



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*

Tuesday, August 26, 2025

6:00 PM

2nd Floor, City Hall

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

If you are participating virtually, you may submit written comments to the City Clerk's Office with the subject line "Public Comment for Disbursement to City Council".

Virtual attendees may comment verbally during public hearings only and is only permitted for registered attendees. To participate, please contact the Clerk's Office in advance. Use the "raise hand" feature during the hearing, and the Clerk will unmute participants in the order received. If calling in by phone, dial star - 9 to raise your hand.

<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

Webinar ID: 823 9413 2374

1. CALL TO ORDER

2. INVOCATION*/FLAG SALUTE

25-00783 LARRY RUSSELL, SHEKINAH CHRISTIAN CENTER

3. ROLL CALL

4. WORKSHOP

25-00710 HOSWWA STRATEGIC PLAN UPDATE (APPROXIMATELY 60 MINUTES)

5. APPROVAL OF MINUTES

25-00611 AUGUST 12, 2025 REGULAR MEETING

6. CHANGES TO THE AGENDA**7. PRESENTATIONS & AWARDS****8. CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)****9. PUBLIC HEARINGS**

25-00669 CLOSED RECORD PUBLIC HEARING ON PLANNING COMMISSION RECOMMENDATION FOR THE SIRES CROSSING SUBDIVISION

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO GRANT APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR THE SIRES CROSSING SUBDIVISION

10. CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)**11. BOARD & COMMISSION RECOMMENDATIONS**

25-00766 REVENUE COMMITTEE RECOMMENDATION FOR HOSPITAL EXEMPTION REMOVAL FOR B&O TAXES

RECOMMENDED ACTION:

DIRECT STAFF TO FINALIZE ORDINANCE LANGUAGE REPEALING LMC 5.05.110(17) AND SET A PUBLIC HEARING

12. ORDINANCES & RESOLUTIONS

25-00767 RESOLUTION NO. 2574 - REPEALING RESOLUTION NO. 2380 AND REVISING THE PROCEDURES FOR THE USE OF THE SMALL PUBLIC WORKS ROSTER, CONSULTANT SERVICES ROSTER, AND VENDOR ROSTER FOR AWARDING CONTRACTS AND PROCURING GOODS AND SERVICES

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2574.

13. MAYOR'S REPORT**14. COUNCILMEMBERS' REPORTS****15. CONSENT CALENDAR**

25-00612 APPROVAL OF CLAIMS

25-00770 RESOLUTION NO. 2575 - AUTHORIZING THE CITY MANAGER TO SIGN THE INTERLOCAL AGREEMENT WITH THE LONGVIEW SCHOOL DISTRICT AND THE KELSO SCHOOL DISTRICT TO JOINTLY LAUNCH AND OPERATE [MYCOWLITZ.COM](https://mycowlitz.com)

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2575

25-00771 SET OPEN RECORD PUBLIC HEARING FOR ZONING AND COMPREHENSIVE PLAN MAP AMENDMENTS FOR FISHERS LANE PROPERTY

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING SEPTEMBER 25TH, 2025 FOR THE PROPOSED

**REZONE AND COMPREHENSIVE PLAN AMENDMENT(S) OF THE CITY-OWNED
PROPERTY ON FISHERS LANE**

25-00782 RESOLUTION NO. 2576 - CONTRACT EXTENSION WITH MOTOROLA SOLUTIONS

**RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2575**

16. CITY MANAGER'S REPORT

25-00768 POLICE DEPARTMENT 2024 ANNUAL REPORT

25-00781 RESOLUTION 2561 TASK FORCE UPDATE

17. MISCELLANEOUS

18. EXECUTIVE SESSION

25-00751 COLLECTