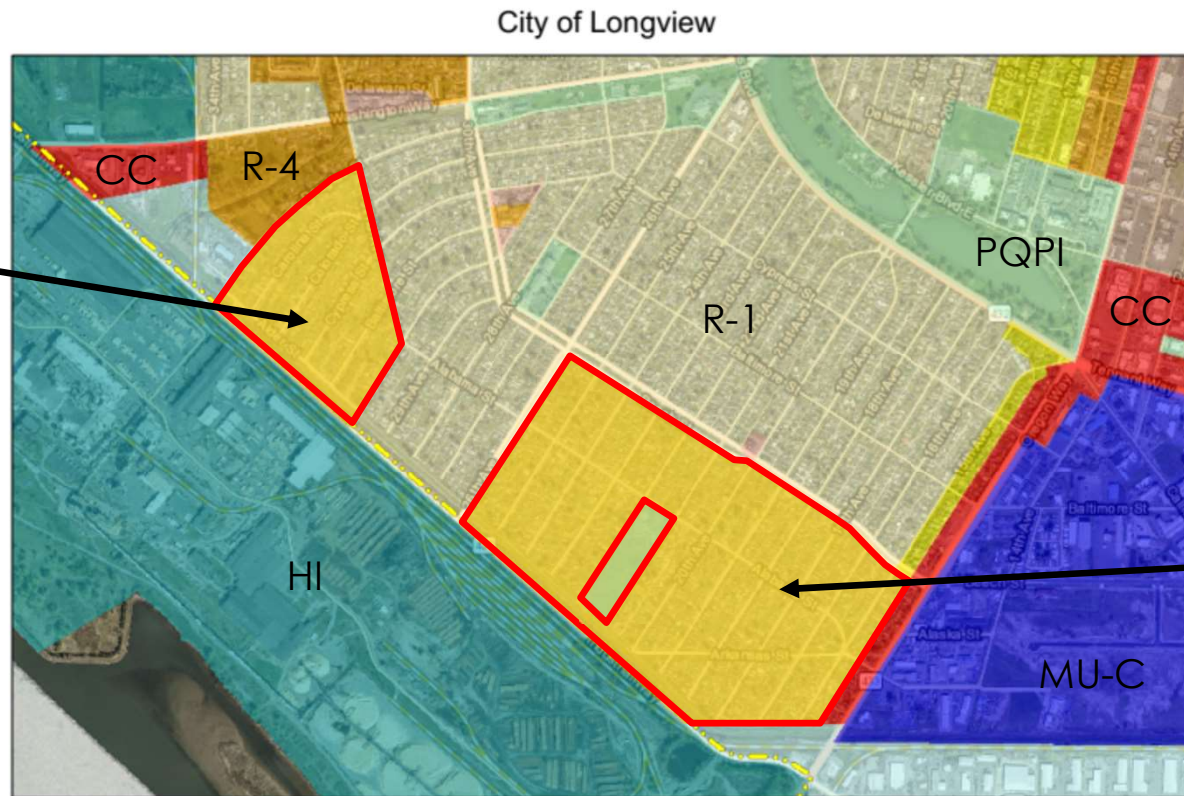
If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portions of this chapter.

100



Comprehensive Plan After Ord. 3561

Medium-Density Residential



Medium-Density Residential

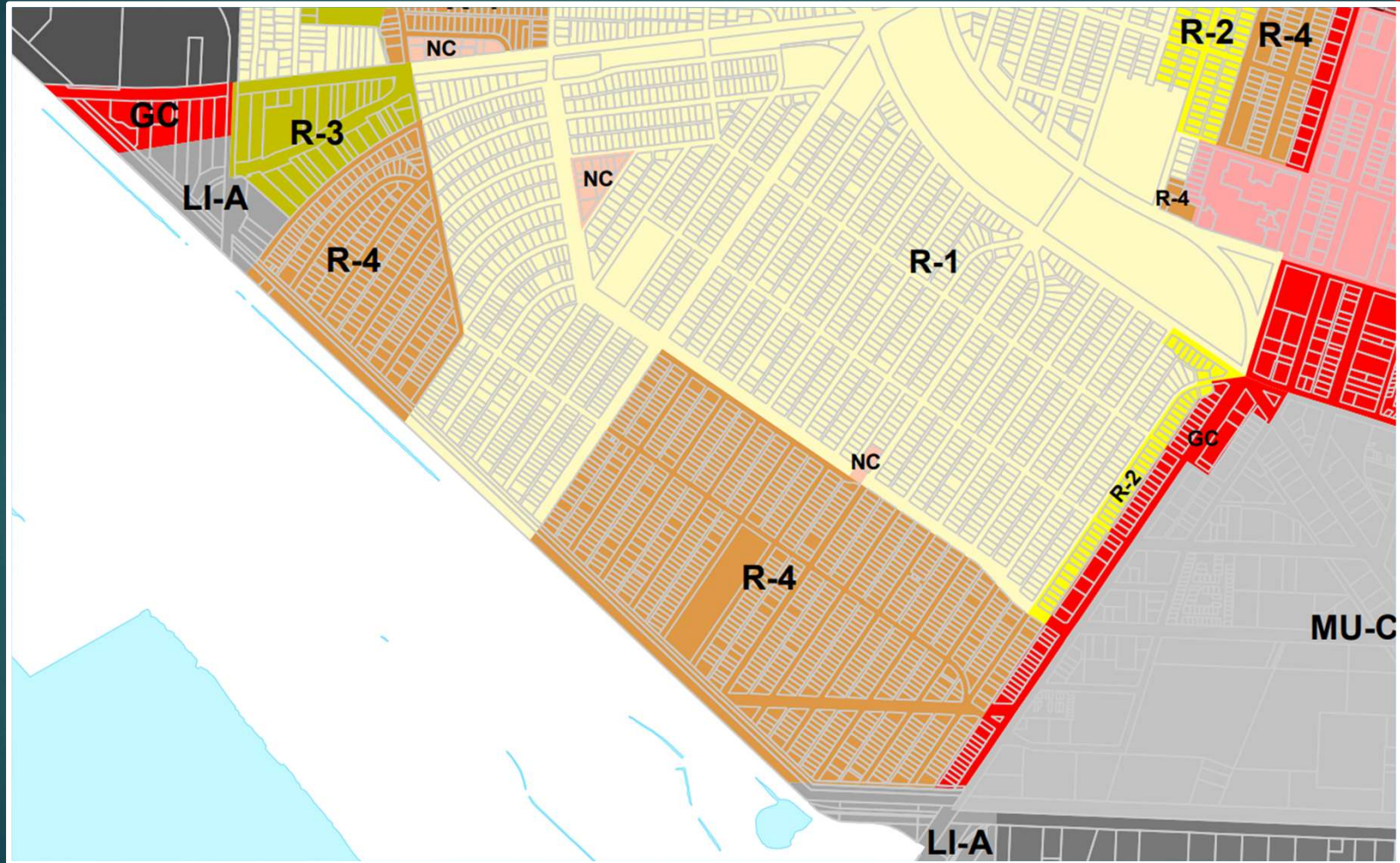
3/31/2025, 11:33:42 AM

World_Transportation
Longview City Boundary
Land Use/Comprehensive Plan
Low Density Residential
Traditional Neighborhood Res.
Medium Density Residential
High Density Residential
Mixed Use Residential/Commercial
Neighborhood/Convenience Commercial
Community Commercial

1:17,981
0 0.1 0.2 0.4 mi
0 0.15 0.3 0.6 km
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Swatchx County GIS Department, Swatchx County Assessor, Sources: Esri, HERE, Garmin,

Disclaimer: The City of Longview does not guarantee the accuracy, timeliness, adequacy, completeness or usefulness of any information. The City of Longview provides this information on an "as-is" basis without warranty of any kind.

Zoning, BEFORE Interim Regulation

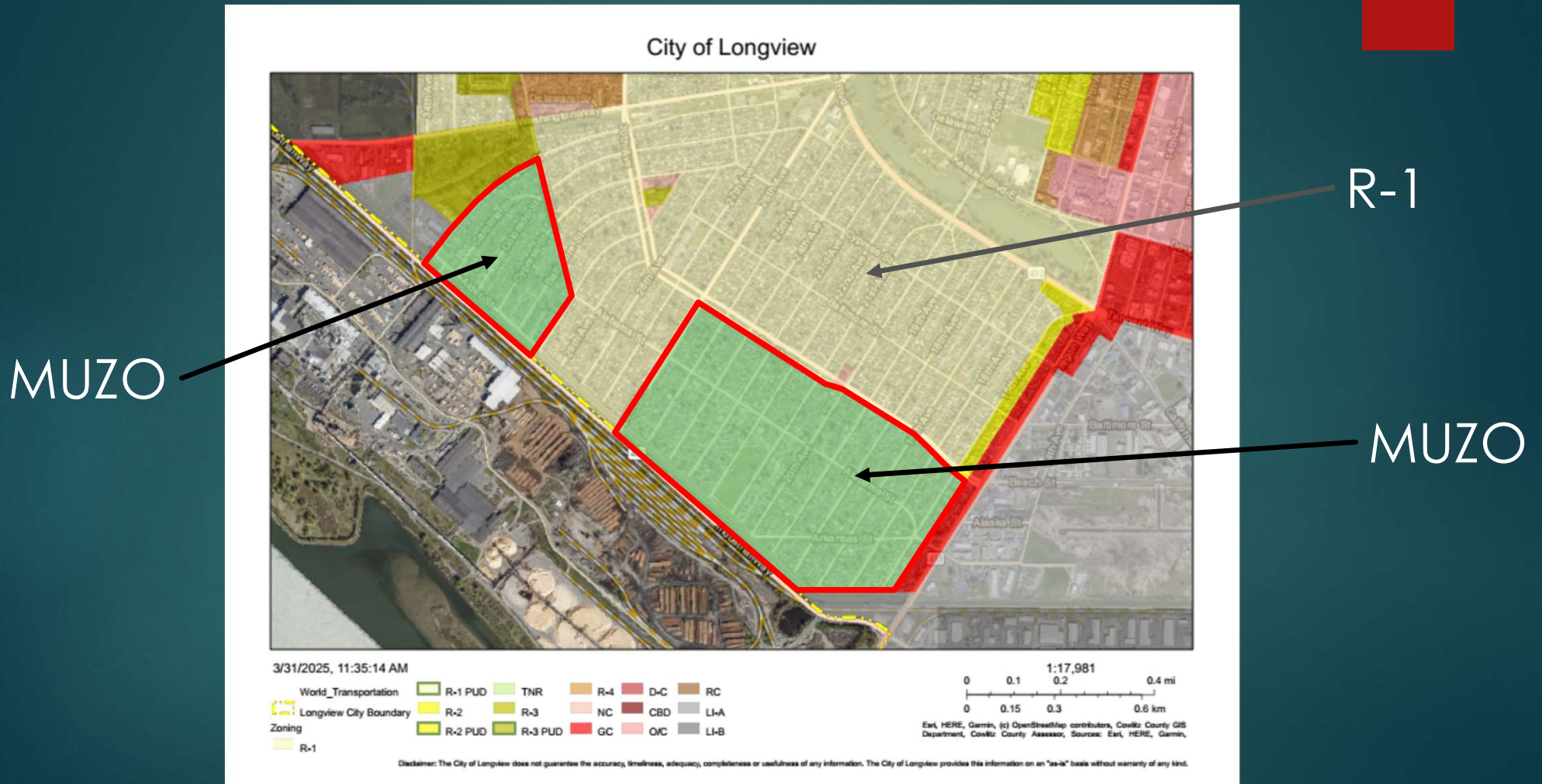


Zoning, AFTER Int. Reg. and Ord. 3561



R-1

Zoning, Showing MUZO Overlay





City of Longview

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

Minutes

Agenda

Planning Commission

Wednesday, April 2, 2025

7:00 PM

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 Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **ROLL CALL**

Vice-Chair Leber called the meeting to order at 7:00 p.m.

Present: Member Trey Davis, Member Jeff Rauth, Member Ramona Leber, Member Randy Knox, Member Jerry Stinger, Member Alison Moss

Excused: Chairman Craig Collins

Staff Present: Nick Little, Community Development Director; Irene Rutikanga, Planner; Lisa Vertrees, Administrative Assistant

2. **APPROVAL OF MINUTES**

25-00322 PC Minutes of March 5, 2025

A motion was made by Member Trey Davis, seconded by Member Jeff Rauth, to approve the minutes of March 5, 2025. The motion passed unanimously.

3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

None at this time.

4. **PUBLIC HEARINGS**

25-00323 LMC Chapter 19.25 Multi-Unit Overlay Zone

Mr. Little reviewed the presentation. He provided updated zoning maps to the Commission members. The overlay zone can address a variety of issues and allow use modifications.

Vice-Chair Leber opened the public hearing.

Hearing no speakers, Vice-Chair Leber closed the public hearing.

Vice-Chair Leber and Member Alison Moss suggested changing the wording in one line of the alley maintenance section to read: "If required, alley maintenance or upgrades shall extend ~~from~~ across the frontage of the proposed parking spaces to the nearest public right-of-way, as determined by the City Engineer".

A motion was made by Member Alison Moss, seconded by Member Trey Davis to recommend approval of the new Chapter 19.25 to the Longview Municipal Code, with the amendment under alley maintenance. The motion passed unanimously.

A motion was made by Member Trey Davis, seconded by Member Jerry Stinger to recommend approval of the amendment to the Comprehensive Plan map for portion of the Highlands Neighborhood to change from high density residential to medium density residential. The motion passed unanimously.

A motion was made by Member Trey Davis, seconded by Member Randy Knox to recommend approval of the amendment to the Zoning map for portions of the Highlands Neighborhood to be designated R-1 with the MUZO over said areas. The motion passed unanimously.

25-00324 LMC Chapter 19.67 Short Subdivision and LMC Chapter 19.80 Subdivision Ordinance Updates

Mr. Little presented the staff report.
The scope of changes includes:

- Raising the maximum number of lots from 4 to 9
- Clarify requirements/timing
- Shared driveways
- Signature block for CED Director
- Update terminology
- Consistency across LMC

Vice-Chair Leber opened the public hearing.
Hearing no speakers, Vice-Chair Leber closed the public hearing.

A motion was made by Member Alison Moss, seconded by Member Jeff Rauth, to recommend approval to City Council of the proposed amendments to LMC 19.67 and LMC 19.80. The motion passed unanimously.

5. NON-PUBLIC HEARING ITEMS

25-00325 4511 Ocean Beach Hwy annexation comprehensive plan amendment

Mr. Rutikanga gave the workshop presentation.
The proposed annexation area is seeking a Comprehensive Plan amendment to High Density Residential from Community Commercial.
It takes 10% of the property owners to initiate the annexation process, with 60% of the total land valuation of the area to approve it. One street-facing parcel is not included in the annexation by choice.

A motion was made by Member Alison Moss, seconded by Member Trey Davis to set a public hearing on the 4511 Ocean Beach Hwy comprehensive plan amendment for the regular Planning Commission meeting scheduled for May 7, 2025. The motion passed unanimously.

Due to a Daily News error, Planning Commission needs to reset the public hearing for the

previously approved 3009 Columbia Heights rezone.

A motion was made by Member Trey Davis, seconded by Member Jerry Stinger to set a public hearing for PC 2025-1 3009 Columbia Heights rezone for the regular Planning Commission meeting scheduled for May 7, 2025. The motion passed unanimously.

6. PLANNER'S REPORT

** 3505 Oak St - proposed 72 unit mobile home park*

** Master Fee schedule amendments may have to go to public hearing with City Council again due to the Daily News error.*

** JH Kelly working on permitting for their 3rd Avenue expansion*

** Overlook - wanting to proceed in phases and are amending the plans to show that. Moving forward.*

7. OTHER BUSINESS

Vice-Chair Leber provided an update on HB5206.

8. ADJOURNMENT

The next regular Planning Commission meeting is scheduled for May 7, 2025.

With no further business to discuss, Vice-Chair Leber adjourned the meeting at 8:17 p.m.

Lisa Vertrees, Recorder



City of Longview

Agenda Summary

ORDINANCE NO. 3562 - AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON, AMENDING CHAPTERS 19.67 AND 19.80 OF THE LONGVIEW MUNICIPAL CODE RELATING TO SHORT SUBDIVISIONS AND SUBDIVISION REGULATIONS

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO APPROVE ORDINANCE NO. 3562

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The purpose of the proposed amendments are intended to clarify requirements, expand the scope of short subdivisions, encourage infill development, streamline completion of subdivision projects, and ensure consistency between the Short Subdivision Ordinance and the Longview Subdivision Code. Changes include expanding Short Subdivisions from 4 lots to 9 lots, adding references to LMC 19.77 Shared Driveways, clarifying timing and responsibility for required improvements, and the elimination of Mylar requirements for final plats.

STAFF CONTACT:

Nick Little, Community Development Director

Nick.little@ci.longview.wa.us

Attachments:

1. 1_Subdivision Updates Summary
2. 2_Chapter 19.67 (Strikeout)(April)
3. 3_Chapter 19.80 (Strikeout)(April)
4. 4_Ordinance 3562



Memorandum

TO: City Council

FROM: Nick Little, CED Director
Nick.little@longview.ci.wa.gov
360-442-5080

DATE: June 12, 2025

SUBJECT: **LMC 19.67 Short Subdivision/LMC 19.80 Longview Subdivision Ordinance Updates**

The proposed updates cover sections of both LMC 19.67 (Short Subdivisions) and LMC 19.80 (Longview Subdivision Code) and are intended to clarify requirements, expand the scope of short subdivisions, ensure consistency between the two ordinances, and streamline completion of subdivisions. Strikeout/underline versions of the proposed code changes have been provided, along with the following bullet points that reference specific code changes.

LMC 19.67 Short Subdivisions

- Expand short subdivisions from a maximum of four (4) lots to nine (9) lots.
- Add reference to LMC 19.77, Shared Driveways as criteria for preliminary and final short plat approval. Includes timing and responsibility for the required improvements.
- Add signature block for Community Development Director.
- Updates final acceptance items for engineering documents by replacing “computer disc” with “digital file.”
- Include clarification that required improvements are at the expense of the owner or developer.

LMC 19.80 Longview Subdivision Code

- Update “Applicability” language to reflect changes in Short Subdivision code.
- Update application requirements to reduce unneeded documentation.
- Allow paper final plats in addition to Mylar for review and recording to be consistent with current Short Plat procedures.

LMC 19.67 Short Subdivision Update Summary

The most significant of the proposed changes is the expansion of short subdivision to include up to nine (9) lots, which is an increase over the current limit of four (4) lots. This is flexibility that is available to cities in RCW 58.17, and is used by a large number of jurisdictions throughout Washington, both fully and partially planning under RCW 36.70A. The proposed changes seek to encourage and streamline development and redevelopment of existing larger, suburban parcels that otherwise are being underutilized. It further aims to reduce the barrier for middle- and low-income housing by providing a lower cost and more efficient method to proceed with smaller subdivisions.

The second significant change is clarification on the required improvements and timing of said improvements for short subdivisions. With the advent of LMC 19.77 (Shared Driveways) we have seen a marked increase in proposed short subdivisions utilizing shared driveways. However, additional language was not provided in the short subdivision ordinance indicating when and if said improvements would be constructed. This proposed language would put the cost of completing the driveway upgrades on the developer rather than the future homeowners and creates a direct link between LMC 19.67 and LMC 19.77. This approach addresses emerging issues regarding certain infrastructure improvements that were being inconsistently being applied, resulting in unexpected costs to future homeowners and builders.

The remaining changes are largely administrative in nature and serve to streamline review and/or submittal requirements for both types of subdivisions. Unit Lot Subdivisions pursuant to RCW 58.17.060(3) are not part of this update but are expected to be part of later consistency updates in early 2026.

LMC 19.80 Longview Subdivision Code Update Summary

Proposed changes to the Longview Subdivision Code (LMC 19.80) are largely to correct language for consistency with LMC 19.67, Short Subdivisions. Minor corrections regarding application materials is included to facilitate the City's ongoing transition to digital review of project applications.

Thank you,



Nick Little
CED Director, City of Longview

Chapter 19.67

SHORT SUBDIVISIONS

Sections:

- 19.67.010 Purpose.
- 19.67.020 Scope.
- 19.67.030 Preliminary short plat approval.
- 19.67.040 Final short plat approval.
- 19.67.050 Expiration.
- 19.67.060 Issuance of building permit.
- 19.67.070 Limitations on further subdivision.
- 19.67.080 Contiguous short plats.
- 19.67.090 Final acceptance.
- 19.67.100 Severability.

19.67.010 Purpose.

The purpose of this chapter is to:

- (1) Regulate the subdivision of land into **four nine** or fewer lots in such a way as to promote the protection of the public's health, safety and general welfare;
- (2) Ensure the orderly development of the city consistent with the comprehensive plan, zoning ordinances, and state planning statutes;
- (3) Establish procedures which promote the timely review of short subdivisions in the city; and
- (4) Enable the conveyance of land, by accurate land description, by reference to an approved short subdivision. (Ord. 3089 § 1, 2009).

19.67.020 Scope.

- (1) Except as provided in LMC 19.80.060 or a binding site plan under Chapter 19.90 LMC, any land being divided into **four nine** or fewer, lots, sites or parcels for the purpose of conveyance shall meet the requirements of this chapter.
- (2) Creation of tracts may be in addition to the lot count; provided, that the tract is reserved as forested lands, part of the open space network, serving as stormwater detention or set aside as an unbuildable area due to critical lands. (Ord. 3089 § 1, 2009).

19.67.030 Preliminary short plat approval.

- (1) Preapplication Conference. A preapplication conference is not required but is strongly encouraged. A preapplication conference is nonbinding and advisory in intent and effect.
- (2) Application/Fees. The following items are required, in quantities specified by the city of Longview, for a complete short plat application for preliminary approval. Items may be waived if, in the judgment of the community development director, they are not applicable to the proposal:
 - (a) Completed preliminary short plat application form as prescribed by the community development director with the applicable application fee as identified in the Community and Economic Development Department Maser Fee Schedule;
 - (b) A completed application checklist;
 - (c) A complete, signed SEPA checklist application, if required;

(d) Complete applications for other required land use approvals, (i.e., special use, shoreline permit, critical area permit) applicable to the proposal;

(e) Vicinity map showing location of the site; and

(f) Site and development plans which provide the following information, drawn to an engineering scale on a standard sheet of paper and including the name of the plat, graphic scale and north arrow:

- (i) The names of owners of adjacent land and the names of any adjacent subdivisions;
- (ii) Lines marking the boundaries of the existing lot(s) (any existing lot to be eliminated should be a dashed line and so noted);
- (iii) Locations of existing and proposed public street rights-of-way and easements and private access easements;
- (iv) Footprint and setbacks of all existing structures on the site;
- (v) Lot area; lot line dimensions and average widths for each lot;
- (vi) Location of proposed new property lines and numbering of each lot;
- (vii) Location, dimensions and purpose of existing and proposed easements. Provide recorded documents that identify the nature and extent of existing easements;
- (viii) Location of any proposed dedications;
- (ix) Existing and proposed topography at two-foot contour intervals, extending to five feet beyond the project boundaries;
- (x) Location of any critical areas, critical area buffers, and existing trees as required under LMC Title 17;
- (xi) Description, location and size of existing and proposed storm drainage facilities; and
- (xii) Locations of all fire hydrants within 500 feet of the proposal.

(3) Review Procedures.

(a) Referral to Other Departments. Upon receipt of an application for a short subdivision, the community development department shall transmit 12 copies of the application to the public works department and one copy to any other department or agency deemed necessary to review the proposal.

(b) Additional Submittals. The review process will determine if additional studies or submittals are required with regard to SEPA, critical areas, archaeological or historical significance. Also during the review process, the city engineer will determine if additional studies are needed such as, but not limited to, the following:

- (i) Stormwater Report, Traffic Impact Analysis and Erosion Control Plan. If further material is required, the review process cannot be completed until the required information is submitted to the planning department by the applicant.

(c) Proposed short subdivisions located adjacent to the right-of-way of state highways shall be submitted to the Washington Department of Transportation (WSDOT) for review, consideration and recommendation. This condition may be satisfied as part of the SEPA process. However if a SEPA checklist is not required, the community development department shall notify WSDOT of the proposal. Recommendations from Washington Department of Transportation, if received in a timely manner, shall be included in the conditions of approval for the short subdivision.

(d) Community Development Director. The community development director may approve, approve with modifications, or deny the application for a preliminary short plat. No formal meeting is required so long as the community development director obtains the recommendations and consent of the other members of applicable departments or agencies before issuing a decision.

(4) Criteria for Preliminary Short Plat Approval. The community development director shall base his decision on an application on the following criteria:

(a) The proposed short plat is in conformance with the Longview comprehensive plan and any other city adopted plans;

(b) Public improvements may be required of any short subdivision and shall be installed at the expense of the owner. Unless otherwise noted, all designs shall be consistent with the ~~Kelso~~ Longview standard plans and specifications; provided, that if a conflict exists between two different standards, the required design shall be determined by the city engineer. The standards within LMC 19.80.130 shall be followed in the development of all subdivisions and shall be considered minimum standards;

(c) Shared driveway improvements in accordance with LMC 19.77 may be required of any short subdivision utilizing a new shared driveway or existing shared driveway and shall be installed at the expense of the owner or developer prior to final short plat approval.

(ed) Provisions have been made for dedications, easements and reservations;

(de) Appropriate provisions are made to address all impacts identified by the transportation impact analysis, if one was required;

(ef) The design, shape and orientation of the proposed lots are appropriate to the proposed use for which the lots are intended;

(fg) Provisions are made for the maintenance of commonly owned private facilities;

(gh) The short plat complies with the relevant requirements of the Longview short subdivision code;

(hi) The short plat complies with the requirements of the Longview zoning code and other relevant local regulations; and

(ij) That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval. (Ord. 3089 § 1, 2009).

19.67.040 Final short plat approval.

(1) Application. The following items are required, in quantities specified by the community development director, for a complete application for final plat approval. Items may be waived if in the judgment of the community development director the items are not applicable to the particular proposal:

(a) Completed short plat final approval form and applicable fees as identified in the Community and Economic Development Department Maser Fee Schedule;

(b) Completed application checklist;

(c) A plat certificate from title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication, and listing all encumbrances. The certificate must be dated within 45 calendar days prior to the date of filing the application for final plat approval;

(d) Documentation of the square footage of each lot and mathematical boundary closure of the subdivision and of each lot and/or tract showing the error of closure, if any;

(e) Three copies of the final plat survey in conformance with the standards set forth in LMC 19.80.170, as applicable;

(f) Required improvements shall be installed at the expense of the owner or developer. Private improvements, such as shared driveway construction or stormwater facilities, if required, must be completed prior to final short plat approval. Public improvements must either be complete or secured prior to final short plat approval. If secured, the developer/owner must submit a subdivision improvement bond or other financial security in a form acceptable to the city attorney in the amount of 150 percent of improvement cost of deferred improvement per LMC 19.80.210(3);

(g) City installation of water services and/or sewer laterals shall be in accordance with ~~Kelso~~/Longview standard plans and specifications;

(h) Any documentation necessary to demonstrate conditions of preliminary plat approval have been met; and

(i) Private covenants intended to be recorded with the plat.

(2) Final Approval Review Procedures.

(a) Referral to Other Departments and Agencies. The planning division shall distribute the final plat to all departments and agencies that commented on the preliminary plat, and to any other departments, special purpose districts and other governmental agencies deemed necessary to review the approval.

(b) Departmental Approval. The public works department and other interested departments and agencies shall review the final plat and submit to the planning division written comments with respect to the final plat decision criteria.

(3) Criteria for Final Plat Approval. The community development director may approve the final plat provided:

(a) That the proposed final plat bears the required certificates and statements of approval;

(b) That the facilities and improvements required to be provided by the subdivider have been completed or, alternatively, that the subdivider has submitted with the proposed final plat a subdivision improvement bond or other security in conformance with LMC 19.80.210;

(c) That the land surveyor certifies the plat as accurate;

(d) That the plat is in substantial conformance with the approved preliminary plat; and

(e) That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.

(4) Signing the Plat. Once approved, two copies will be submitted for signature and shall include:

(a) Signatures on the following certificates on the face of the plat from the surveyor that prepared the plat.

(b) Signatures of the property owner(s) on the face of the plat.

(c) Signature and date lines for the city engineer, Community Development Director, the Cowlitz County treasurer and the Cowlitz County auditor.

(5) Filing the Plat. The applicant shall file the final plat with the Cowlitz County auditor's office. The plat will be considered complete when the signed and recorded copy of the plat is returned to the community development department. (Ord. 3480 § 1, 2023; Ord. 3089 § 1, 2009).

19.67.050 Expiration.

If the short plat is not recorded within five years of the date of preliminary short plat approval, the short plat shall become null and void. Upon written request by the subdivider prior to the expiration date, the community development director may grant one extension of not more than one year. (Ord. 3089 § 1, 2009).

19.67.060 Issuance of building permit.

No building permit shall be issued prior to final plat approval and until completion of essential site improvements including but not limited to water distribution system including fire protection, sanitary sewer system, ~~storm drain system~~ **stormwater management**, final street surfacing, traffic-control devices and street lighting, and other infrastructure as deemed adequate by the city engineer. No occupancy permit shall be issued prior to satisfactory completion of required improvements unless otherwise bonded for and approved by the city. (Ord. 3089 § 1, 2009).

19.67.070 Limitations on further subdivision.

Any land short platted shall not be further divided for a period of five years without following the provisions for subdivision. This provision applies to any lots, tracts or parcels recorded as part of the plat. (Ord. 3089 § 1, 2009).

19.67.080 Contiguous short plats.

No application for a short plat shall be approved if the land being divided is held in common ownership with a contiguous parcel that has been divided in a short plat within the preceding five years. (Ord. 3089 § 1, 2009).

19.67.090 Final acceptance.

(1) Administrative land use approvals are exempt from final acceptance by city council. The city community development director upon receipt and approval of the following will grant the final acceptance:

(a) Acceptance by the engineering department for completion of all punch list items including but not limited to:

(i) ~~Computer disc~~ **Digital file** containing final plat and as-built drawings;

(ii) Street signs; and

(iii) Landscaping requirements.

(b) A warranty bond for up to two years for public improvements equal to 10 percent of the cost of the improvements has been posted.

(c) Binding maintenance agreements have been recorded to provide for the maintenance of commonly owned private facilities.

(2) Upon final acceptance, buildings may be granted final occupancy at the discretion of the building division. (Ord. 3089 § 1, 2009).

19.67.100 Severability.

(1) These regulations shall not be construed as affecting the liability of any person or as waiving the right of the city under any provisions existing at the time of adoption of these regulations, or as annulling any right obtained by any person by lawful action of the city under provisions existing at the time of adoption of these regulations.

(2) If any part of these regulations or applications thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not impair the validity of the remainder of these regulations. (Ord. 3089 § 1, 2009).

Chapter 19.80

LONGVIEW SUBDIVISION CODE

Sections:

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19.80.200	Alteration or vacation of approved subdivisions.
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19.80.230	Appeals.

19.80.010 Citation of chapter.

This chapter shall be known and may hereafter be cited as the “Longview subdivision code.” (Ord. 3090 § 2, 2009).

19.80.020 Purpose.

The purposes of this chapter are to:

- (1) Protect the public health, safety and general welfare;
- (2) Guide the future growth and development of Longview in accordance with the comprehensive plan;
- (3) Provide for adequate space, light and air and ensure protection of the environment;
- (4) Protect and conserve the value of land throughout the city and the value of buildings and improvements;
- (5) Provide adequate water, sewerage, drainage, transportation and access, fire protection, schools, parks, playgrounds, recreation and other public utilities and facilities;
- (6) Provide appropriate ingress and egress;
- (7) Establish standards of design and procedures to further the orderly layout and use of land; and
- (8) Provide a method for the easy and accurate description of real property for the purpose of conveyance, taxation and assessment. (Ord. 3090 § 2, 2009).

19.80.030 Authority.

The authority for this chapter is derived from RCW 35A.63.100, Chapter 58.17 RCW, and other laws of the state of Washington. (Ord. 3090 § 2, 2009).

19.80.040 Administration of chapter.

The community development director, referred to hereafter as the “director,” is authorized and directed to administer the provisions of this chapter, and he/she shall be and is granted the authority to summarily approve or disapprove of activity proposed in accordance with this chapter. (Ord. 3090 § 2, 2009).

19.80.050 Applicability.

All divisions of land except those listed in LMC 19.80.060 shall be subject to the requirements of this chapter.

(1) Subdivisions (“Long” Plats). A subdivision is the division of any lot, parcel or tract of land into ~~five~~ **ten** or more lots or tracts, or other divisions of land for the purpose of sale or lease, whether immediate or future, including resubdivision or replatting of land or lots, to include land within short subdivisions that is further divided within five years of the effective date of the short subdivision in accordance with RCW 58.17.060. (Ord. 3090 § 2, 2009).

19.80.060 Exemptions.

The provisions of this chapter shall not apply to:

- (1) Cemeteries and other burial plots while used for that purpose;
- (2) Divisions of land into lots or tracts each of which is one-one hundred twenty-eighth of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land except when a dedication to the public is necessary; provided, that for purposes of computing the size of any lot under this item which borders on a street or road, the lot size shall be expanded to include that area which would be bounded by the centerline of the road or street and the side lot lines of the lot running perpendicular to such centerline;
- (3) Divisions made by testamentary provisions, or the laws of descent;
- (4) Divisions of land into lots or tracts classified for industrial or commercial use, when the approval authority has approved a binding site plan for use of the land in accordance with Chapter 19.90 LMC;
- (5) A division for the purpose of lease when no residential structure other than mobile homes or travel trailers are permitted to be placed upon the land when the city, town, or county has approved a binding site plan for the use of the land in accordance with local regulations;
- (6) A division made for the purpose of alteration by adjusting boundary lines in accordance with Chapter 19.68 LMC, between platted or non-platted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site;
- (7) Divisions of land made by subjecting a portion of a parcel or tract of land to Chapter 64.34 RCW (Condominiums) if the approval authority has approved a binding site plan in accordance with Chapter 19.90 LMC;
- (8) A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose. “Personal wireless services” means any federally licensed personal wireless service. “Facilities” means unstaffed facilities that are used for the transmission or reception, or both, of wireless communication services including, but not necessarily limited to, antenna arrays, transmission cables, equipment shelters, and support structures; and
- (9) A division of land into lots or tracts of less than three acres that is recorded in accordance with Chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities. For purposes of this subsection, “electric utility facilities” means unstaffed facilities, except for the presence of security personnel, that are used for or in connection with or to facilitate the transmission, distribution, sale, or furnishing of electricity including, but not limited to, electric power substations. This subsection does not exempt a division of land from the zoning and permitting laws and regulations of cities, towns, counties, and municipal corporations. Furthermore, this subsection only applies to electric utility facilities that will be placed into service to meet the electrical needs of a utility’s existing and new customers. New customers are defined as electric service locations not already in existence as of the date that

electric utility facilities subject to the provisions of this subsection are planned and constructed. (Ord. 3090 § 2, 2009).

19.80.070 Penalties and enforcement.

Any person who shall subdivide property, except as herein provided, for the development, sale or lease thereof shall be guilty of a misdemeanor. It is unlawful to sell, offer to sell, lease, transfer or otherwise dispose of any real property which is subject to the provisions of this chapter except where specifically exempted. Any person or any agent of any person who violates any provision of this chapter shall be guilty of a gross misdemeanor. Each sale, offer for sale, lease or transfer of each separate lot in violation of any provision of this chapter and subsequent application of penalty shall not relieve the violator from compliance with this chapter. (Ord. 3090 § 2, 2009).

19.80.080 Severability.

If any subsection of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection or portion shall be deemed a separate provision of this chapter and such holdings shall not affect the validity of the remaining portions of this chapter. These regulations shall not be construed as affecting the liability of any person or as waiving the right of the city under any provisions existing at the time of adoption of these regulations, or as annulling any right obtained by any person by lawful action of the city under provisions existing at the time of adoption of these regulations. (Ord. 3090 § 2, 2009).

19.80.090 Fees.

Fees for applications and permit review associated with actions authorized by this are as established in the Community and Economic Development Department Master Fee Schedule and shall be paid to the city with the filing of each application. Such payment shall be made to the department of community development. (Ord. 3090 § 2, 2009).

19.80.100 Review process.

Subdivisions shall be reviewed in accordance with the process set forth below and shall also be consistent with the provision set forth in Chapter 58.17 RCW.

(1) Subdivisions. Subdivisions are approved or disapproved by the Longview city council upon receipt of the recommendation, findings and public hearing record transmitted by the Longview planning commission. Preliminary plats of any proposed subdivision and dedication shall be approved, disapproved, or returned to the applicant for modification or correction within 90 days from date of filing a complete application thereof unless the applicant consents to an extension of such time period; provided, that if an environmental impact statement is required as provided in RCW 43.21C.030, the 90-day period shall not include the time spent preparing and circulating the environmental impact statement by the local government agency. The approval authority shall base its decision on the review criteria set forth in LMC 19.80.120.

(2) Public Hearing – Subdivisions. The preliminary plat shall be filed not less than 21 days prior to any planning commission meeting. The planning commission shall set the hearing date and the director shall cause notice to be prepared. Only one open-record public hearing is allowed. Public notice of complete subdivision applications shall adhere to the following standards:

(a) Publication of Notice of Public Hearing. The city shall publish at least one public notice of the public hearing of the application before the planning commission in the city's official newspaper, which notice shall be published at least 10 days prior to the hearing date. A combined SEPA/public hearing notice requires publication at least 14 days prior to the hearing date. Notice of such hearing shall also be mailed to the applicant and to all adjacent landowners. Adjacent landowners are the owners of real property, as shown by the records of the county assessor, to be located within 300 feet of any portion of the boundary of the proposed subdivision. If the owner of the real property proposed to be subdivided owns another parcel or parcels of real property which lie adjacent to the real property proposed to be subdivided, notice under this subsection shall be given to owners of real property located within 300 feet of any portion of the boundaries of such adjacently located parcels of real property owned by the owner of the real property proposed to be subdivided. The records of the Cowlitz County assessor shall be used in notifying owners of adjacent property. Persons requesting notice of the city's action on an application shall also be notified.

(b) Integrated Notice of SEPA Decision and Public Hearing. The city shall provide notice of the threshold determination as set forth in Chapter 17.20 LMC, and attempt to integrate such notice in the notice for the planning commission's public hearing on the application. The public hearing shall be held after expiration of any SEPA comment period, but in general, should not be held more than 45 days after the city's SEPA determination.

(c) Contents of Public Hearing Notice. Public notices shall contain the following:

(i) A description of the location of the proposed subdivision in two forms: a legal description and a location description in general terms;

(ii) An announcement of the date, time and place of the public hearing;

(iii) A listing of all elements of the total proposal for which approval is sought, including not only application for preliminary plat approval, but also any applications or requests for variances, zoning map amendments, comprehensive plan map amendments or other matters;

(iv) A statement that interested persons are invited to attend the public hearing to express their position or to make written comments in order that they can be made a part of the public hearing process; and

(v) For those notices that are mailed to adjacent landowners, the city may include a copy of the preliminary plat map and other information deemed useful or appropriate.

(d) Planning Commission Hearing. The planning commission shall conduct an open-record public hearing on the preliminary plat application, and shall review all materials, take public testimony and deliberate and vote. The commission shall make no recommendation without considering the consolidated staff report and any other reports, recommendations and comments of city officials and public agencies. The planning commission's recommendation shall be based on the criteria set forth in LMC 19.80.120, and shall include written findings of fact and conclusions. The planning commission's written recommendation shall be forwarded to the city council within 14 days after the planning commission's vote to either recommend approval, denial or approval with conditions of the preliminary plat. A tape recording shall be kept of the public hearing by the city.

(e) City Council Review of Recommendation – Subdivisions. Upon receipt of the recommendation on any preliminary plat, the legislative body shall at its next public meeting set the date for the public meeting where it shall consider the recommendations of the planning commission and may adopt or reject the recommendations of such hearing body based on the record established at the public hearing. If, after considering the matter at a public meeting, the council deems a change in the planning commission's or planning agency's recommendation approving or disapproving any preliminary plat is necessary, the legislative body shall adopt its own recommendations and approve or disapprove the preliminary plat. Every decision or recommendation made under this section shall be in writing and shall include written findings to support the decision or recommendation. A record of all public meetings and public hearings shall be kept by the appropriate city, town or county authority and shall be open to public inspection. The applicant shall be notified of the outcome and provided with a list of conditions, as approved. (Ord. 3090 § 2, 2009).

19.80.110 Application requirements.

(1) Preapplication Conference. A preapplication conference is required for all subdivision applications. The preapplication conference is a means of screening subdivision proposals in their earliest stages of design before proponents are committed to a particular design. It is also a means for staff and other public officials to convey information, identify problems and information, to determine a proposal's feasibility, to acquaint the prospective applicant with the procedural steps for plat approval. Participation in a preapplication conference and agreement by a prospective applicant to conclusions reached at such conference shall in no way guarantee project approval, prohibit changes of opinion by public agency participants, or prohibit identification and discussion of such additional problems or issues as may arise in the review process. A preapplication conference is nonbinding and advisory in intent and effect.

(2) Application Contents. The applicant shall submit the following materials for subdivision applications:

- (a) Completed preliminary plat application on form supplied by the city;
 - (b) Payment of all required fees;
 - (c) Completed SEPA environmental checklist;
 - (d) If critical areas exist on the subject site, the permit and report requirements of Chapters 17.10 and 17.12 LMC shall be adhered to and submitted with the preliminary plat application; provided, that the city engineer may require a geotechnical report in cases where project development may be impacted by underlying soils, even if such area is not officially classed as a critical area;
 - (e) Preliminary drawings showing sanitary sewer, water and stormwater cross-sections and grade profiles of the existing ground and proposed streets;
 - (f) ~~Twenty-five~~ Two copies of the preliminary plat, conforming to the specifications of this chapter, ~~including 11-inch by 17-inch~~ or digital copies in .pdf format of all large plans so that copies can be made and/or distributed for review;
 - (g) If the property is to be developed in phases, each phase shall be clearly labeled and demarcated on the preliminary plat and the master plan requirements of LMC 19.80.140 shall be met;
 - (h) Copy of a recent title report for the property issued within the last 60 days, including a legal description according to the official records in the office of the county auditor;
 - (i) A verified statement with original signatures that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
 - (j) Traffic impact analysis report as required by the city pursuant to Chapter 12.50 LMC;
 - (k) If it has been determined that a zoning map amendment or variance is required for approval of the preliminary plat, completed applications for the same if not previously submitted and reviewed;
 - (l) A tree survey and preservation plan, report or drawing that complies with LMC 19.80.130 LMC;
 - (m) Preliminary stormwater site plan that complies with Chapter 17.80 LMC; and
 - (n) Project Narrative. A preliminary subdivision application shall include a narrative that addresses the following topics:
 - (i) Description of the uses proposed for the site;
 - (ii) Phasing plan, if applicable;
 - (iii) Construction schedule;
 - (iv) Any deviations or variances proposed pursuant to LMC 19.80.180;
 - (v) Existing covenants or restrictions and easements, if applicable;
 - (vi) History of any previous subdivisions and short subdivisions of the property; and
 - (vii) Other items required pursuant to applicable portions of LMC.
- (3) Plat Specifications. Preliminary plats shall be presented on a sheet or sheets having dimensions no larger than 18 inches by 24 inches and shall be drawn at a scale of one inch equals 50 feet or larger. Other scales may be used if approved by the city engineer and director. The following information shall be shown on the preliminary plat in one or more sheets:

(a) General. The following general items shall be included:

- (i) The proposed name of the subdivision, together with the words “preliminary plat”;
- (ii) The tract/lot designation(s) of the proposed subdivision as shown in the records of the Cowlitz County assessor, including lot numbers, section, township and range;
- (iii) Date, north-pointing arrow, and scale of drawing;
- (iv) Name and address of the owner(s) of the property to be subdivided, of the applicant or subdivision agent; if other than the owner, and of the surveyor and engineer; and
- (v) A vicinity map sufficient to define the location and boundaries of the proposed subdivision with respect to surrounding property and streets.

(b) Existing Features. The following existing features shall be shown:

- (i) Existing structures and other site improvements (parking, driveways, pedestrian/bicycle paths, etc.) and any proposed structures to remain;
- (ii) Location, pavement and right-of-way widths, and names of existing public or private streets, roads or alleys within or abutting the tract;
- (iii) Location and size of existing sewers, water mains and stormwater facilities;
- (iv) Location of existing lot lines, easements, railroads, monuments, property markers, section lines and city boundary lines within or abutting the tract;
- (v) Watercourses, ditches, areas of flooding or ponding, rock outcroppings, and trees eight inches or more in diameter measured four feet above the ground;
- (vi) The names and addresses of adjoining property owners from the latest assessment rolls within 300 feet of all boundaries of the proposed subdivision, shown on the plat in relationship to the property to be subdivided or provided in a separate document;
- (vii) Contour lines illustrating topography at two-foot intervals for slopes less than 10 percent and at five-foot intervals for slopes over 10 percent. Contour lines shall extend at least 100 feet beyond the boundaries of the proposed subdivision. Contours shall be relative to sea level and based on city approved datum;
- (viii) All critical areas shall be shown including streams, wetlands, geological hazard areas and all associated buffers;
- (ix) For subdivisions proposed in the 100-year floodplain, base flood elevation benchmarks.

(c) Proposed Features. The following proposed features shall be shown on the preliminary plat:

- (i) The boundary of the proposed subdivision drawn in a bold line;
- (ii) Locations and dimensions of proposed streets, alleys, other public and private ways, easements, lot lines and utilities, with the purpose of easements stated;
- (iii) Locations, dimensions and area of public and common park and other open space areas;
- (iv) Proposed number assigned to each lot and block, with lots numbered consecutively in a block; proposed names of all streets;
- (v) Identification of all areas proposed to be dedicated for public use, with designation of the purpose thereof and any conditions;

(vi) When more than one type of use is proposed, the location, dimensions and area for each type of use (such as single-family, two-family, or multifamily residential uses);

(vii) If the subdivision borders a river or stream, or drainage ditches the approximate mean high and mean low water elevation and the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of the waterway;

(viii) Determination of complete application. Within 28 days after the applicant submits all of the elements of a complete application, including the necessary application fee(s), the city shall determine whether the application is complete. If the city determines that the application is not complete, the city shall notify the applicant that the application is incomplete in writing. Such notification shall describe what is necessary to make the application complete. If the applicant does not submit the information requested by the city within 90 days after notification by the city that the application is incomplete, the city may determine that the application has lapsed for lack of information. If the city determines that the application has lapsed for lack of information, the applicant may request a partial refund of the application fee. Applications shall not be processed until a determination of completeness is made.

(4) Distribution of Plat Materials. When the director determines that the proposed preliminary plat contains the required information and supplementary data, copies of the plat shall be distributed to applicable city department, other governmental agencies and entities including, but not limited to, the: (a) assistant city manager; (b) director of public works; (c) city engineer; (d) city fire department; (e) city police department; (f) city parks and recreation director; (g) Cowlitz Consolidated Diking Improvement District No. 1; (h) public utility district; (i) Longview School District; (j) applicable special purpose districts; (k) Washington State Department of Transportation; (l) Washington State Department of Ecology; (m) any federal, state and local agency which may have an interest in the subdivision or the properties involved; and (n) the Cowlitz Indian Tribe. The preceding agencies shall forward their comments and recommendations to the department of community development in a timely manner and the planning commission secretary shall forward any comments received from the public, public agencies or utilities to the director. The director shall consolidate the comments and recommendations into a staff report to be considered by the planning commission. (Ord. 3351 § 14, 2017; Ord. 3090 § 2, 2009).

19.80.120 Approval criteria.

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

(a) Appropriate provisions to the extent necessary to mitigate an impact of the development have been made for transportation, water, stormwater management, erosion and sediment control and sanitary sewage disposal methods that are consistent with the city's current ordinances, standards and plans;

(b) Appropriate provisions have been made for but not limited to public health, safety and general welfare;

(c) Appropriate provisions have been made for proposed streets, alleys and public ways, utilities and other improvements that are consistent with the city's current ordinances, standards and plans, and Department of Health and/or Washington State Department of Transportation standards and plans, where applicable;

(d) Appropriate provisions to the extent necessary to mitigate an impact of the development have been made for open space, parks, schools, dedications, easements and reservations;

(e) The design of the proposed subdivision site has taken into consideration the physical features of the site, including but not limited to: topography, soil conditions, susceptibility to flooding, inundation or swamp conditions, steep slopes or unique natural features such as wildlife habitat or wetlands;

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

(g) Compliance with the following:

(i) State requirements including those set for in Chapter 58.17 RCW;

- (ii) Longview parks and recreation plan and the Cowlitz regional trails plan;
- (iii) Longview zoning ordinance;
- (iv) Cowlitz County shoreline master program;
- (v) The stormwater management requirements set forth in Chapter 17.80 LMC;
- (vi) The standards of this chapter and this title;
- (vii) The International Fire Code and other adopted code;
- (viii) Plans and specifications adopted by the public works department including those set forth in Chapter 12.50 LMC and the Longview standard plans and specifications; and
- (ix) Other plans and programs as the city has adopted;

(h) A proposed subdivision may be disapproved because of flood, inundation or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved covering any land situated in a flood control zone as provided in Chapter 86.16 RCW without the prior written approval of the State Department of Ecology;

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

(2) Written Findings Required. During the public hearing on the preliminary plat, the city shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and any dedications proposed. The proposed subdivision and/or dedications shall not be approved/ accepted or recommended for approval/acceptance unless the planning commission and/or city council makes written findings that the approval criteria have been met.

(3) Authority to Condition Approval. The commission and council may attach those conditions to an approval or recommendation for approval as deemed necessary to promote the public interest, safety, health and welfare, except as prohibited in this chapter or other law. The commission may recommend and the council may require that conditions of approval be listed on the face of the final plat. In order that the applicant/developer bear a fair share of the cost of repair or improvement of these affected properties, facilities and services, the commission may recommend and the council may require construction, repair, expansion, improvement or other provision of off-site improvements by the applicant. Such requirements may include but shall not be limited to dedication of land for right-of-way, resurfacing a street that provides access to a subdivision, or replacement in inadequately sized off-site utilities whose capacity will be affected by the development. For short plats, the director may establish conditions and require similar improvements as part of a conditionally approved preliminary short plat.

(4) Phasing. For phased projects, the commission shall consider the relationship between the preliminary plat and the master plan. The master plan should be used to establish appropriate modifications to the preliminary plat, conditions of approval, dedications and off-site improvements.

(5) Length of Preliminary Approval. Approval of a preliminary plat shall be effective for five years from the date of city council approval. Upon recommendation of the planning commission, the city council may grant one two-year extension provided the following criteria are met:

- (a) The applicant shall request the extension in writing not less than 90 days prior to the expiration of the preliminary plat;
- (b) In such written request, the applicant shall state the reasons for the request, describe progress made in installing improvements and provide a schedule for completing the final plat;
- (c) The applicant shall demonstrate to the planning commission that it has acted in good faith and made substantial progress in complying with the conditions of the preliminary plat and that it would be inequitable to require the applicant to reapply for a new preliminary plat approval;
- (d) In considering the grant of any extension, the planning commission may recommend the imposition of additional conditions for final approval that are consistent with city-adopted standards and policies existing at the time the extension request is considered; and
- (e) Requests for extension shall be considered first at a public meeting of the planning commission. The planning commission shall then forward its recommendation to the city council. Disapproval of a request for an extension shall result in the expiration of preliminary plat approval. Expired preliminary plats, or expired phases of preliminary plats, must be the subject of new land use applications and shall not be permitted as amendments or revisions of the original expired preliminary plat. (Ord. 3351 § 15, 2017; Ord. 3090 § 2, 2009).

19.80.130 Minimum standards.

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

- (1) Streets, Curbs, Sidewalks, Alleys. The standards set forth in Chapter 12.50 LMC shall be met.
- (2) Stormwater management shall conform to Chapter 17.80 LMC and all other applicable statutes.
 - (a) Stormwater low impact development (LID) best management practices and site designs that minimize impervious surfaces, native vegetation loss, and stormwater runoff shall be implemented to the fullest extent practicable.
- (3) Easements. The following easement standards apply:
 - (a) Utility Easements. Perpetual easement to utility providers for installation and maintenance of utilities shall be provided to serve each and every lot at locations deemed necessary by the utility providers. Such utilities may include sewer, water, stormwater, gas, electricity, communication lines and cables and other similar utilities. Utility easements shall be at least 10 feet in width or five feet on each side of contiguous lot lines unless otherwise approved by the city engineer. When the utility easements are needed at lot corners, the size of the easement shall be at least five feet by five feet. Additional easements for major distribution and transmission lines or unusual electric or communication facilities may be required where necessary. Additional easements for major distribution and transmission lines or unusual electric or communication facilities may be required.
 - (b) Easements for unusual facilities such as high-voltage electric transmission lines, drainage canals and similar areas shall be of such width as is determined to be necessary by the city engineer for the purpose, including any necessary maintenance roads.
 - (c) If a subdivision is traversed by a watercourse, such as a drainageway, channel or stream, there shall be provided a perpetual stormwater easement or drainage right-of-way conforming substantially to the seasonal high-water line of the watercourse and of such further width as will ensure protection of water-carrying

capacity and access to the watercourse for maintenance of capacity. Such recorded easement or right-of-way shall be measured from the centerline of the watercourse and shall give to the appropriate authority access for the purpose of maintenance of water-carrying capacity. Such easement may not be necessary where buffers are required by Chapter 17.10 LMC. In determining the width of such easements, the city engineer shall give consideration to the requirements and recommendations of the applicable diking district in regard to the operation of maintenance equipment and the placement of spoils where appropriate. The size and nature of the district's drainage facility and the elevation and slope of the abutting upland property shall be considered in determining the minimum width required.

(4) Installation of Utilities.

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

(b) Sanitary sewers and water system improvements shall be installed at the developer's expense, to serve all subdivisions, by extension of the existing city sewer and water lines and any other upgrades and improvements necessary to ensure adequate capacity. Such facilities shall be designed and sized to the satisfaction of the city engineer and shall be of sufficient capacity to accommodate the ultimate development density of all intended phases in adjacent areas.

(c) Utility installations shall be in accordance with city design standards.

(d) Street Lighting. Street lighting shall be included in the development of all future platting or subdivisions. Street lights shall be placed at all street intersections and at other locations designated by the city engineer. A complete street lighting system, including conduits, wiring, concrete bases, poles, junction boxes, meter base, service cabinets and luminaries, shall be installed by the developer throughout the subdivision in accordance with city standards. Light conduit shall be placed in a separate ditch unless otherwise approved by the city. The applicant shall submit plans and manufacturer technical information meeting or exceeding city of Longview standards to the city engineer and public utility district for approval of all specifications and materials used in the system.

(e) Landscaping of Planting/Utility Strip. The developer or their successor shall be responsible for ensuring that, prior to issuance of an occupancy permit for a lot, the utility/planting strip abutting the curb adjacent to the lot is planted in grass or other approved landscaping and with street trees. The plantings shall include street trees meeting the following characteristics:

(i) Shall be at least two-inch DBH at time of planting and be spaced at approximately 30-foot intervals on center;

(ii) Shall be centered between the curb and sidewalk;

(iii) Shall be planted at least 20 feet from driveways, at least 20 feet from street light standards and at least eight feet from fire hydrants and sewer laterals;

(iv) Shall be of a type, species and quantity approved by the superintendent of parks;

(v) Shall be at least 30 feet from any corner where curb lines intersect; and shall be planted and maintained in an acceptable manner.

(f) Timing and procedure for construction of sidewalks shall be as follows:

- (i) All intersection curb ramps shall be constructed with roadway infrastructure required for the subdivision;
- (ii) Sidewalks shall be constructed with roadway infrastructure required for the subdivision on all open space tracts, nonbuilding lots, and on the major street frontage of double frontage lots; and
- (iii) On building lots, construction of the sidewalk shall be done on a lot-by-lot basis, prior to issuance of a certificate of occupancy for the lot.

(5) Natural Features Preservation and Landscaping.

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

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

(7) Subdivision and Street Naming. Subdivision names shall not duplicate or too closely approximate phonetically the name of any other subdivision within the Longview area, except that in the case of successive subdivisions of a phased development, plats may be differentiated in name by sequential numbering or by direction (north, south,

etc.). Streets having the same name except for “Court,” “Lane” or other suffix shall be deemed duplicative and not permitted. Names of new streets running on a line with an existing street but separated by a park or barrier may duplicate the name of the existing street; provided, that a prefix indicating direction from the park or barrier is attached to the new street’s name. The city council shall have the right to rename subdivisions and streets.

(8) Lots or Parcels.

- (a) Each lot shall be provided direct access by means of minimum frontage on a dedicated and improved public street.
- (b) The minimum size of any lot or parcel of property within a subdivision shall conform to the standards of this title unless otherwise approved pursuant to this title.
- (c) Residential lots which have street frontage along two opposite boundaries shall be discouraged, except for reverse-frontage lots which are essential to provide separation to residential development from primary traffic arterials or collectors or to overcome specific disadvantages of topography and orientation. For such lots there shall be an easement or other restriction in favor of the appropriate governmental entity at least 10 feet wide along the lot lines abutting said primary arterial across which there shall be no right of access may be required.
- (d) Insofar as practicable, side lot lines shall be at right angles to straight street lines and radial to corner street lines. Placing adjacent lots at right angles to one another shall be avoided where possible.
- (e) Residential subdivisions should be designed so that individual lots or parcels do not require direct vehicular access to arterial streets and that direct access to collector streets is minimized.
- (f) Where lots are more than double the minimum lot size required for the zone, the city council may require that the subdivision be designed to accommodate future subdivision and the opening of future streets and expansion of existing streets. The city may also require that a subdivision’s street network be designed to accommodate future growth on adjacent properties in support of greater connectivity and a more efficient transportation network.
- (g) Lots shall be laid out to provide drainage away from all buildings, and individual lot drainage shall be coordinated with the storm drainage pattern for the area. Drainage shall be designed to avoid concentration of stormwater from one lot to an adjacent lot.

(9) Blocks.

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

(10) Park and Recreation Improvements.

(a) The planning commission and city council shall review the need for park and/or trail development when reviewing preliminary subdivision applications and may require the developer to dedicate land for park development as a condition of approval in accordance with this title. For the purposes of this chapter, the term “park” shall also include trails. Applicant-paid park improvements shall be constructed per the plat conditions. As agreed to by the city, a fee-in-lieu of park land dedication proposal may be considered in accordance with RCW 82.02.020 and such fee shall be paid prior to final plat approval, unless otherwise authorized by the city. The location and characteristics of land dedicated for park and recreational purposes shall follow these standards:

- (i) The area proposed for park dedication may be located either within or outside the boundaries of the property described in the subdivision, but must either be adjacent to an existing or proposed city park site or within the same park service area in which the subdivision is located. Park service area is considered to be within one-half mile of the subdivision for which it is required;
- (ii) The area proposed for park dedication shall have characteristics and location which make it suitable for future inclusion into the city parks system, as determined by the director of parks and recreation;
- (iii) With the approval of the director, the area proposed for park dedication or portion thereof may contain valuable or sensitive environmental features, preservation of which is consistent with the city’s comprehensive plan and/or parks and recreation plan;
- (iv) All lots within the subdivision for which park dedication is required shall have legal and convenient access to the area proposed for park dedication, at the time of final plat approval; and
- (v) The topography, soils, hydrography and other physical characteristics of the area proposed for park dedication shall be of such quality as to allow the development of community or neighborhood parks, or to create a flat, dry, obstacle-free space on at least 90 percent of the total required area in a configuration which allows for active recreation, shall have no known safety hazards, and shall have no known physical problems such as the presence of hazardous waste, pipeline of power easements, drainage, erosion, or flooding that the director of parks and recreation determines would cause inordinate demands upon public resources for maintenance and operation of the property to be dedicated to the city. Park sites should also be located so that persons living within the service area will not have to cross a major arterial street to get to the site.

(b) Minimum Size of Land Dedicated for Park Purposes. Applicants who dedicate open space for park land pursuant to this chapter shall dedicate at least seven acres per 1,000 population generated by the proposed subdivision. This requirement is based on the level of service (LOS) standards adopted per the Longview park and recreation plan for needs of a neighborhood park including but not limited to such amenities as play equipment, athletic areas such as baseball/softball diamonds, soccer/football fields, volleyball courts, hard surface areas such as tennis courts, basketball courts, in-line skating rinks, picnic areas, walk/trail systems, restrooms, natural areas, open spaces and buffer zones. The formula for determination of the required minimum park dedication shall be:

- (i) Single-family dwelling use districts and subdivisions of land zoned higher density where up to fourplexes are proposed shall provide .0168 acres of park area per permitted dwelling unit within the plat, based on an average of 2.4 persons per household and desired park land ratio of seven acres per 1,000 people for neighborhood parks per the Longview park and recreation plan;
- (ii) Developments consisting of multifamily dwellings shall provide park areas consistent with the standards set forth in Chapter 19.20 LMC;
- (iii) Linear trails shall be designed as approved by the director of parks and recreation or their designee. Total trail area improved and/or dedicated may be less than the area standards above, as approved by the city.

(c) Final Plat Approval Conditioned upon Park Land Dedication. When approval of the final plat of a subdivision is conditioned upon the dedication and/or improvement of land for park/trail purposes, the final plat

shall not be approved or recorded until the director of parks and recreation has determined in writing that any land to be dedicated is shown on the face of the final plat, or in a deed conveying the land to the city which has been recorded with the Cowlitz County auditor's office or the instrument conveying the land to the city has been transmitted to the city council for acceptance of the dedication by ordinance.

(11) Model Homes. Upon the filing of a final plat of a residential subdivision containing 20 or more single-family lots, in accordance with LMC 19.80.150, in districts that are designated as R-1 or in the portions of planned unit developments that are designated as R-1, a subdivider (as such term is defined in LMC 19.09.630), who retains the ownership of not less than 85 percent of all of the lots therein, and whose business includes the construction of single-family dwellings for sale to others, may erect, maintain and operate a model home or model homes within said plat for the purpose of displaying said model home or model homes and for the sales of lots and contracting for the construction of homes for purchasers within said plats, subject to the following conditions:

- (a) All model homes shall meet all district requirements for lot and yard dimensions;
- (b) Model homes shall not be occupied for residential purposes, and any certificate of occupancy shall be temporary in nature and shall state that said model homes may be used only for a period of not to exceed 24 months following the date of issuance of a building permit, and may not be occupied as a residence until the issuance of a permanent certificate of occupancy by the building official;
- (c) Use of such model homes for the purposes permitted by this section shall be discontinued within 24 months after the issuance of a building permit for construction thereof;
- (d) Such model homes shall not be used as a means to sell lots, or dwelling houses located outside the plat;
- (e) Such model homes shall not be used for any business activity between 9:30 p.m. and 9:00 a.m.;
- (f) No banners, balloons or advertising signs on awnings shall be permitted. No more than two identifying signs shall be allowed at each model home and shall not interfere with right-of-way or public safety. All model homes shall be constructed, painted and decorated so as to blend in with surrounding properties, and no signs at the location of any model home shall be permitted advertising any business other than the subdivider and/or the sales agency representing the subdivider. Such model home signs shall be limited to one at each model home, not exceeding 12 square feet in area and not exceeding 42 inches above the level of the sidewalk. Such signs shall be removed prior to occupancy of the model home or when 75 percent of the lots within the subdivision have been sold, whichever occurs first. Such sign may not be illuminated;
- (g) No more than one model home may be maintained for each 20 lots that are owned and offered for sale by the subdivider; provided, however, that the subdivider may reduce his, her or its ownership of the lots within the plat to less than 20 lots and to less than 85 percent of the lots within the plat by sales of lots therein without loss of the privilege of maintaining a model home;
- (h) The privilege to maintain a model home may be granted to a subdivider or developer other than the original subdivider if such successor subdivider or developer is the owner of 20 or more adjoining vacant lots within the plat;
- (i) Such model home may be used for displays and sales, and may be temporarily constructed in such a manner as to be incomplete as a dwelling house suitable for habitation and not in conformance with the requirements of the building code as a dwelling house, and driveways and sidewalks may be omitted therefrom; provided, however, that prior to the issuance of a permanent certificate of occupancy, said model home shall be altered or modified to comply with said building code in all respects and all required driveways and sidewalks shall be constructed;
- (j) Sales and displays in such model homes may be conducted and presented by agents and/or employees of the subdivider or developer, or by others not employed by the subdivider or developer; provided, however, that no business activities conducted within or at the site of any such model home shall include products, commodities, or materials not delivered to and installed as a part of a dwelling house within the plat or of land situated outside the plat;

(k) A new subdivision or residential development of 20 lots or more shall be allowed one temporary sign not to exceed 32 square feet in area and 10 feet in height to be located only on a vacant lot owned by the developer of the subdivision at or near the primary entrance to the subdivision or development. Such sign shall only advertise or market the subdivision in which it is placed. Such sign shall be removed when 75 percent of the lots are developed, or no later than 24 months from final plat approval, whichever occurs first. Such sign shall not be illuminated nor located within 50 feet of any property line of an existing residence. One temporary sign identifying an engineer, architect, contractor, bank, or other professional service engaged in or used in the construction of a home or a utility within the subdivision may be erected on a lot within the subdivision when construction commences on that lot, provided such sign does not exceed eight square feet in area and 36 inches in height. Such sign shall be removed prior to occupancy of the structure or when construction of that lot is substantially complete. Such sign shall not be illuminated, nor located within 50 feet of any property line of an existing residence.

(12) Subdivisions – Less Than 20 Lots. A new subdivision or residential development of less than 20 lots and of ~~four~~ **ten** lots or more shall be allowed one temporary sign not to exceed 32 square feet in area and 10 feet in height to be located only on a vacant lot owned by the developer of the subdivision at or near the primary entrance to the subdivision or development. Such sign shall only advertise or market the subdivision in which it is placed. Such sign shall be removed when 75 percent of the lots are developed, or no later than 24 months from final plat approval, whichever occurs first. Such sign shall not be illuminated nor located within 50 feet of any property line of an existing residence. One temporary sign identifying an engineer, architect, contractor, bank, or other professional service engaged in or used in the construction of a home or a utility within the subdivision may be erected on a lot within the subdivision when construction commences on that lot, provided such sign does not exceed eight square feet in area and 36 inches in height. Such sign shall be removed prior to occupancy of the structure or when construction of that lot is substantially complete. Such sign shall not be illuminated, nor located within 50 feet of any property line of an existing residence. (Ord. 3351 § 16, 2017; Ord. 3090 § 2, 2009).

19.80.140 Master plan – Phasing.

(1) A master plan shall be submitted with the preliminary plat when a tract is to be developed in successive phases. The master plan shall be on an individual sheet or sheets not larger than 22 inches by 34 inches separate from the preliminary plat and drawn to a convenient scale. The purpose of the master plan shall be to indicate how the design and particularly the circulation pattern of the proposed preliminary plat relate to and would be coordinated with possible development plans on adjoining property and what the effects of the total development may be. The master plan shall be used as a nonbinding guide when later phases are proposed. A preliminary plat approved by the city which was not submitted for phased development shall not be broken into phases at the time final approval is sought unless the approved preliminary plat is modified in accordance with this title. The following information shall be shown on the master plan:

- (a) Name. The name of the entire development together with the words “Master Plan”;
- (b) Description. Location of property by lot numbers, section, township, range, donation land claim, graphic scale, north pointing arrow;
- (c) Phase identification. Each phase, including the phase for which immediate subdivision approval is sought, shall be clearly identified by numbering or other means that indicates the probable order in which the phases will be developed;
- (d) Owners and other persons. Name and address of the legal owner(s) of the property of the applicant or subdivision agent in other than the owner, and of the persons responsible for design, surveying and engineering of the immediate phase;
- (e) Immediate phase detail. The phase for which immediate subdivision approval shall be shown in detail;
- (f) Future phase detail. Detail for future subdivision phases shall be as follows:
 - (i) Location of existing lot lines easements railroad and utility rights-of-way, watercourses, and wooded areas;

- (ii) Location and names of all existing or platted streets and other public ways within or immediately adjacent to the future phases;
- (iii) Approximate lot sizes and uses of property adjoining the master plan site;
- (iv) Location and sizes of existing sewers, water mains, and culverts within and immediately adjacent to the future phases;
- (v) Location of existing buildings within and immediately adjacent to the future phases;
- (vi) Approximate topography, with arrows showing direction of incline or rough contour lines;
- (vii) Approximate location of proposed streets, trails and crosswalks through blocks;
- (viii) Approximate lot lines or an indication of the number and general locations of proposed lots; and
- (ix) Approximate location, dimension, area and proposed use of parcels to be set aside for public or common parks and other open space. (Ord. 3090 § 2, 2009).

19.80.150 Submission of construction plans.

After approval of a preliminary subdivision application and prior to the beginning of construction and installation of improvements or performance bonding or other assurance in lieu thereof, the applicant shall submit to the city engineered construction plans for all required improvements. Upon approval of the construction plans and prior to submission of the final plat, the applicant shall proceed to construct and install required improvements to completion, unless assurances as set forth in LMC 19.80.210 are accepted. Construction plans shall be drawn at a scale of no more than 40 feet to one inch with the following information shown:

- (1) Vicinity map.
- (2) Streets.
 - (a) Profiles showing original ground elevation and proposed elevations along centerlines of all streets;
 - (b) Radii of curves, lengths of tangents, angles, bearings on street centerlines, right-of-way, pavement widths, monuments; and
 - (c) Structural section of streets, curbs and sidewalks and ADA ramp design.
- (3) Stormwater management.
 - (a) Overall project and individual lot grading plans including approximate quantities of fill and excavation;
 - (b) Construction erosion and sediment control plans;
 - (c) Location of drainage and other utilities easements;
 - (d) Plan and profile view of stormwater drainage infrastructure including size, type, location, depth and connections;
 - (e) Plan and profile view of stormwater management best management practices and facilities including size, location, drainage area, and inlet and outlet details; and
 - (f) Conservation, open space, and/or landscaped areas being utilized as low impact development (LID) stormwater best management practices.
- (4) Water mains. Plan and profile view of the location, size, type, depth and connections for lines, valves and fire hydrants.

- (5) Sanitary sewers. Plan and profile view of the locations, grades, connection elevations, pipe sizes and types, depths, lateral locations and manhole locations.
- (6) Illumination, striping and signing plan.
- (7) Landscaping and open space management plan.
- (8) Plan of other utilities: power, garbage.
- (9) All other information required by the city or required by plat conditions such as retaining walls.
 - (a) Applicable city of Longview standard details and notes.
 - (b) North arrow. (Ord. 3351 § 17, 2017; Ord. 3090 § 2, 2009).

19.80.160 Final plat procedure.

(1) Preparation. After approval of the preliminary plat and the detailed construction plans and within the time limits set forth in this chapter, the applicant shall cause to be prepared a final plat and the supplementary materials required by this section. The final plat shall:

- (a) Be drawn to the specifications and contain the information required by LMC 19.80.170;
- (b) Conform to the preliminary plat approved by the city council and to any conditions that may have been part of the approval. Slight deviation from the approved preliminary plat may be allowed if the director or city engineer determines such deviations are necessary because of unforeseen technical problems or to protect the public interest;
- (c) Include, in the manner specified by this section, all formal, irrevocable offers of dedication to the public and space for the acknowledgments, endorsements, and certifications; and
- (d) Phasing. The developer may develop the subdivision in phases. Any phasing proposal shall be submitted with the application materials for preliminary approval and be approved by the review authority.

(2) Supplementary Materials. The original hard copy drawing of the final plat shall be accompanied by:

- (a) At least two copies of the final plat; on Mylar material;
- (b) A minimum of 10 two additional paper copies of the final plat, on 11-inch by 17-inch copy, or a single digital copy of the final plat in .pdf format;
- (c) A copy of any deed restrictions and restrictive covenants proposed by the applicant;
- (d) A title report issued by a title insurance company issued within the last 60 days, showing all parties whose consent is necessary and their interest in the premises and listing all encumbrances;
- (e) “As-built” plans of such required improvements as have been completed, unless other arrangements are made to guarantee that “as-built” plans will be submitted;
- (f) A lot closure report;
- (g) If required improvements have not been completed, plat performance bond or other security conforming to LMC 19.80.210;
- (h) If a local improvement district is proposed, a petition for creation of the district, unless the city council in approving the preliminary plat indicated it would create a district by resolution;
- (i) Payment of any inspection and final application fees as required by this chapter and as established in the Community and Economic Development Department Master Fee Schedule;

- (j) Bill of sale for all infrastructure as applicable;
- (k) Quit claim deed for all public real property and dedication deeds as required;
- (l) Affidavit of no liens;
- (m) Maintenance bond and warranty deeds; and
- (n) Three copies of operations and maintenance manuals for all mechanical components installed.

(3) Monuments and Proper Markers.

- (a) Monuments shall be placed at all subdivision boundary angle points, points of curvature in streets, and such intermediate points required by the city engineer. The monuments shall be of the type and design as approved by the city engineer and shall be constructed in accordance with city specifications.
- (b) The boundary points of all blocks within the subdivision shall be marked by a galvanized iron pipe or rebar not less than one and one-half inches in diameter and 36 inches in length and firmly driven into the ground.
- (c) All corners of all lots shall be marked by a reinforcement bar or iron pin not less than five-eighths inch in diameter and 36 inches in length, firmly driven into the ground.
- (d) The department of public works shall be furnished with a set of as-built plans showing the location of all lot lines as extended to the lot line and the location of all sewer and water laterals to each lot.

(4) Review by City Engineer. The owner shall submit the original drawing of the proposed final plat and supplementary information stipulated in this section to the department of community development for review. The city engineer shall:

- (a) Inspect the detail and computations of the final plat for conformance with the specifications and standards of this chapter;
- (b) Inspect the final plat for conformance with the preliminary plat approved by the city council and conditions made a part of such approval;
- (c) Determine either that all required improvements have been installed or that certain improvements may properly be deterred under LMC 19.80.210; and
- (d) When the city engineer is satisfied with the detail and computations of the plat, determines that the plat conforms to the preliminary plat and conditions and approves the subdivision, he/she shall signify their approval by signing the original and Mylar copies copy of the final plat. If the city engineer is not satisfied with the detail and computations of the final plat, and finds that the plat does not conform with the approved preliminary plat and conditions, determines that improvements were installed incorrectly, or is not satisfied with the extent or manner in which completion of improvements would be deferred, he/she shall withhold their signature until the matter is corrected or resolved by the applicant to the satisfaction of the engineer. Prior to approval of the final plat by the city engineer, all engineering review fees shall be paid in accordance with Chapter 12.08 and Chapter 12.10 LMC.

(5) Review by the Community Development Director. When the director is satisfied with the details of the plat, determines that the plat conforms to the approved preliminary plat and conditions set thereon, and determines that improvements either are complete or may properly be deferred, he/she shall forward the plat to the planning commission for review. If the director is not satisfied with the detail of the final plat, finds that the plat does not conform with the approved preliminary plat and conditions, determines that improvements were installed incorrectly, or is not satisfied with the extent or manner in which completion of improvements would be deferred, he/she shall return the plat to applicant until the matter is corrected or resolved by the applicant to the satisfaction of the director.

(6) Review by the Planning Commission – Subdivisions. After the inspection by the community development director, the planning commission shall review the proposed final subdivision for conformance with the preliminary plat and conditions approved by the council. Such review shall take place at a regular public meeting.

(a) If the planning commission finds a final plat to be conforming, the commission chairman shall signify the commission's approval by signing the original drawing, and Mylar copies, then shall forward them to the city clerk-treasurer for consideration by the council.

(b) If the commission finds that a final plat contains significant divergences from the approved preliminary plat, it shall withhold its approval, return the plat sheets to the applicant, and provide a statement indicating the reasons for the withholding of approval and the changes necessary. If the applicant does not modify the proposed final plat to the commission's satisfaction, the city's approval of the preliminary plat shall become null and void. To be reactivated, the plat must be resubmitted as a new preliminary plat subject to the provisions of this division, including payment of preliminary plat review fees.

(7) Review by the City Council – Subdivisions. The city council shall review final plats at a public meeting considering the factors set forth below. The council review shall occur after the director and planning commission have completed review. The council shall determine whether:

(a) The final plat substantially conforms to the approved preliminary plat and conditions set thereon;

(b) The public uses and interest will be served by the subdivision and the final plat meets the requirements of Chapter 58.17 RCW and of this chapter;

(c) Improvements have been completed or properly guaranteed to be completed in accordance with LMC 19.80.210;

(d) The required dedications, certifications and acknowledgments and signatures required by this chapter have been duly stated and obtained;

(e) Inspection and street sign fees have been paid;

(f) Proposed covenants are in satisfactory form and ready for recording with the final plat; and

(g) Any other supplementary materials required by this division or by the council have been satisfactorily completed. If the council affirmatively makes the above determinations, the mayor shall inscribe and execute the council's will on the face of the original drawing and Mylar copies of the final plat. If the council withholds approval, it shall return the plat sheets and supplementary material to the applicant and provide a statement of reasons for its decision and of the changes necessary to permit granting approval. (Ord. 3090 § 2, 2009).

19.80.170 Final plat drawing and recording.

(1) The final plat shall be drawn in indelible black ink on a sheet of paper or Mylar having dimensions of 18 by 24 inches, or approved substitute, and on a standard recorder's plat sheet 18 inches by 24 inches, with a three-inch-wide hinged binding on the left border. If more than one sheet is required, the sheets shall be numbered and indexed. The scale may range from 50 feet to the inch, to 200 feet to the inch, unless otherwise approved by the director; provided, that when more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision on one sheet with block and lot numbers. All signatures on the Mylar and final plat and recorder's plat sheet shall be originals. The final plat shall show the following information:

(a) Name of the subdivision, date, north-pointing arrow and scale;

(b) Boundary lines of the subdivision tract, with courses and distances marked thereon, as determined by field survey made by an engineer or land surveyor registered in the state of Washington, and determined by them to close with an error of not more than one foot in five thousand feet;

- (c) Lines, including centerlines, and names for all street rights-of-way, other ways, easements and areas intended for public use or granted for use of inhabitants of the subdivision;
- (d) The length and bearing of all straight lines, curves, radii, arcs and tangents of curves;
- (e) Exact width and purposes of rights-of-way, street pavement width and easements;
- (f) Dimensions along each line of every lot in feet and decimals of a foot to the nearest hundredth, with the true bearings, and any other data necessary for location of any lot line in the field;
- (g) Primary control points and all permanent monuments found or established in accordance with this chapter, with descriptions and ties to such control points and to which all dimensions, angles, bearings and similar data given on the plat shall be referred;
- (h) Section and donation land claim lines within and adjacent to the subdivision;
- (i) The front yard setback line for every lot in accordance with the zoning ordinance;
- (j) The names of all subdivisions immediately adjacent to the subdivision;
- (k) A metes and bounds legal description of the subdivided tract;
- (l) All dedication of land shown clearly and precisely on the face of the plat;
- (m) All open space, facilities and improvements reserved for use of the subdivision residents and restrictions on their use shown clearly and precisely on the face of the final plat;
- (n) The parcel numbers written along the left border of the **Mylar** final plat parallel to the left border;
- (o) The street address of each lot and lot numbers as correspond with those on the construction drawing;
- (p) Statement of the covenants restricting use of subdivision property or reference to the volume and page where recorded separately;
- (q) Reference points to base flood elevations with the base flood elevations listed;
- (r) Dedication, Acknowledgment and Endorsement. The following information shall appear on the final plat, **Mylar** and recorder's plat sheet, lettered and signed in ink:
 - (i) Legal Description. Metes and bounds description of the subdivided tract.

(ii) DEDICATION

Know all men by these presents that _____, the undersigned _____ owner(s) in fee simple _____ of the land hereby subdivided, hereby declare this subdivision and dedicate to the use of the public forever, all streets and easements or whatever public property; there is shown on the plat and the use thereof for any and all public purposes; also, the right to make all necessary slopes for cuts or fills upon the lots, blocks, tracts, etc., shown on this plat in the reasonable original grading of all streets, shown hereon.

(iii) IN WITNESS WHEREOF, we have hereunto set our hand(s) and seal(s) this _____ day of _____, 20 ____.

Signed and Sealed _____

(iv) ACKNOWLEDGMENTS

STATE OF WASHINGTON)

COUNTY OF COWLITZ)

THIS IS TO CERTIFY THAT ON THIS _____ day of _____, 20____, before me the undersigned, a Notary Public, personally appeared _____, to be known to be the individual(s) who executed the foregoing instrument for the uses and purposes therein mentioned.

IN WITNESS WHEREOF I have set my hand and seal the day and year in certificate first above written _____ Notary Public in and for the State of Washington residing at _____

(v) Approved this _____ day of _____, 20____.

City Engineer

(vi) Approved this _____ day of _____, 20____.

Chairman, Attest, Secretary

Longview Planning Commission

(vii) Approved this _____ day of _____, 20____.

Mayor, City of Longview Attest, City Clerk

(viii) I hereby certify that the taxes of the land described hereon have been paid to and including the year of 20____.

Cowlitz County Treasurer

(ix) SURVEYOR'S CERTIFICATE

STATE OF WASHINGTON

COUNTY OF COWLITZ

I _____, do hereby certify that the plat of _____ is based on an actual survey, that the distances, courses and angles are shown hereon correctly, that the monuments have been set and lot corners staked correctly on the ground.

Licensed Land Surveyor

Subscribed and Sworn before me this ____ day of _____ 20____.

Residing at _____

(x) Filed for record at the request of this _____ day of _____, 20__ at _____ minutes past _____ o'clock __M., and recorded in Volume ____, of Plats, on page _____, Records of Cowlitz County, Washington.

Cowlitz County Auditor

Deputy Auditor

(xi) PROTECTIVE COVENANTS

1. A list of conditions and/or restrictions imposed either by the city upon the applicant or by the applicant upon purchasers of lots or tracts within the subdivision when the developer proposes to impose restrictions more strict than the requirements of the zoning ordinance in effect, as to the use of the lots, yard requirements, open spaces or building lines, a statement of the provisions and means whereby such restrictions are to be imposed shall be listed on the plat and filed with the plat, unless otherwise approved by the director.

2. Filing. After all signatures have been affixed to the final plat, the applicant or their designee shall record the final plat, along with all associated attachments, with the Cowlitz County Auditor and shall pay the county auditor recording fees for the final plat and associated attachments. One reproduced full copy ~~of mylar of the recorded final plat material~~ shall be furnished to the city engineer. One reproduced full copy of ~~mylar material~~ the ~~recorded final plat~~ shall be furnished to the county engineer's office.

(Ord. 3090 § 2, 2009).

19.80.180 Modification to adopted standards.

(1) To provide opportunities for unique development designs and the ability to accommodate site constraints, the city council, upon recommendation from the planning commission, may consider modifications to the adopted standards of this title, including the public works specifications and those standards set forth in Chapter 12.50 LMC, if the applicant demonstrates that four or more of the following criteria are met:

- (a) There are topographical or physical conditions such as steep slopes, wetlands, water area structures, streets, utilities, lot patterns, street patterns or other conditions that justify departure from strict adherence to the standard to be modified;
- (b) That the modification is consistent with sound engineering principles and it will be safe, practical and efficient;
- (c) That the proposed modification is consistent with the intent and purpose of the standard being modified;
- (d) That the proposed modification is consistent with the goals and policies of the comprehensive plan;
- (e) Hardship, as distinguished from mere inconvenience would result from strict compliance with the standards of this chapter;
- (f) The modification complies with the spirit and intent of this chapter and will not be detrimental to the public health, safety, or welfare or injurious to other property in the vicinity; and
- (g) In the case of a modification to sidewalk standards, adequate provision will be made for pedestrian and bicyclist movement and safety.

(2) Requested modifications shall be included in the preliminary plat application and will be reviewed concurrently with the preliminary plat application.

(3) Variances to Zoning Standards. Requested zoning variances that are submitted and processed in conjunction with a preliminary plat shall be reviewed and a decision issued concurrently by the city council utilizing the criteria above and Chapter 19.12 LMC. A single combined public hearing notice and notice of application/SEPA notice should be utilized. Petitioners for variances shall describe fully the variance sought and the grounds for the application. The planning commission shall develop separate recommendations on variance applications and forward such recommendations to the city council along with the recommendation and the council's action may be for a lesser degree of variation from a standard than sought by the applicant, and may include conditions. (Ord. 3090 § 2, 2009).

19.80.190 Modifications to approved preliminary plats.

Modifications to an approved preliminary plat prior to final plat approval and recording may be approved consistent with this section. For the purposes of this section, "modification" shall mean any change to an approved preliminary plat and associated conditions required by the community development director.

(1) Modifications that result in an increase in density or a change in design that has the potential to substantially impact abutting properties or result in a substantial departure from the approved preliminary plat, as determined by the community development director, shall be referred to the planning commission for recommendation, with final decision issued by the city council and shall require public notice and hearing in accordance with the preliminary plat process outlined in this chapter. At the community development director's discretion, modification requests that are considered minor in scope will be processed administratively by the city, upon review by city staff;

(2) Any decision granting or denying a modification request shall be in writing and supported by findings of fact and conclusions which address the criteria for modification as follows:

(a) There will be no significant adverse impact to neighboring property or the general public as a result of the modification;

(b) The modification is not contrary to the purpose section of this title or to any policy or provision of the zoning code or applicable sewer, water, storm drainage or transportation plans;

(c) The modification protects the public interest and will result in a preferred design as determined by the community development director; and

(3) Conditions may be required to protect the public interest, achieve compliance with the comprehensive plan, and to mitigate any adverse impacts resulting from approval of the modification. (Ord. 3090 § 2, 2009).

19.80.200 Alteration or vacation of approved subdivisions.

Alterations or vacations of approved, recorded subdivisions shall be processed pursuant to RCW 58.17.215 and all applicable portions of this title. (Ord. 3090 § 2, 2009).

19.80.210 Assurance for completion and maintenance of improvements.

(1) Responsibility for Construction and Installation of Improvements.

(a) It shall be the responsibility of the applicant to construct and install permanent and interim improvements required by this section or this chapter or as otherwise required by the city council, with the expense of making such improvements to be borne solely by the applicant. However, the city council may form a local improvement district when an improvement will serve a wider area than the subdivision alone. Work performed within current or future public right-of-way shall comply with the bonding requirements of this section, public works department policies and standards, and this chapter.

(b) Construction, repair, expansion, improvements or other provision of off-site improvements required by the city council as part of preliminary plat approval shall be the responsibility of the applicant, unless the city council resolves to share the responsibility and cost with the applicant or to create a local improvement district to bear the entire cost or a portion thereof.

(c) The city council may defer construction or installation of any improvement required as part of a proposed subdivision when in its judgment, future planning considerations, lack of connecting facilities, or other

circumstances make the improvement inappropriate at the time. In such event, the council may require one or more of the following prior to final plat approval:

- (i) That the applicant dedicate land for future construction or installation of the improvement;
- (ii) That the applicant pay to the city their share of the cost, as estimated by the city engineer, of constructing or installing the improvement at a later date; said payment shall be held in an account reserved for future improvement, and any unused portion shall be returned to the applicant; and/or
- (iii) That the applicant post a bond or other security in conformance with this chapter assuring completion of said improvement by the applicant at the demand of the city.

(2) Options for Completion of Permanent and Interim Improvements.

(a) Permanent Improvements. No final plat shall be approved by the city council unless one or a combination of the following methods assuring completion and maintenance of permanent improvements required of the applicant is satisfied:

- (i) All improvements of the applicant have been completed to the satisfaction of the city engineer; or
- (ii) The applicant posts a plat performance bond, in an amount and with surety and conditions satisfactory to the city, in a form approved by the city attorney, providing for and securing to the city the actual construction and installation of such improvements within a period specified by the city, and expressed in the bond. All bonds must be consistent with the standards of this chapter and all public works standards; or
- (iii) The applicant submits a letter of credit from a bank, on a form approved by the city attorney, authorizing a draft from the bank for an amount sufficient to assure satisfactory completion of improvements; said letter shall be accompanied by an agreement between the applicant and the city as set forth in this section; or
- (iv) The applicant submits a certified or cashier's check or assignment of funds, on a form approved by the city attorney, securing to the city the satisfactory completion of the incomplete portion(s) of the improvements required of the applicant. Such check or assignment shall be made payable to the city, and shall be accompanied by an agreement between the city and applicant as set forth in this section.

(b) Maintenance Bonds. As assurance against defective workmanship or materials used in constructing or installing permanent improvements dedicated to the public, the applicant shall be responsible for maintenance of and correction of any defects in said improvements for a period of two years following certification of completion by the city engineer. The maintenance bond shall be for 15 percent of the cost of the improvements. If improvements are not maintained or if defects are not corrected as requested by the engineer, the city may cause the work to be done and may recover the full cost thereof from the applicant or may seek another remedy. The developer shall be responsible for maintenance of interim improvements and at the time deemed appropriate by the city engineer, for their removal. The form must be approved by the city attorney.

(c) Warranty bond will be required before final acceptance of the project, to cover the one-year warranty period for specialty items such as pump stations and associate appurtenances, reservoirs and traffic signals and other defects in the workmanship.

(d) Interim Improvements. In any case when an applicant is required to construct an interim improvement, one or a combination of the forms of security set forth in this section shall be required to assure maintenance of the interim improvements until the permanent improvements are constructed, and, at the appropriate time as determined by the city engineer, removal of the interim improvement.

(3) Conditions of Bond or Agreement.

(a) Any plat performance bond or other security posted in conformance with this chapter shall be subject to the conditions of this section. In the event of personal bonds, letters of credit, checks or assignments of funds, there

shall be executed a formal agreement between the city and the applicant prior to final plat approval fulfilling the conditions of this section.

(b) The improvements to be completed and maintained, and in the case of interim improvements, the improvements to be maintained and removed by the developer shall be specified in the bond or agreement.

(c) The amount of any bond or other security posted or submitted shall be at least 150 percent of the cost of completion of improvements as estimated by the city engineer. In the event of interim improvements, the amount shall include the cost of their completion, maintenance and removal as estimated by the city engineer. The developer may provide cost estimates to the city engineer.

(d) The period in which improvements must be completed shall be specified in the plat performance bond or agreement, which period shall not exceed 18 months from date of final plat approval. Requests for extension shall be made to the planning commission for consideration at a public meeting and shall require a recommendation from the city engineer. The commission shall determine whether sufficient progress has been made and good faith indicated to warrant an extension. The commission shall forward a recommendation to the city council, which shall have sole authority to grant extensions.

(e) Any plat performance bond or agreement shall provide that in the event the specified improvements are not completed within the time limit, the city may declare the bond or agreement to be in default, may complete the work to city specifications, and may recover the full cost thereof from the developer, surety company, bank or cosigner of the security. If the amount of the plat performance bond or other security is less than the cost incurred by the city, the developer shall be liable to the city for the difference. If the amount is greater than the cost incurred by the city, the city shall release the remainder. In the case of any suit or action to enforce provisions of this chapter, the applicant shall pay to the city all costs incidental to litigation, including reasonable attorney fees.

(f) Any plat performance bond or agreement posted or secured under this chapter shall be binding upon the applicant, their heirs, successors and assigns.

(g) Inspection, Maintenance and Removal. Any plat performance bond and any agreement accompanying other secure methods shall include inspection costs.

(4) Inspection and Maintenance of Improvements.

(a) Improvements shall be inspected by the city engineer or designee at the start, during, and at completion of construction and installation. The person, firm or contractor actually performing the work shall notify the city engineer at least 24 hours in advance of commencing operations or commencing any construction phase.

(b) Inspection Fee. After completion of improvements, the applicant shall reimburse the city for the actual cost of the inspections. Such inspection fee shall be paid to the city in accordance with Chapter 12.10 LMC. Payment of inspection fees for improvements whose completion is deferred by plat bonding or other security shall be made to the city upon completion of the improvements.

(c) After completion of improvements, the applicant shall reimburse the city for the actual cost of the inspections. The city shall have authority to invoke any bond or other security posted by the applicant to recover actual inspection costs from the developer, surety company, bank or cosigner or to seek other remedy.

(d) As assurance against defective workmanship or materials employed in the construction or installation of permanent improvements dedicated to the public, the developer at their expense shall be responsible for maintenance of and correction of any defects in said improvements for a period of two years following certification of completion by the city engineer. If improvements are not maintained or if defects are not corrected as requested by the city engineer, the city may invoke any bond or other security posted by the applicant, may cause the work to be done, and may recover the full cost thereof from the applicant, surety company, bank or cosigner, or may seek other remedy.

(e) The developer shall be responsible for maintenance of interim improvements, and, at the time deemed appropriate by the city engineer, for their removal. If interim improvements are not adequately maintained, and at the appropriate time removed, the city may invoke any bond or other security posted by the applicant, may cause the work to be done, and may recover the full cost thereof from the developer, surety company, bank or cosigner, or may seek other remedy.

(5) Issuance of Building Permits. No building permit shall be issued prior to final plat approval and until completion of essential site improvements including but not limited to water distribution system including fire protection, sanitary sewer system, storm drain system, final street surfacing, traffic-control devices and street lighting, and other infrastructure as deemed adequate by the city engineer. No occupancy permit shall be issued prior to satisfactory completion of required improvements unless otherwise bonded for and approved by the city.

(6) As-Built Plans. After completion of all required improvements but prior to acceptance of completed work by the city engineer, the applicant shall furnish the city engineer with an acceptable set of reproducible plans indicating the as-built condition of the work. Such plans shall show all changes, additions and deletions in alignments, grades and other engineering detail from the original detailed construction plans, all which shall be certified by a civil engineer registered in the state of Washington responsible for the work. The spatial data (e.g., C.A.D. drawings, etc.) shall also be supplied to the city. (Ord. 3090 § 2, 2009).

19.80.220 Latecomer reimbursement.

Latecomer agreements are allowed as provided in Chapter 14.18 LMC, Latecomers Agreements. (Ord. 3430 § 2, 2020; Ord. 3090 § 2, 2009).

19.80.230 Appeals.

(1) Subdivisions. Any judicial appeals of the city council's final decision on a preliminary subdivision may be filed as set forth in Chapter 36.70C RCW. (Ord. 3090 § 2, 2009).

ORDINANCE NO. 3562

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON, AMENDING CHAPTERS 19.67 AND 19.80 OF THE LONGVIEW MUNICIPAL CODE RELATING TO SHORT SUBDIVISIONS AND SUBDIVISION REGULATIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, increased opportunities for infill development, particularly on underutilized parcels, are essential to achieving the City's goals for housing affordability, neighborhood vitality, and efficient land use; and

WHEREAS, the City Council finds it appropriate to streamline the subdivision process for small-scale developments and to update subdivision regulations for consistency, clarity, and administrative efficiency; and

WHEREAS, the proposed amendments to Chapters 19.67 and 19.80 of the Longview Municipal Code are intended to improve usability, modernize requirements, and reduce barriers for minor subdivisions while maintaining appropriate development standards; and

WHEREAS, the Planning Commission has reviewed the proposed amendments and recommended approval following a duly noticed public hearing; and

WHEREAS, the City Council finds the proposed amendments to be in the interest of the public health, safety, and welfare, and consistent with the goals and policies of the City's Comprehensive Plan;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENTS TO LMC CHAPTER 19.67, SHORT SUBDIVISIONS

Chapter 19.67 of the Longview Municipal Code, entitled "Short Subdivisions," is hereby amended as set forth in **Exhibit A**, incorporated herein by reference.

SECTION 2. COMPREHENSIVE PLAN MAP AMENDMENT.

Chapter 19.80 of the Longview Municipal Code, entitled "Longview Subdivision Code," is hereby amended as set forth in **Exhibit B**, incorporated herein by reference.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect and be in full force five (5) days after its passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AND APPROVED THIS
___ DAY OF _____, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Charlotte Archer, City Attorney

EXHIBITS:

Exhibit A – Chapter 19.67, Short Subdivisions (lineout/strikeout)

Exhibit B – Chapter 19.80, Longview Subdivision Code (lineout/strikeout)



City of Longview

Agenda Summary

RESOLUTION NO. 2563 - AUTHORIZING INTERLOCAL FOR ANIMAL SHELTERING AND CONTROL SERVICES

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2563 AND AUTHORIZE THE CITY MANAGER TO EXECUTE AND IMPLEMENT THE AGREEMENT

DATE: JUNE 4, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

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

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

To authorize the City Manager to enter into an Interlocal Agreement with Cowlitz County and the Cities of Castle Rock, Kalama, Kelso, and Woodland for the joint procurement and contracting of animal sheltering and animal control services.

- The agreement is made under RCW 39.34, the Interlocal Cooperation Act.
- It allows participating jurisdictions to collaboratively issue a Request for Proposals (RFP), evaluate vendor responses, and negotiate contracts.
- Longview will serve as the Contract Administrator, providing support to a Joint Negotiation Board with one representative from each city/county.

Benefits:

- Promotes regional coordination.
- Improves efficiency, cost-effectiveness, and service consistency.
- Ensures public health, safety, and animal welfare.

RECOMMENDED ACTION:

Adopt the resolution and authorize the City Manager to execute and implement the agreement.

STAFF CONTACT:

Police Chief Robert Huhta

Attachments:

1. Animal Shelter Interlocal Resolution 2563
2. Interlocal Agreement for animal sheltering and control services

**CITY OF LONGVIEW
RESOLUTION NO. 2563**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN
INTERLOCAL AGREEMENT BETWEEN COWLITZ COUNTY AND THE CITIES OF
CASTLE ROCK, KALAMA, KELSO, LONGVIEW, AND WOODLAND FOR JOINT
PROCUREMENT AND CONTRACTING OF ANIMAL SHELTERING AND ANIMAL
CONTROL SERVICES**

WHEREAS, Chapter 39.34 of the Revised Code of Washington (RCW), the Interlocal Cooperation Act, authorizes local governments to jointly exercise powers and share resources through interlocal agreements; and

WHEREAS, the provision of animal sheltering and animal control services is necessary to protect public health and safety and promote responsible animal welfare throughout the region; and

WHEREAS, regional collaboration in procuring these services provides for greater efficiency, cost-effectiveness, and consistency of service delivery across jurisdictional boundaries; and

WHEREAS, the City of Longview desires to participate in an Interlocal Agreement with Cowlitz County and the Cities of Castle Rock, Kalama, Kelso, and Woodland to jointly develop and publish a Request for Proposals (RFP) and evaluate responses for the provision of animal sheltering services and, optionally, animal control services; and

WHEREAS, under the Agreement, the City of Longview shall serve as the Contract Administrator and provide administrative support to a Joint Negotiation Board comprised of one representative from each participating jurisdiction; and

WHEREAS, the City Council finds that entering into this Interlocal Agreement is in the best interest of the City and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON:

Section 1. The City Manager is hereby authorized and directed to execute the Interlocal Agreement by and between Cowlitz County and the Cities of Castle Rock, Kalama, Kelso, Longview, and Woodland for Joint Procurement and Contracting of Animal Sheltering and Animal Control Services, substantially in the form attached hereto and incorporated herein by this reference.

Section 2. The City Manager is further authorized to take all actions necessary to implement the Agreement, including but not limited to appointing a representative to the Joint Negotiation Board and overseeing the administrative functions described in the Agreement.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON,
THIS ____ DAY OF _____, 2025.**

Mayor

ATTEST:

City Clerk

**INTERLOCAL AGREEMENT
BY AND BETWEEN COWLITZ COUNTY AND
THE CITIES OF CASTLE ROCK, KALAMA, KELSO,
LONGVIEW, AND WOODLAND,
FOR JOINT PROCUREMENT AND CONTRACTING
OF ANIMAL SHELTERING AND ANIMAL CONTROL SERVICES**

This Interlocal Agreement (“Agreement”) is entered into pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, by and between Cowlitz County, a Washington municipal corporation and legal subdivision of the State of Washington, the City of Castle Rock, a Washington municipal corporation, the City of Kalama, a Washington municipal corporation, the City of Kelso, a Washington municipal corporation, the City of Longview, a Washington municipal corporation, and the City of Woodland, a Washington municipal corporation, each referred to herein as a “Party” and collectively referred to as the “Parties”.

WHEREAS, the provision of animal control and sheltering services protects and preserves public health and safety through the promotion of responsible animal welfare; and

WHEREAS, providing these services on a regional basis provides enhanced coordination and efficient utilization of resources through economies of scale, as well as consistency of regulations across jurisdictional boundaries to the benefit of the regulatory agencies and the public; and

WHEREAS, the Parties have a shared goal of maintaining and expanding a regional model for animal control services and sheltering, and desire to jointly solicit and contract with a qualified provider for these services; and

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, permits the Parties, as local governments, to enter into interlocal agreements with other public agencies in the interest of cooperatively sharing resources, including cooperation for the purpose of joint procurement of goods and services; and

WHEREAS, the Parties acknowledge they are subject to public procurement requirements for these services, and that joint procurement for these services may result in a reduction in the overall costs, including but not limited to work developing a request for proposals, publication fees, and associated administrative work; and

WHEREAS, the Parties hereto commit to the duties and obligations set forth herein to facilitate the cooperative procurement of these services, with the stated intent of entering into a joint agreement with a qualified provider for these services, subject to the terms and conditions hereof;

NOW, THEREFORE, in consideration of the promises, covenants, and agreements contained in this Agreement, the Parties agree as follows:

1. PURPOSE: The purpose of this Agreement is to establish the terms for a cooperative framework by which the Parties will jointly solicit proposals and develop a joint agreement with a qualified provider for the regional provision of animal sheltering services and animal control services.
2. ADMINISTRATION: No new or separate legal or administrative entity is created to administer the provisions of this agreement. The City of Longview shall administer this Agreement, in conjunction with the joint Negotiation Board (JNB), as set forth herein, and undertake the administrative duties set forth herein.
3. SCOPE OF WORK AUTHORIZED UNDER THIS AGREEMENT: The Parties jointly authorize the following:

A. JOINT NEGOTIATION BOARD (“JNB”)

The Parties shall each appoint one representative to participate on a joint negotiation board (“JNB”). Each Party represents that its representative on the JNB will have delegated authority for execution of the activities of the JNB, as set forth herein. The JNB is authorized to develop administrative rules for the administration of these tasks, provided the JNB shall operate by consensus.

The Parties hereby agree that legislative oversight by their respective local governments shall not be required for JNB decisions on the following actions, except where otherwise required by law or as expressly provided herein.

All costs associated with the work of the JNB, including but not limited to costs for the development, publication/advertisement, and review of the procurement materials and submittals, shall be equally borne by the Parties. The City of Longview shall invoice each Party for these costs as they arise, and all invoices shall be paid to the City within thirty (30) days of issuance.

B. REQUEST FOR PROPOSAL

The JNB shall be responsible for the development and publication of a joint Request for Proposals (RFP) for professional services. The Parties agree the RFP shall include, unless otherwise agreed to by the JNB, the following terms:

(i) A call for proposals from qualified and experienced individuals or firms to serve as a consultant for the Parties for animal sheltering services including but not limited to oversight and operation of animal shelter(s), intake housing, and care of sheltered animals, and compliance with state and local animal welfare regulations, with the optional add-on of animal control services, including but not limited to enforcement of local animal ordinances, response for stray or dangerous animals, animal pickup and transport, and related support services.

The inclusion of the optional service shall be clearly identified in the RFP as separate and distinct from the core sheltering services, and shall be proposed, priced, and evaluated independently.

(ii) The Parties shall not be obligated to accept or contract for any such services, including optional animal control services, unless mutually agreed upon in writing following the RFP evaluation process, as set forth herein.

(iii) Each proposal will be evaluated based on: Qualifications and experience of the proposer; Understanding of local animal service needs; Cost effectiveness and clarity of pricing; Innovation and best practices in animal welfare and control; Ability to work collaboratively with public agencies and the community. Sheltering and control service proposals will be evaluated and scored independently, and the selection of one does not obligate the Parties' acceptance of the other.

(iv) The City of Longview shall serve as the Contract Administrator for purposes of procurement coordination, contract execution, and oversight, unless otherwise agreed by the JNB. The Parties intend for the Contract Administrator to invoice each Party based on the agreed-upon percentages and remit payment to the selected service provider.

Unless otherwise agreed by the JNB, the above terms shall be incorporated into the Interlocal Agreement for services with the selected vendor.

C. EVALUATION OF SUBMITTALS

The JNB shall be responsible for reviewing the submitted responses to the RFP, including but not limited to the development of evaluation criteria, consistent with state law, composition of interview panel(s), and all other tasks associated with evaluating submittals and selecting a preferred vendor, consistent with all applicable laws and regulations.

D. DEVELOPMENT OF INTERLOCAL AGREEMENT FOR SERVICES

The Parties commit to jointly drafting an Interlocal Agreement for performance of the jointly procured services and negotiating said terms with the selected vendor, provided all such negotiations shall be conditioned that the execution of a future Interlocal Agreement is subject to review and authorization of the governing body of each Party. The JNB is authorized to prepare a draft Interlocal Agreement for review and consideration by each Party, provided the draft Interlocal Agreement shall include the following terms, unless otherwise agreed to by the JNB:

(i) Budget Authority.

The annual cost of the animal sheltering (and, if applicable, animal control) contract shall be shared by the Parties in the following proportions:

- City of Longview: 38%
- Cowlitz County: 32%
- City of Kelso: 11.5%
- City of Woodland: 8.5%
- City of Castle Rock: 5%
- City of Kalama: 5%

4. DURATION OF AGREEMENT: The terms of this Agreement shall take effect upon signature by all Parties and remain in effect until the execution of an Interlocal Agreement between the Parties and selected service provider, or December 31, 2026, whichever occurs first, unless earlier terminated pursuant to the terms of this Agreement or extended by written agreement of the Parties.
5. TERMINATION: Any Party may withdraw from this Agreement with 60 days' written notice to the other Parties, provided that such withdrawal shall not relieve the withdrawing Party of all financial obligations incurred prior to withdrawal.
6. RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED: Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party where directed by their legislative body and shall not bind or otherwise obligate any other Party to participate in the activity.
7. COMPLIANCE WITH LEGAL REQUIREMENT: Each Party accepts responsibility for compliance with federal, state or local laws and regulations in its performance of its duties under this Agreement including, in particular, bidding requirements applicable to its

acquisition of goods and services, and no party shall hold harmless or otherwise indemnify another Party related to the joint efforts described herein.

8. **NOTICING / REPRESENTATIVES:** All written notices, reports, and correspondence required or allowed by this Agreement shall be sent to the following:

Cowlitz County:

City of Longview:

City of Kalama:

City of Kelso:

City of Castle Rock:

City of Woodland:

9. **FILING:** Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington or posted on each Party's website prior to this agreement becoming effective.
10. **NON-DELEGATION/NON-ASSIGNMENT:** No Party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. No party may assign this agreement without the written consent of the other parties.
11. **NON-DISCRIMINATION POLICY:** The Parties agree not to discriminate in the performance of this Agreement because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or veteran status, or the presence of any physical, mental, or sensory handicap.
12. **INDEPENDENT CONTRACTORS/NO JOINT PROPERTY:** In exercising the rights and responsibilities under this Agreement, the Parties are acting as independent contractors and none of its officers, agents, nor employees are employees of the other Parties for any purpose. No real or personal property will be jointly acquired by the parties under this Agreement. All property owned by each of the parties shall remain its sole property to hold and dispose of in its sole discretion.
13. **GOVERNING LAW/VENUE:** The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to this Agreement. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington and in the event of dispute, the venue for any action brought hereunder shall be in Cowlitz County Superior Court.

14. **PUBLIC RECORDS:** Each Party is a public agency subject to Chapter 42.56 RCW, the Washington Public Records Act. All records prepared, owned, used, or retained by any Party in performance of this Agreement, including a copy of this Agreement, are the sole responsibility of that Party, and all requests for said records shall be handled by that Party pursuant to Chapter 42.56 RCW.
15. **WITHDRAWAL.** Any Party may withdraw from this Agreement with 60 days' written notice to the other Parties, provided that such withdrawal shall not relieve the withdrawing Party of its financial obligations incurred prior to withdrawal. When only two parties remain due to the withdrawal of parties, either remaining party may terminate this Agreement upon 60 days' written notice to the other Party.
16. **AMENDMENTS:** This Agreement may be amended only by written agreement of all Parties.
17. **COUNTERPARTS :** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates below:

CITY OF LONGVIEW

By: _____

Title: _____

Date: _____

COWLITZ COUNTY

By: _____

Title: _____

Date: _____

CITY OF KELSO

By: _____

Title: _____

Date: _____

CITY OF CASTLE ROCK

By: _____

Title: _____

Date: _____

CITY OF WOODLAND

By: _____

Title: _____

Date: _____

CITY OF KALAMA

By: _____

Title: _____

Date: _____



City of Longview

Agenda Summary

RESOLUTION 2564 - SOLID WASTE AND RECYCLING RATE INCREASE FOR 2025

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2564

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Solid Waste & Recycling Fund is requesting an increase of 15% for all solid waste and recycling utility rates. The rate adjustment is required to maintain minimum fund balance and ensure solvency of the fund going forward. This item has been discussed previously at the May 8th and May 22nd Council meetings. The rate resolution would become effective upon adoption.

STAFF CONTACT:

Nick Little, Community and Economic Development Director

Attachments:

1. 1_RESOLUTION NO 2564 - 2025 SW Rates
2. 2_2025 Solid Waste Rates Table

RESOLUTION NO. 2564

A resolution fixing the rates to be charged for furnishing garbage collection and recycling service within the City of Longview, and repealing Resolution No. 2508.

BE IT RESOLVED that residential and multi-family customers receiving automated garbage and recycling collection service shall utilize the curbside roll-out container (90-gallon cart) or stationary container (300-gallon tub) provided to them by the City's garbage and recycling collection contractor.

BE IT FURTHER RESOLVED that pursuant to Section 7.16.020 of the Longview Municipal Code, the rates to be charged (see rate spreadsheet for RATES) for garbage collection and recycling service shall be as follows:

1. RESIDENTIAL:

(a) Single Family Dwellings: The rate for once per week garbage collection and recycling service for a single family dwelling shall be RATE 101. Each additional roll-out container shall be RATE 101A charged at 80% of RATE 101.

(b) Single Family Deluxe Service: Deluxe Service requires the driver to get out of the collection truck, walk to the customer's cart, wheel the cart into position for collection, dump the cart, and return the cart to its original position. Rates for Deluxe Service include the fees charged above for residential service.

Less than 75 feet from collection vehicle: RATE 111
More than 75 feet from collection vehicle: RATE 112

(c) Multiple Family Dwellings: Multiple family dwellings shall include, but not be limited to, apartment buildings, condominiums, duplexes, tri-plexes, mobile homes and trailer parks, and selected retirement complexes (i.e. those that do not provide an eating commons and/or provide meals).

The rate for once per week garbage collection and recycling service shall be RATE 105. Each additional cart from the same dwelling unit shall be RATE 105A charged at 80% of RATE 105.

(d) Multiple Family Dwelling Deluxe Service: Deluxe Service requires the driver to get out of the collection truck, walk to the customer's container, wheel the container into position for collection, dump the container, and return the container to its original position. Rates for Deluxe Service include the fees charged above for multiple family service.

Cart:

Less than 75 feet from collection vehicle: RATE 111

More than 75 feet from collection vehicle: RATE 112

Tub:

Less than 75 feet from collection vehicle: RATE 111

More than 75 feet from collection vehicle: RATE 112

(e) Additional Services/Charges

Special Pickup of cart/tub while collection vehicle is still on its route: RATE 006

Overstuffed cart/tub – First container: RATE 1STUFF

Overstuffed cart/tub – Each additional container: RATE ADDSTUFF

2. **COMMERCIAL:**

Commercial shall include, but not be limited to, places of business, industrial establishments, institutions and public buildings, nursing homes, retirement complexes (i.e. those which provide an eating commons and/or provide meals) and schools. Churches receiving service of more than two 90-gallon containers picked up once per week shall be considered commercial units for solid waste purposes. All commercial accounts shall be charged as follows:

(a) Commercial rate for 300-gallon containers (tub): shall be at RATE 005. Multiply the number of tubs by the number times the tubs are dumped within one week by RATE 005. (2 tubs x 3 dumps per week x RATE 005 = monthly fee)

Any commercial account that shares a 300-gallon container with another active commercial account shall pay fifty percent (50%) of the collection rate.

(b) Commercial rate for 90-gallon containers (cart): shall be at RATE 090. Multiply the number of tubs by the number times the tubs are dumped within one week by RATE 090. (2 carts x 3 dumps per week x RATE 090 = monthly fee)

(c) Commercial Deluxe Service:

Deluxe Service requires the driver to get out of the collection truck, walk to the customer's container, open gates if applicable, wheel the container into position for collection, dump the container, and return the container to its original position and close gates if applicable. Rates for Deluxe Service are in addition to the fees charged above for commercial service.

Cart: RATE 360

Tub: RATE 350

Frontload: RATE 5578

(d) Additional Services/Charges

Special Pickup of cart/tub while collection vehicle is still on its route: RATE 006

Overstuffed cart/tub – First container: RATE 1STUFF

Overstuffed cart/tub – Each additional container: RATE ADDSTUFF

Gate Fee assessed per service per gate (not per pick/container) – RATE GATE

3. **SPECIAL CONTAINER SERVICE:**

Charges for special container service shall be as provided in this section.

A. Front Loader Containers

All front loader collection fees and tipping fees will be assessed a 25% administration fee along with applicable city and state taxes.

1. Longview School District:

- (a) A solid waste tipping fee for the Longview School District shall be assessed according to the actual weight tickets for the Longview School District's containers dumped on their regular schedule.

(b) Regular Collection Service - Front Loader –

<u>Service Code (per pick)</u>	<u>Type of Service</u>
LSD2YD (RATE 5602)	2 yd Front Loader
LSD3YD (RATE 5603)	3 yd Front Loader
LSD4YD (RATE 5604)	4 yd Front Loader
LSD5YD (RATE 5605)	5 yd Front Loader

(c) Special Pick-Up - Front Loader -

This fee will be assessed when the Longview School District requests special pick-ups outside of their regularly scheduled service. This fee includes tipping costs at the disposal site, and no additional tipping fee will be charged.

<u>Service Code (per pick)</u>	<u>Type of Service</u>
SPLSD2YD (RATE 5572)	2 yd Front Loader
SPLSD3YD (RATE 5573)	3 yd Front Loader
SPLSD4YD (RATE 5574)	4 yd Front Loader
SPLSD5YD (RATE 5575)	5 yd Front Loader

2. Commercial and All Others:

(a) Regular Collection Service - Front Loader–

This fee includes tipping costs at the disposal site, and no additional tipping fee will be charged. A special pick may be arranged and charged at regular rates listed. Three consecutive requests for extra service will result in the need for added regular service.

<u>Service Code (per pick)</u>	<u>Type of Service</u>
COM2YD (RATE 5572)	2 yd Front Loader
COM3YD (RATE 5573)	3 yd Front Loader
COM4YD (RATE 5574)	4 yd Front Loader
COM5YD (RATE 5575)	5 yd Front Loader
COM6YD (RATE 5576)	6 yd Front Loader

(b) Regular - Front Loader Compactor (non-restaurant)

This fee includes tipping costs at the disposal site, and no additional tipping fee will be charged. Minimum service required is one collection per week. A special pick may be arranged and charged at regular rates listed. Three consecutive requests for extra service will result in the need for added regular service.

<u>Service Code (per pick)</u>	<u>Type of Service</u>
CPCOM4YD (RATE 5577)	4 yd Front Loader

B. Drop Boxes

All drop box collection fees and tipping fees will be assessed a 25% administration fee along with applicable city and state taxes. All drop box accounts will be charged tipping fees by actual weight as recorded by Cowlitz County Landfill weight records.

1. Permanent Drop Box Service–

<u>Service Code</u>	<u>Type of Service</u>
20YD (RATE 5592)	Permanent DB Haul Fee
30YD (RATE 5593)	Permanent DB Haul Fee
40YD (RATE 5594)	Permanent DB Haul Fee
MDR (RATE 5590)	Monthly DB Rent
RESPOT (RATE 5596)	Relocate DB
DEL (RATE 5596)	Delivery of Drop Box
DBCU (RATE 001)	DB Clean Up per Minute

2. Solid Lid Drop Box Service–

<u>Service Code</u>	<u>Type of Service</u>
SLMDR (RATE 5591)	Solid Lid Mo. Rent
RESPOT (RATE 5596)	Relocate DB
DEL (RATE 5596)	Delivery of Drop box
DBCU (RATE 001)	DB Clean Up per Minute

Solid lid drop box haul service shall be charged at the rates established above for permanent drop box haul service and shall be available only for the 20-yard and 30-yard

drop boxes.

3. Stationary Packer (Compactor) Box Service—

<u>Service Code</u>	<u>Type of Service</u>
COM(RATE 5580)	Stationary Packer Haul Fee
DBC(RATE 001)	DB Clean Up per Minute

4. **OTHER SERVICES**

- (a) Youth Athletic Leagues: Solid waste services received by Youth athletic leagues utilizing City park facilities under a Longview Parks and Recreation Department Facility Use Agreement shall be charged at twenty-five (25%) of the commercial rates set forth in this Resolution. In order to qualify for this reduced rate, the youth athletic league must be the customer, and this reduced rate applies only to the additional service requested by the league beyond the basic solid waste service provided to the Parks and Recreation Department for each facility.
- (b) Commercial-Residential Mixed-Use Accounts: Solid waste services received by commercial accounts that also provide for residential units within the same structure shall be considered as “commercial only” accounts and such residential units shall not be required to pay the per-unit fee as defined in Section 1 (c) of this Resolution. The calculated charges for these “commercial only” accounts will be based on the number of containers placed at the business and the number of picks per week as defined in Section 2 (a) and (b) of this Resolution. A recycling rate (RATE REC) shall be applied to the commercial rate for each residential unit within each of these designated commercial-residential accounts.
- (c) Additional Services: The Finance Office Supervisor shall determine charges for additional services not provided for in this resolution. The provision of such additional services, and the charges for such additional services, are subject to review and approval by the Director of Community Development.
- (d) Recycling Inspection Services: All recycling roll-out containers placed out for collection from single family residences, up to and including fourplexes, shall be inspected periodically for non-recyclable solid waste. Whenever a recycling container has been removed pursuant to LMC 7.12.130, the rate for a “garbage-only” account shall be RATE RECINSP charged per month until it has been determined the recycling service may be reinstated, subject to LMC 7.12.130.

In addition, all large recycling containers placed at participating multifamily-apartment complexes shall also be inspected periodically for non-recyclable solid waste. Whenever a recycling container has been removed and replaced by an equal number of solid waste containers pursuant to LMC 7.12.130, the rate for solid waste shall be based on the number of containers assigned for the multifamily-apartment complex and the number of picks per week for collection until it has been determined the recycling service may be reinstated, subject to LMC 7.12.130.

- (e) Extended Distance Service: Extended service shall be provided by the City for

disabled citizens. A disabled person for purposes of receiving this service is one, that because of his/her disability (as certified by his/her physician or caregiver), cannot wheel his/her garbage and/or recycling cart to the point of collection. In particular a customer must meet the following guidelines in order to receive the extended distance service:

- be disabled where said person cannot wheel a full or partially full garbage and/or recycling cart to the point of collection because of his/her disability as certified by his/her physician or caregiver; and
- no person residing with the qualified applicant can wheel a full or partially full garbage and/or recycling cart to the point of collection.

The rules and regulations for implementation of this service shall be promulgated by the Director of Community Development, or his/her designee. For those that have submitted an application to the City to receive the extended distance service and that such application has been reviewed and approved by the City, the applicant shall receive said service at no cost for a period not to exceed one year. The application shall be renewed on an annual basis to determine whether the person qualifies for continuing the extended distance service, and that it shall be the responsibility of the applicant to notify the City if they move from the property in which the extended distance service is being provided.

RATE CODE	Description	Rate
001	Special Clean Up per Minute	\$1.95
005	300 Gal Multiple accts	\$71.80
006	Special Picks In route	\$24.66
090	Commercial Cart	\$47.97
101	Residential Cart	\$22.91
101A	Residential Cart 80%	\$18.33
105	Residential Shared tub	\$22.91
105A	Residential Shared tub 80%	\$18.33
111	Residential Deluxe <75 ft	\$44.88
112	Residential Deluxe >75 ft	\$51.55
350	Commercial Deluxe Tub	\$9.04
360	Commercial Deluxe Cart	\$3.20
5572	2 yd Front Loader	\$46.78
5573	3 yd Front Loader	\$63.82
5574	4 yd Front Loader	\$75.87
5575	5 yd Front Loader	\$87.33
5576	6 yd Front Loader	\$98.50
5577	4 yd Front Load Compactor	\$128.16
5578	Deluxe Front Loader Pick	\$9.04
5580	Stationary Packer	\$114.00
5590	Monthly Drop Box Rental	\$115.58
5591	Solid Lid Monthly Rent	\$264.63
5592	20 yd Drop Box	\$92.49
5593	30 yd Drop Box	\$96.88
5594	40 yd Drop Box	\$101.71
5596	Drop Box Respot	\$58.30
5602	Longview School District 2 yd Front Loader	\$22.13
5603	Longview School District 3 yd Front Loader	\$28.72
5604	Longview School District 4 yd Front Loader	\$30.41
5605	Longview School District 5 yd Front Loader	\$33.06
1STUFF	Overstuffed cart/tub - 1st	\$24.67
ADDSTUFF	Overstuffed cart/tub - 2+	\$14.77
GATE	Gate Fee	\$1.58
REC	Recycling Rate	\$6.12
RECINSP	Recycling Inspection	\$46.60

BE IT FURTHER RESOLVED that Resolution No. 2508 adopted by the City Council on July 23rd, 2024 is hereby repealed in its entirety on the date that this Resolution No. 2564 becomes effective.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Passed by the City Council of the City of Longview, Washington, and approved by its Mayor at a regular meeting of said Council held on the 12th day of June, 2025.

M A Y O R

ATTEST:

City Clerk

2025 Solid Waste Rates

Description	Rates
Special Clean Up per Minute	\$1.95
300 Gal Multiple accts	\$71.80
Special Picks In route	\$24.66
Commerical Cart	\$47.97
Residential Cart	\$22.91
Residential Cart 80%	\$18.33
Residential Shared tub	\$22.91
Residential Shared tub 80%	\$18.33
Residential Deluxe <75 ft	\$44.88
Residential Deluxe >75 ft	\$51.55
Commercial Deluxe Tub	\$9.04
Commercial Deluxe Cart	\$3.20
2 yd Front Loader	\$46.78
3 yd Front Loader	\$63.82
4 yd Front Loader	\$75.87
5 yd Front Loader	\$87.33
6 yd Front Loader	\$98.50
4 yd Front Load Compactor	\$128.16
Deluxe Front Loader Pick	\$9.04
Stationary Packer	\$114.00
Monthly Drop Box Rental	\$115.58
Solid Lid Monthly Rent	\$264.63
20 yd Drop Box	\$92.49
30 yd Drop Box	\$96.88
40 yd Drop Box	\$101.70
Drop Box Respot	\$58.30
Longview School District 2 yd Front Loader	\$22.13
Longview School District 3 yd Front Loader	\$28.72
Longview School District 4 yd Front Loader	\$30.41
Longview School District 5 yd Front Loader	\$33.06
Overstuffed cart/tub - 1st	\$24.67
Overstuffed cart/tub - 2+	\$14.77
Gate Fee	\$1.58
Recycling Rate	\$6.12
Recycling Inspection	\$46.60



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:

SECOND HALF MAY 2025 ACCOUNTS PAYABLE: \$2,667,847.21

SECOND HALF MAY 2025 PAYROLL:

\$435,736.76, checks
\$1,011,659.00, direct deposits
\$905,826.71, wire transfers
\$2,353,222.47 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

RESOLUTION NO. 2565 - AFFIRMING THE CITY'S COMMITMENT OF LOCAL MATCHING FUNDS FOR THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION FOR THE BEECH STREET CORRIDOR SAFETY IMPROVEMENT PROJECT

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2565

COUNCIL INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Improve transportation system
Improve streets and roads
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City of Longview is preparing to submit a \$12 million federal grant request through the Safe Streets and Roads for All (SS4A) program administered by the U.S. Department of Transportation. The proposed funding would support implementation of the Beech Street Corridor Safety Improvement Project (BSCSIP), a high-priority project identified in the Regional Safety Action Plan adopted by the Cowlitz-Wahkiakum Council of Governments (CWCOG) and endorsed by the City of Longview.

The BSCSIP addresses a known high-crash corridor that has experienced several serious injury and fatality accidents. The project includes safety enhancements such as improved pedestrian and bicycle infrastructure, traffic calming measures, and related utility upgrades.

SS4A implementation grants require a minimum 20% local match. The City proposes to meet the required \$3 million local match with the following sources:

- \$1.2 million from the City's Transportation Benefit District (TBD)
- \$1.8 million from Stormwater, Water, and Sewer utility funds, funded through ratepayer revenue

The proposed resolution affirms the City's commitment to provide the required match and authorizes the City Manager or designee to proceed with the grant application and associated documents.

FINANCIAL SUMMARY:

\$3 million total local match:

- \$1.2 million – Transportation Benefit District funds (non-utility)
- \$1.8 million – Utility funds (Stormwater, Water, Sewer)

STAFF CONTACT:

Chris Collins, Asst. City Manager/ Public Works Director

Attachments:

1. Res 2565 SS4A Matching Funds

RESOLUTION 2565

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AFFIRMING THE CITY'S COMMITMENT TO PROVIDE LOCAL MATCHING FUNDS IN SUPPORT OF A SAFE STREETS AND ROADS FOR ALL (SS4A) IMPLEMENTATION GRANT APPLICATION FOR THE BEECH STREET CORRIDOR SAFETY IMPROVEMENT PROJECT.

WHEREAS, the United States Department of Transportation (USDOT) has established the Safe Streets and Roads for All (SS4A) program to improve roadway safety and significantly reduce or eliminate roadway fatalities and serious injuries through planning and implementation grants; and

WHEREAS, the City of Longview is eligible to apply for an SS4A Implementation Grant due to its formal adoption of the Cowlitz-Wahkiakum Council of Governments (CWCOG) Regional Safety Action Plan, which meets the eligibility requirements established by USDOT; and

WHEREAS, the Regional Safety Action Plan identifies the Beech Street Corridor Safety Improvement Project (BSCSIP) as a high-priority project due to the frequency of crashes, including serious injury and fatality accidents, along the corridor; and

WHEREAS, the City of Longview is submitting an SS4A grant application requesting \$12 million in federal funds to implement the BSCSIP, which will make critical safety improvements to reduce vehicle speeds, improve pedestrian and bicycle facilities, and enhance stormwater, water, and sewer infrastructure along the corridor; and

WHEREAS, the SS4A grant program requires a minimum 20% non-federal local match; and

WHEREAS, the City of Longview is committed to providing the required \$3 million local match, consisting of \$1.2 million from the City's Transportation Benefit District and \$1.8 million from the City's Stormwater, Water, and Sewer utilities, which will be funded through existing ratepayer revenue;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW:

Section 1. The City Council hereby supports the City's SS4A Implementation Grant application in the amount of \$12 million for the Beech Street Corridor Safety Improvement Project.

Section 2. The City Council affirms its commitment to provide the required \$3 million local match, consisting of:

- \$1.2 million from the City's Transportation Benefit District; and
- \$1.8 million from the City's Stormwater, Water, and Sewer utility funds.

Section 3. The City Manager or designee is authorized to take all actions necessary to submit the SS4A grant application, commit matching funds, and execute all related documents in support of the grant application.

Section 4. This Resolution shall be effective immediately upon passage.

ADOPTED by the City Council of the City of Longview, Washington, at a regular meeting thereof this ____ day of _____, 2025.

City Clerk

APPROVED AS TO FORM:

City Attorney

M A Y O R

ATTEST:

City Clerk



City of Longview

Agenda Summary

RESOLUTION NO. 2566 - SURPLUS CITY PROPERTY

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2566

DATE: June 12, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

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

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2566.

STAFF CONTACT:

Fleet and Facilities Maintenance Manager Keith Walling

Attachments:

1. Resolution 2566 - Surplus Property
2. Res 2566 - Surplus Request Form

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

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

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

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

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

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

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

PASSED by the City Council of Longview, Washington, and approved by its
Mayor this 12th day June, 2025.

Mayor

ATTEST:

City Clerk



Date 06/03/25

Method of Disposal Codes:* **A = auctioneer handled through Fleet Dept., **B** = sealed bid process, **D** = dispose as scrap metal, **E** = ebay or similar, **G** = government transfer, **I** = inter-department transfer **N** = donate to nonprofit, **O** = other, **S** = state surplus program, **T** = trash

Date: 6/4/25

Date: 6/4/25

Date: 6/4/2025

Council Approval Date: 6/12/2025



City of Longview

Agenda Summary

ORDINANCE NO. 3560 - AMENDING THE PDA CHARTER & BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE 1, SECTION 1.01

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3560

Attachments:

1. Ordinance 3560 - amending charter-bylaws
2. PDA Charter and Bylaws 2025 Update - 06.12.25
3. PDA Charter and Bylaws 2025 Update - redline 06.12.25 (1)
4. PDA Res 25-002

ORDINANCE NO. 3560

**AN ORDINANCE OF THE CITY OF LONGVIEW,
PERTAINING TO THE LONGVIEW PUBLIC
DEVELOPMENT AUTHORITY; AMENDING ORDINANCE
NO. 3255 AND EXHIBITS A AND B THERETO, THE
CHARTER AND BYLAWS OF THE LONGVIEW PUBLIC
DEVELOPMENT AUTHORITY; REDUCING THE QUORUM
REQUIREMENT IN ARTICLE VI, SECTION 6.02 OF THE
AUTHORITY'S CHARTER AND ARTICLE I, SECTION 1.01
OF THE AUTHORITY'S BYLAWS TO THREE (3) MEMBERS.**

WHEREAS, in 2013, by Ordinance No. 3255, the City of Longview City Council created the Longview Public Development Authority (the "Authority") to assist with and facilitate the redevelopment of property within the designated Event Center Master Plan area; and

WHEREAS, as formed, the Authority operates consistent with the Charter and Bylaws set forth as Exhibit A and Exhibit B, respectively, in Ordinance No. 3255, with operations governed by the Board of Directors, subject to oversight by the City Council where identified in Ordinance No. 3255; and

WHEREAS, pursuant to Ordinance No. 3255 at Section 3, codified at Longview Municipal Code Section 2.71.120 and Section 2.71.130, and the Charter at Article IX, Section 9.04, amendments to the Authority's Charter and Bylaws require approval by both the Board and by the City Council; and

WHEREAS, Article VI, Section 6.02 of the Authority's Charter and Article I, Section 1.01 of the Authority's Bylaws requires the presence of four (4) Board members to constitute a quorum for the transaction of business; and

WHEREAS, the Board of Directors has recommended the reduction of the quorum requirement to three (3) members to allow for more efficient operations while maintaining appropriate governance and oversight; and

WHEREAS, the Authority met and, by resolution, approved amendments to both Article VI, Section 6.02 of the Authority's Charter and Article I, Section 1.01 of the Authority's Bylaws to set quorum at no fewer than three (3) members; and

WHEREAS, the City Council finds that the proposed amendments set forth herein are in the best interests of the residents of Longview by promoting the efficient and effective operation of the Authority;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section. 1. Findings. It is the intent of the Longview City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Ordinance.

Section 2. Amendment of Ordinance No. 3255, Exhibit A, Charter. Article VI, Section 6.02 of the Charter of the Longview Public Development Authority, attached to Ordinance No. 3255 as Exhibit A, is hereby amended to read as follows:

Section 6.02 Board Concurrence and Quorum Defined. A quorum to commence a Board meeting shall be no fewer than three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 3. Amendment of Ordinance No. 3255, Exhibit B, Bylaws. Article I, Section 1.01 of the Bylaws of the Longview Public Development Authority, attached to Ordinance No. 3255 as Exhibit B, is hereby amended to read as follows:

Section 1.01 Quorum. At least three (3) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

Section. 4. 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.

SIGNED this _____ day of _____, 2025.

Spencer Boudreau, Mayor

Attest:

Tiffany Ostreim, City Clerk

Approved as to form:

City Attorney

Published: _____

**CHARTER
OF THE
LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY**

As originally adopted pursuant to
City of Longview
Ordinance No. 3255

Issued and Certified by
the City Clerk on
10/15/2013

Longview, Washington

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**CHARTER
OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY**

**ARTICLE I
NAME AND SEAL**

Section 1.01 Name. The name of this authority shall be (hereinafter referred to as the “Longview Public Development Authority” or “Authority”).

Section 1.02 Seal. The Longview Public Development Authority’s seal shall be a circle with the name “Authority” inscribed therein.

**ARTICLE II
AUTHORITY AND LIMIT ON LIABILITY**

Section 2.01 Authority. The Authority is a public authority organized pursuant to RCW 35.21.730 through RCW 35.21.757, as amended (the “Act”) and Ordinance 3255 of the City of Longview, Washington, (the “Ordinance”).

Section 2.02 Limit on Liability. All liabilities incurred by the Authority shall be satisfied: (a) in the case of obligations or liabilities of the Authority which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Authority, or (b) in the case of obligations or liabilities of the Authority which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Authority as shall be specifically pledged thereto or otherwise identified as being the source of payment of such limited recourse obligations or liabilities, and no creditor or other person shall have any right of action against or recourse to the City of Longview, Washington (the “City”), its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the Authority.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority’s principal and other offices. It shall also be printed or stamped on all contracts, bonds, and other documents that may entail any debt or liability by the Authority.

The Longview Public Development Authority’ is a public authority organized pursuant to Ordinance 3255, of the City of Longview and the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: “[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.”

Provided that, in the case of any obligations or liabilities of the Authority which, by their terms, are limited recourse in nature, in lieu of the foregoing disclaimer, the following disclaimer shall be printed or stamp on all contracts, bonds and other documents relating to or evidencing such limited recourse obligations or liabilities of the Authority:

The obligations of the Authority with respect to (describe the contract, bond or other limited recourse obligation] shall be and remain limited recourse obligations of the Authority payable solely and only from [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable}. In no event shall such obligations be payable from or by recourse against any properties, assets or revenues of the Authority (other than those described in the preceding sentence), nor shall such obligations be payable from or by recourse against any properties, assets or revenues of the City of Longview, Washington, the State of Washington or any other political subdivision of the State of Washington. No person to whom such obligations are owed shall have any recourse or right of action against the Authority, the City of Longview, Washington, the State of Washington or any other political subdivision thereof on account of such obligations or any liabilities, of whatsoever nature, arising in connection therewith except to enforce for the payment thereof out of [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable].

ARTICLE III

DURATION

The duration of the Authority shall be perpetual except as provided in the Ordinance.

ARTICLE IV

PURPOSE

The purpose of the Authority is to provide an independent legal entity under State law and City Ordinance to undertake, assist with and otherwise facilitate the redevelopment of property within the Cowlitz County Event Center Master Plan, plan area. Redevelopment of the Cowlitz County Event Center Master Plan area by the Authority serves essential public purposes by undertaking development of an underutilized area in the heart of the City in a manner consistent with City planning; facilitating private investment and economic development which will build the City's tax base and create jobs; and providing for the development of public amenities; public parking facilities, recreational and entertainment facilities. The Authority shall acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public, and other not-for-profit entities or

with private developers proposing to develop public/private facilities in the Cowlitz County Event Center Master Plan area.

Such activities shall be consistent with redevelopment plans for the Cowlitz County Event Center Master Plan area. Undertaking the redevelopment of the Cowlitz County Event Center Master Plan area, specifically including, but not limited to, the acquisition of such properties, preparation of the properties for redevelopment and their disposition to other public, not-for-profit or for-profit entities for redevelopment consistent with the Authority's purpose, is an essential governmental function to be carried out on behalf of the City of Longview.

Although the Authority may be called upon to assist the City, other public, not-for-profit, or for-profit entities with the development, maintenance and operation of public facilities or institutions located in or near the Cowlitz County Event Center Master Plan area, the priority focus of the Authority shall be to undertake, assist with and otherwise facilitate the redevelopment / development of Cowlitz County Event Center Master Plan to advance projects that provide a path to financial self-sufficiency, address site deficiencies including access and identity and position the facilitations to appeal to a broader set of potential clients, consistent with the 2010 Cowlitz County Event Center Master Plan. This may include but is not limited to transforming the site into a facility that has year-round and regional/state-wide attractiveness; upgrading fairground facilities including replacing many of the existing structures considered to be beyond reasonable repair; improving facilities for RV camping; improvements to street and pedestrian infrastructure; and constructing new buildings and facilities associated with the conference center such as a new hotel and/or indoor sports complex. Consistent with applicable law and utilizing all lawful means, the Authority shall work to facilitate and maximize private sector participation in such projects. As desirable and appropriate, the Authority shall serve as a vehicle to undertake or assist with the establishment, development and operation and maintenance of public facilities in or near the Cowlitz County Event Center Master Plan area.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Authority, the Authority constitutes an authority and instrumentality of the City of Longview (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

ARTICLE V

POWERS

Section 5.01 Powers. The Authority shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Authority in all of its activities and transactions shall be subject to the powers, procedures, and limitations contained in the Ordinance.

Section 5.02 Indemnification. To the extent permitted by law, the Authority shall protect,

defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Authority. and who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the Authority, against judgments, fines, penalties, settlements and reasonable expenses (including attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith and reasonably believed his or her conduct to be in the Authority's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe his conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Board of Directors. The Authority may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI BOARD

Section 6.01 Board Composition. Management of all Authority affairs shall reside in the Board. The Board shall be composed of five (5) members appointed by the City Council to four (4) year terms. The existing PDA Board members shall recommend new Board members to the City Council who shall appoint the Board members. Members shall be civic or business leaders with experience relevant to the purpose of the Authority in such fields as finance, real estate development, tourism, law, or construction management. The City Manager may designate City staff support to the Authority as necessary.

Section 6.02 Board Concurrence and Quorum Defined. "Board concurrence," as used in this Article, may be obtained at any regular or special Board meeting by an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than three (3) votes.

A quorum to commence a Board meeting shall be no fewer than three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 6.03 Officers and Division of Duties. The Authority shall have three or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Authority shall be the President, Secretary-Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Authority. The President shall be the agent of the Authority for service of process; the Bylaws may designate additional corporate officials as agents to receive or initiate process. The Executive Director shall be the chief administrative staff person to the Board of Directors. The Authority may contract with the City of Longview to serve as its Executive Director. Subject to supervision by the Board of Directors, the Executive Director shall have primary responsibility for all matters involving day-to-day operations of the

Authority and shall make recommendations to the Board of Directors on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board and he or she shall be entitled to notices of all meetings of the Board of Directors but shall not be entitled to be present during any discussions relating to his or her employment or performances. The Board shall oversee the activities of the corporate officers, establish and/or implement policy, participate in corporate activity in matters prescribed by city ordinance, and shall have stewardship for management and determination of all corporate affairs.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee, which shall be appointed and/or removed by the Board, and shall have and exercise such authority of the Board in the management between meetings of the Board, as may be specified in the Bylaws.

Section 6.05 Committees. The appointment of other committees shall be provided for in the Bylaws.

Section 6.06 Removal of Board Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined for any reason that any or all of the Board members should be removed, with or without cause, and after selection of appropriate replacements by the City Council, the City Council may by resolution remove any or all Board members. The term of any Board member removed pursuant to this section shall expire when the member receives a copy of the resolution removing him or her and a letter signed by the Mayor advising him or her that he or she has been removed pursuant to this section.

A vacancy or vacancies on the Authority Board of Directors shall be deemed to exist in case of the death, disability, resignation, removal, or forfeiture of membership. Vacancies on the Board shall be filled by appointment in the same manner in which members of the Board are regularly appointed. Any person selected to fill a vacancy on the Board shall serve the balance of the term of the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Board Meetings.

1. The Board shall meet as necessary but not less than two (2) times a year.
2. Special meetings of the Board may be called as provided in the Bylaws.

Section 7.02 Open Public Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. In addition, the Authority shall routinely provide reasonable notice of meetings to any individual specifically requesting it in writing. At such meeting, any citizen shall have a reasonable opportunity to address the Board either orally or by written petition. Voting by telephone or by proxy is not permitted.

Section 7.03 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 7.04 Minutes. Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by state law; minutes with respect to closed executive sessions need not be made available. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Authority and its activities as are not inconsistent with this Charter. The Board may provide in the Bylaws for all matters related to the governance of the Authority, including but not limited to matters referred to elsewhere in the Charter for inclusion therein.

ARTICLE IX

AMENDMENT TO CHARTER AND BYLAWS

Section 9.01 Proposals to Amend Charter and Bylaws.

1. Proposals to amend the Charter or Bylaws shall be presented in a format which strikes over material to be deleted and underlines new material.

2. Any Board member may introduce a proposed amendment to the Charter or to the Bylaws (which may consist of new Bylaws) at any regular meeting or at any special meeting of which ten (10) days' advance notice has been given to members of the Board.

Section 9.02 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or to the Bylaws, and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen (15) days prior to any regular Board meeting or any special meeting of which thirty (30) days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given and at least fifteen (15) days prior to which meeting such notice and information is provided to Board members, Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 9.03 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than four (4) votes.

Section 9.04 City Council Approval of Proposed Charter Amendments. Proposed Charter amendments adopted by the Board shall be submitted to the City Council. The Authority's Charter may be amended only by ordinance as provided in the Ordinance.

ARTICLE X

COMMENCEMENT

The Authority shall commence its existence effective upon the issuance of its Charter as sealed and attested by the City Clerk and the holding of the initial board meeting.

ARTICLE XI

DISSOLUTION

Dissolution of the Authority shall be in the form and manner required by state law, City ordinance, and the Bylaws. Upon dissolution of the Authority and the winding up of its affairs, title to all remaining property or assets of the Authority shall vest in the City of Longview for use for public purposes.

ARTICLE XII

APPROVAL OF CHARTER

ORIGINAL CHARTER APPROVED by Ordinance 3255 adopted by the City Council of the City of Longview on October 10, 2013.

CERTIFICATE

I, the undersigned, City Clerk of the City of Longview, Washington (the "City") DO HEREBY CERTIFY that the attached CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY is a true and correct original of such charter as authorized by Ordinance 3255 of the City, amended by Ordinance 3560.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this day _____ of _____, 2025.

Tiffany Ostreim, City Clerk

EXHIBIT B
BYLAWS
OF
THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I

Board

Section 1.01 Quorum. At least three (3) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.01 Officers Designated. The officers of the Authority shall be a President, Secretary-Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.02. Election Qualifications and Term of Office. The President and Secretary-Treasurer shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one-year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board's creation of such Elected Office.

Section 2.03. Powers and Duties.

a. President. The President shall be the chief executive officer of the Public Authority and shall have general supervision over the business of the Public Authority, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Public Authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

b. Secretary-Treasurer. The Secretary-Treasurer shall:

1. Certify and keep at the office of the Public Authority, or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Public Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors and of the resolutions of the Board, recording therein the time and place of holding such meetings, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings there at;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Public Authority;
5. Exhibit at all reasonable times to any director, upon application, the Bylaws and minutes of the proceedings of the directors of the Public Authority;
6. Receive and have charge of all funds of the Public Authority and shall disburse such funds only as directed by the Board of Directors;
7. Perform all duties incident to the office of Chief Financial Officer; and
8. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

Section 2.04. Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board by an affirmative vote of the majority of the whole Board may remove any Elected Officer from his or her office whenever in its judgment the best interests of the Authority will be served thereby.

Section 2.05 Vacancies. The Board shall fill any Elected Office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected and qualified.

Section 2.06. Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Board and, on matters other than those described in Section 2.73.100 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.07 Executive Committee. The Executive Committee of the Authority, if established, shall consist of the President, the Secretary-Treasurer of the Board and one member-at-large elected by the Board. The provisions for election, qualifications, term of office and removal of the member-at-large of the Executive Committee shall be identical to those of Elected Officers of the Board as provided herein in Section 2.02, 2.04, and 2.05 of this Article II.

Except as provided in Section 2.73.100 of the Ordinance, the Executive Committee shall have and exercise such powers of the Board of the Authority as the Board may from time to time provide by resolution.

Section 2.08. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

Section 2.09 Executive Director. The Executive Director shall be the chief administrative officer of the Authority responsible for the day-to-day operations of the Authority and for carrying out the policies and directives of the Board. The Authority may contract with the City of Longview to serve as its Executive Director. The Executive Director shall make recommendations to the Board on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board. The Executive Director is an employee at-will, and as such, may be removed, with or without cause, by the Board.

ARTICLE III

Meetings

Section 3.01 Regular Board Meetings. Regular meetings of the Board shall be held at such place and time or shall be fixed by resolution of the Board.

Section 3.02 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Secretary-Treasurer or by the person or persons calling the special meeting by delivering personally or by mail written notice at least seven days prior to the time of the meeting to each Board member and to each local newspaper of general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken on any other matter at such meetings.

Section 3.03 Waiver of Notice. Notice as provided in Section 3.04 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property of the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

Section 3.04 Notice to the City Council of the City of Longview. Notice of all meetings and minutes of such meetings Of the Board shall be given to the Clerk of the City Council of the City of Longview.

ARTICLE IV

Administrative Provisions

Section 4.01 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the Authority of the Board.

Section 4.02 Indemnification of Board Members. The Authority elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Board member or officer and his or her spouses and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as Board member or officer or the Authority shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he or she may have.

Section 4.03 Principal Office. The initial principal office of the Authority shall be the City Manager's Office, 1525 Broadway, Longview, Washington 98632. The Authority may establish by resolution a different location as its principal office.

**CHARTER
OF THE
LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY**

As originally adopted pursuant to
City of Longview
Ordinance No. 3255

Issued and Certified by
the City Clerk on
10/15/2013

Longview, Washington

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APPROVAL OF CHARTER

CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I NAME AND SEAL

Section 1.01 Name. The name of this authority shall be (hereinafter referred to as the “Longview Public Development Authority” or “Authority”).

Section 1.02 Seal. The Longview Public Development Authority’s seal shall be a circle with the name “Authority” inscribed therein.

ARTICLE II AUTHORITY AND LIMIT ON LIABILITY

Section 2.01 Authority. The Authority is a public authority organized pursuant to RCW 35.21.730 through RCW 35.21.757, as amended (the “Act”) and Ordinance 3255 of the City of Longview, Washington, (the “Ordinance”).

Section 2.02 Limit on Liability. All liabilities incurred by the Authority shall be satisfied: (a) in the case of obligations or liabilities of the Authority which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Authority, or (b) in the case of obligations or liabilities of the Authority which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Authority as shall be specifically pledged thereto or otherwise identified as being the source of payment of such limited recourse obligations or liabilities, and no creditor or other person shall have any right of action against or recourse to the City of Longview, Washington (the “City”), its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the Authority.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority’s principal and other offices. It shall also be printed or stamped on all contracts, bonds, and other documents that may entail any debt or liability by the Authority.

The Longview Public Development Authority’ is a public authority organized pursuant to Ordinance 3255, of the City of Longview and the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: “[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.”

Provided that, in the case of any obligations or liabilities of the Authority which, by their terms, are limited recourse in nature, in lieu of the foregoing disclaimer, the following disclaimer shall be printed or stamp on all contracts, bonds and other documents relating to or evidencing such limited recourse obligations or liabilities of the Authority:

The obligations of the Authority with respect to (describe the contract, bond or other limited recourse obligation] shall be and remain limited recourse obligations of the Authority payable solely and only from [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable}. In no event shall such obligations be payable from or by recourse against any properties, assets or revenues of the Authority (other than those described in the preceding sentence), nor shall such obligations be payable from or by recourse against any properties, assets or revenues of the City of Longview, Washington, the State of Washington or any other political subdivision of the State of Washington. No person to whom such obligations are owed shall have any recourse or right of action against the Authority, the City of Longview, Washington, the State of Washington or any other political subdivision thereof on account of such obligations or any liabilities, of whatsoever nature, arising in connection therewith except to enforce for the payment thereof out of [describe the particular properties, assets or revenues of the Authority from which the limited recourse obligation is payable].

ARTICLE III

DURATION

The duration of the Authority shall be perpetual except as provided in the Ordinance.

ARTICLE IV

PURPOSE

The purpose of the Authority is to provide an independent legal entity under State law and City Ordinance to undertake, assist with and otherwise facilitate the redevelopment of property within the Cowlitz County Event Center Master Plan, plan area. Redevelopment of the Cowlitz County Event Center Master Plan area by the Authority serves essential public purposes by undertaking development of an underutilized area in the heart of the City in a manner consistent with City planning; facilitating private investment and economic development which will build the City's tax base and create jobs; and providing for the development of public amenities; public parking facilities, recreational and entertainment facilities. The Authority shall acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public, and other not-for-profit entities or

with private developers proposing to develop public/private facilities in the Cowlitz County Event Center Master Plan area.

Such activities shall be consistent with redevelopment plans for the Cowlitz County Event Center Master Plan area. Undertaking the redevelopment of the Cowlitz County Event Center Master Plan area, specifically including, but not limited to, the acquisition of such properties, preparation of the properties for redevelopment and their disposition to other public, not-for-profit or for-profit entities for redevelopment consistent with the Authority's purpose, is an essential governmental function to be carried out on behalf of the City of Longview.

Although the Authority may be called upon to assist the City, other public, not-for-profit, or for-profit entities with the development, maintenance and operation of public facilities or institutions located in or near the Cowlitz County Event Center Master Plan area, the priority focus of the Authority shall be to undertake, assist with and otherwise facilitate the redevelopment / development of Cowlitz County Event Center Master Plan to advance projects that provide a path to financial self-sufficiency, address site deficiencies including access and identity and position the facilitations to appeal to a broader set of potential clients, consistent with the 2010 Cowlitz County Event Center Master Plan. This may include but is not limited to transforming the site into a facility that has year-round and regional/state-wide attractiveness; upgrading fairground facilities including replacing many of the existing structures considered to be beyond reasonable repair; improving facilities for RV camping; improvements to street and pedestrian infrastructure; and constructing new buildings and facilities associated with the conference center such as a new hotel and/or indoor sports complex. Consistent with applicable law and utilizing all lawful means, the Authority shall work to facilitate and maximize private sector participation in such projects. As desirable and appropriate, the Authority shall serve as a vehicle to undertake or assist with the establishment, development and operation and maintenance of public facilities in or near the Cowlitz County Event Center Master Plan area.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Authority, the Authority constitutes an authority and instrumentality of the City of Longview (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

ARTICLE V

POWERS

Section 5.01 Powers. The Authority shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Authority in all of its activities and transactions shall be subject to the powers, procedures, and limitations contained in the Ordinance.

Section 5.02 Indemnification. To the extent permitted by law, the Authority shall protect,

defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Authority. and who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the Authority, against judgments, fines, penalties, settlements and reasonable expenses (including attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith and reasonably believed his or her conduct to be in the Authority's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe his conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Board of Directors. The Authority may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI BOARD

Section 6.01 Board Composition. Management of all Authority affairs shall reside in the Board. The Board shall be composed of five (5) members appointed by the City Council to four (4) year terms. The existing PDA Board members shall recommend new Board members to the City Council who shall appoint the Board members. Members shall be civic or business leaders with experience relevant to the purpose of the Authority in such fields as finance, real estate development, tourism, law, or construction management. The City Manager may designate City staff support to the Authority as necessary.

Section 6.02 Board Concurrence and Quorum Defined. "Board concurrence," as used in this Article, may be obtained at any regular or special Board meeting by an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than three (3) votes.

A quorum to commence a Board meeting shall be no fewer than ~~four~~ (4) three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 6.03 Officers and Division of Duties. The Authority shall have three or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Authority shall be the President, Secretary-Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Authority. The President shall be the agent of the Authority for service of process; the Bylaws may designate additional corporate officials as agents to receive or initiate process. The Executive Director shall be the chief administrative staff person to the Board of Directors. The Authority may contract with the City of Longview to serve as its Executive Director. Subject to supervision by the Board of Directors, the Executive Director shall have primary responsibility for all matters involving day-to-day operations of the

Authority and shall make recommendations to the Board of Directors on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board and he or she shall be entitled to notices of all meetings of the Board of Directors but shall not be entitled to be present during any discussions relating to his or her employment or performances. The Board shall oversee the activities of the corporate officers, establish and/or implement policy, participate in corporate activity in matters prescribed by city ordinance, and shall have stewardship for management and determination of all corporate affairs.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee, which shall be appointed and/or removed by the Board, and shall have and exercise such authority of the Board in the management between meetings of the Board, as may be specified in the Bylaws.

Section 6.05 Committees. The appointment of other committees shall be provided for in the Bylaws.

Section 6.06 Removal of Board Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined for any reason that any or all of the Board members should be removed, with or without cause, and after selection of appropriate replacements by the City Council, the City Council may by resolution remove any or all Board members. The term of any Board member removed pursuant to this section shall expire when the member receives a copy of the resolution removing him or her and a letter signed by the Mayor advising him or her that he or she has been removed pursuant to this section.

A vacancy or vacancies on the Authority Board of Directors shall be deemed to exist in case of the death, disability, resignation, removal, or forfeiture of membership. Vacancies on the Board shall be filled by appointment in the same manner in which members of the Board are regularly appointed. Any person selected to fill a vacancy on the Board shall serve the balance of the term of the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Board Meetings.

1. The Board shall meet as necessary but not less than two (2) times a year.
2. Special meetings of the Board may be called as provided in the Bylaws.

Section 7.02 Open Public Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. In addition, the Authority shall routinely provide reasonable notice of meetings to any individual specifically requesting it in writing. At such meeting, any citizen shall have a reasonable opportunity to address the Board either orally or by written petition. Voting by telephone or by proxy is not permitted.

Section 7.03 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 7.04 Minutes. Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by state law; minutes with respect to closed executive sessions need not be made available. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Authority and its activities as are not inconsistent with this Charter. The Board may provide in the Bylaws for all matters related to the governance of the Authority, including but not limited to matters referred to elsewhere in the Charter for inclusion therein.

ARTICLE IX

AMENDMENT TO CHARTER AND BYLAWS

Section 9.01 Proposals to Amend Charter and Bylaws.

1. Proposals to amend the Charter or Bylaws shall be presented in a format which strikes over material to be deleted and underlines new material.

2. Any Board member may introduce a proposed amendment to the Charter or to the Bylaws (which may consist of new Bylaws) at any regular meeting or at any special meeting of which ten (10) days' advance notice has been given to members of the Board.

Section 9.02 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or to the Bylaws, and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen (15) days prior to any regular Board meeting or any special meeting of which thirty (30) days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given and at least fifteen (15) days prior to which meeting such notice and information is provided to Board members, Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 9.03 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than four (4) votes.

Section 9.04 City Council Approval of Proposed Charter Amendments. Proposed Charter amendments adopted by the Board shall be submitted to the City Council. The Authority's Charter may be amended only by ordinance as provided in the Ordinance.

ARTICLE X

COMMENCEMENT

The Authority shall commence its existence effective upon the issuance of its Charter as sealed and attested by the City Clerk and the holding of the initial board meeting.

ARTICLE XI

DISSOLUTION

Dissolution of the Authority shall be in the form and manner required by state law, City ordinance, and the Bylaws. Upon dissolution of the Authority and the winding up of its affairs, title to all remaining property or assets of the Authority shall vest in the City of Longview for use for public purposes.

ARTICLE XII

APPROVAL OF CHARTER

ORIGINAL CHARTER APPROVED by Ordinance 3255 adopted by the City Council of the City of Longview on October 10, 2013.

CERTIFICATE

I, the undersigned, City Clerk of the City of Longview, Washington (the "City") DO HEREBY CERTIFY that the attached CHARTER OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY is a true and correct original of such charter as authorized by Ordinance 3255 of the City, amended by Ordinance 3560.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this day _____ of _____, 2025.

Tiffany Ostreim, City Clerk

EXHIBIT B
BYLAWS
OF
THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY

ARTICLE I

Board

Section 1.01 Quorum. At least ~~four (4)~~ **three (3)** members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.01 Officers Designated. The officers of the Authority shall be a President, Secretary-Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.02. Election Qualifications and Term of Office. The President and Secretary-Treasurer shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one-year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board's creation of such Elected Office.

Section 2.03. Powers and Duties.

a. President. The President shall be the chief executive officer of the Public Authority and shall have general supervision over the business of the Public Authority, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Public Authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

b. Secretary-Treasurer. The Secretary-Treasurer shall:

1. Certify and keep at the office of the Public Authority, or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Public Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors and of the resolutions of the Board, recording therein the time and place of holding such meetings, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings there at;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Public Authority;
5. Exhibit at all reasonable times to any director, upon application, the Bylaws and minutes of the proceedings of the directors of the Public Authority;
6. Receive and have charge of all funds of the Public Authority and shall disburse such funds only as directed by the Board of Directors;
7. Perform all duties incident to the office of Chief Financial Officer; and
8. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

Section 2.04. Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board by an affirmative vote of the majority of the whole Board may remove any Elected Officer from his or her office whenever in its judgment the best interests of the Authority will be served thereby.

Section 2.05 Vacancies. The Board shall fill any Elected Office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected and qualified.

Section 2.06. Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Board and, on matters other than those described in Section 2.73.100 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.07 Executive Committee. The Executive Committee of the Authority, if established, shall consist of the President, the Secretary-Treasurer of the Board and one member-at-large elected by the Board. The provisions for election, qualifications, term of office and removal of the member-at-large of the Executive Committee shall be identical to those of Elected Officers of the Board as provided herein in Section 2.02, 2.04, and 2.05 of this Article II.

Except as provided in Section 2.73.100 of the Ordinance, the Executive Committee shall have and exercise such powers of the Board of the Authority as the Board may from time to time provide by resolution.

Section 2.08. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

Section 2.09 Executive Director. The Executive Director shall be the chief administrative officer of the Authority responsible for the day-to-day operations of the Authority and for carrying out the policies and directives of the Board. The Authority may contract with the City of Longview to serve as its Executive Director. The Executive Director shall make recommendations to the Board on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board. The Executive Director is an employee at-will, and as such, may be removed, with or without cause, by the Board.

ARTICLE III

Meetings

Section 3.01 Regular Board Meetings. Regular meetings of the Board shall be held at such place and time or shall be fixed by resolution of the Board.

Section 3.02 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Secretary-Treasurer or by the person or persons calling the special meeting by delivering personally or by mail written notice at least seven days prior to the time of the meeting to each Board member and to each local newspaper of general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken on any other matter at such meetings.

Section 3.03 Waiver of Notice. Notice as provided in Section 3.04 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property of the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

Section 3.04 Notice to the City Council of the City of Longview. Notice of all meetings and minutes of such meetings Of the Board shall be given to the Clerk of the City Council of the City of Longview.

ARTICLE IV

Administrative Provisions

Section 4.01 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the Authority of the Board.

Section 4.02 Indemnification of Board Members. The Authority elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Board member or officer and his or her spouses and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as Board member or officer or the Authority shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he or she may have.

Section 4.03 Principal Office. The initial principal office of the Authority shall be the City Manager's Office, 1525 Broadway, Longview, Washington 98632. The Authority may establish by resolution a different location as its principal office.

A RESOLUTION OF THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY AMENDING THE CHARTER / BYLAWS TO CHANGE THE QUORUM REQUIREMENT SET FORTH IN THE CHARTER, ARTICLE VI, SECTION 6.02 AND BYLAWS, ARTICLE I, SECTION 1.01

WHEREAS, the Longview Public Development Authority (“Authority”) operates under Bylaws that establish procedures for the conduct of its meetings and the exercise of its powers; and

WHEREAS, Article VI, Section 6.02 of the Authority’s Charter and Article I, Section 1.01 of the Authority’s Bylaws previously required the presence of four (4) Board members to constitute a quorum for the transaction of business; and

WHEREAS, the Board has determined that a reduction of the quorum requirement to three (3) members will allow for more efficient operations while maintaining appropriate governance and oversight; and

WHEREAS, the proposed amendment to Article VI, Section 6.02 of the Charter has been presented in redline format in accordance with Section 9.01 of the Charter, and

WHEREAS, the proposed amendment to Article I, Section 1.01 of the Bylaws has been presented in redline format in accordance with Section 9.01 of the Charter, and all procedural requirements for amending the Charter and Bylaws have been satisfied;

NOW, THEREFORE, BE IT RESOLVED by the Longview Public Development Authority as follows:

1. **Amendment of Charter.** Article VI, Section 6.02 of the Charter of the Longview Public Development Authority is hereby amended to read as follows:
Section 6.02 Board Concurrence and Quorum Defined. A quorum to commence a Board meeting shall be no fewer than three (3) members. The bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

2. Amendment of Bylaws. Article I, Section 1.01 of the Bylaws of the Longview Public Development Authority is hereby amended to read as follows:
Section 1.01 Quorum. At least three (3) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.
3. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of this Resolution.

PASSED by the Longview Public Development Authority, and approved by its Chairman this 20th day of May, 2025.

Brian Magnuson

PRESIDENT

ATTEST:

Holly S. McShane
SECRETARY



City of Longview

Agenda Summary

SET CLOSED RECORD PUBLIC HEARING FOR JULY 8, 2025 FOR PLANNING COMMISSION RECOMMENDATION FOR THE TAYLOR ISLAND ESTATES PLANNED UNIT DEVELOPMENT (PUD) SUBDIVISION AT 5431 MT SOLO ROAD

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING JULY 8, 2025

DATE: June 12, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the June 4th planning commission meeting, the planning commission held an open record public hearing for the Taylor Island Estates Planned Unit Development (PUD) Subdivision. Pursuant to LMC 19.80, the City Council will hold a closed-record public hearing to approve or disapprove the planning commission recommendations for the proposed PUD subdivision. The proposal is for a 54 lot PUD subdivision located at 5431 Mt Solo Road. Associated improvements included a public road, sidewalks, planter strip and street trees.

RECOMMENDED ACTION:

Motion to set a public hearing July 8, 2025.

STAFF CONTACT:

Irene Rutikanga, Community Development Planner

Attachments: None



City of Longview

Agenda Summary

EXTENDING DOWNTOWN PARKING MORATORIUM

DATE: June 4, 2025

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:

There is a moratorium currently in effect on the issuing of permits and enforcement in downtown city-owned parking lots that expires July 1, 2025. The 72-hour limit (Abandoned vehicle) is still being enforced. The City had a contract with Rick Williams Consulting (RWC) for a downtown parking management plan. RWC had a workshop with City Council on March 13, 2025. Staff received feedback from City Council regarding their priorities for downtown parking. Staff are working on developing a plan that addresses the priorities. The recommendations will not be completed by July 1, 2025. Staff is requesting that the current moratorium in effect be extended.

RECOMMENDED ACTION:

EXTEND CURRENT MORATORIUM UNTIL JANUARY 1, 2026

STAFF CONTACT:

Police Chief Robert Huhta

Attachments: None

TO: Mayor and City Council
FROM: Jennifer Wills, City Manager
DATE: June 12, 2025
SUBJECT: Resolution 2561 Task Force Framework

Framework and Work Plan

Deliverables Due: July 8, 2025

I. Purpose

To coordinate a focused, cross-departmental and community-informed effort to address unlawful behavior in public spaces. The Task Force will review and update City ordinances, collaborate with community partners, and develop a legally compliant, enforceable strategy to maintain safe and welcoming public property throughout Longview.

II. Task Force Membership & Selection

Council Participation:

- The Task Force will include up to three Councilmembers.
- If more than three members express interest, selection will be coordinated through the Mayor and/or a Council decision at an upcoming June 12th meeting.
- Due to the short timeline, Councilmembers selected should have flexible schedules and availability between June 10 and July 1 for weekly meetings and stakeholder engagement.

City Staff Leads:

- City Manager's Office (Coordinator)
- Legal Department
- Police Department
- Code Enforcement
- Public Works
- Parks & Recreation
- Communications (support)
- Finance/Budget (as needed)

Community Partners:

- Cowlitz County (Health & Human Services, Law Enforcement)
- Neighboring Cities
- Local Service Providers (shelters, outreach, behavioral health, microcommunities like HOPE Village)
- Faith-Based Organizations
- Business and Neighborhood Associations
- PeaceHealth St. John Medical Center (Hospital)
- Longview and Kelso School Districts

III. Project Goals (by July 1)

1. Review and Update Ordinances related to unlawful behavior, public camping, open drug use, alcohol consumption, littering, loitering, vandalism, and trespass on all public property and rights-of-way.
2. Develop a coordinated enforcement plan among Police, Code Enforcement, Parks, and Public Works.
3. Establish communication protocols for public, partners, and internal teams.
4. Engage stakeholders/partners to gather input and define shared responsibilities.
5. Draft a preliminary budget for the authorized \$150,000, identifying allowable enforcement-related expenses.
6. Deliver final ordinance recommendations, communication plan, and cost analysis to Council by July 8, 2025.

IV. Timeline

Week of	Focus Area	Deliverables
June 16	Kickoff & Partner Interviews	Internal coordination, one-on-one interviews begin
June 17/18	Public Stakeholder Forums	Host 2 public forums with focused questions
June 23	Code Revisions Finalized	Draft ordinance updates completed
June 26	Summary Documents Assembled	Final draft review and packaging
July 1	Council Briefing Materials	Deliverables finalized for July 8 adoption

V. Ordinance and Code Review

Led Task Force / City Council, with implementation by Legal and Police Departments

- Identify all applicable code sections, including:
 - Public camping
 - Open drug use
 - Alcohol consumption
 - Littering
 - Loitering
 - Trespassing on public property and rights-of-way
 - Vandalism and public defacement
- For proposed amendments from Task Force / City Council, ensure compliance with:
 - Grants Pass v. Johnson (2024 SCOTUS decision)
 - Washington case law
- Reference municipal examples (e.g., Burien, WA)
- Prepare tracked changes and Task Force policy rationale for full Council review

VI. Enforcement Strategy Development

- Clarify how the “zero-tolerance” and “3 E’s” (Educate, Encourage, Enforce) approach will apply
- Develop protocols for:
 - Consistent enforcement of trespass and camping violations
 - Interdepartmental coordination during cleanups or enforcement surges
 - Role of the Behavioral Health Unit in outreach and diversion
- Assign responsibilities and escalation pathways (warnings → citations → arrest or removal)

VII. Stakeholder Engagement

One-on-One Meetings (Week of June 16)

Target Groups:

- County Health
- Housing and shelter providers
- Mental and behavioral health partners
- Hospital staff
- Outreach teams
- Schools
- Law enforcement coordination (County, neighboring cities)

Draft Structured Questions:

- *What are your current efforts in supporting unsheltered individuals or maintaining public safety?*
- *What barriers limit your impact or responsiveness?*
- *What role do you see for your agency in supporting lawful use of public spaces?*
- *Are there existing tools or models we can adopt more broadly?*

Public Forums (Week of June 16)

Forum Themes:

- Forum 1: Business & Neighborhood Impact
- Forum 2: Service & Support Providers

Draft Questions for Participants:

- *What does a safe and welcoming public space look like to you?*
- *What expectations do you have of the City’s role in enforcement and cleanup?*
- *What can your organization or sector do to support this communitywide effort?*
- *What barriers to success do you foresee and how can we overcome them together?*

VIII. Budget Planning & Financial Impact

Authorized Funding (Resolution 2561):

-
- \$150,000 for 2025, designated for:
 - Law enforcement overtime
 - Jail-related costs
 - Legal review or litigation support
 - Supplies for enforcement and cleanup (e.g., signage, fencing, PPE)

Planned Deliverable:

- A shared-use budget plan co-developed by the Task Force, to:
 - Prioritize expenditures
 - Establish controls
 - Prevent overages or misalignment
- Create transparency in fund usage and allow reallocation if needed

Excluded from Additional Cost Planning:

- No commitments to housing, temporary restrooms, or contracted sanitation services are included under this fund unless otherwise directed by Council

IX. Communication and Reporting Plan

Audience: City Council, City staff, community partners, and the general public

Reporting Frequency:

- Monthly to Council (starting August)
- Optional partner update after forums
- Public web updates following ordinance adoption

Deliverables Will Include:

- Finalized ordinances (ready for July 8 vote)
- Budget summary
- Stakeholder feedback themes
- Public communication materials (e.g., FAQ, summary flyer)
- Enforcement coordination plan
- Recommended metrics for continued reporting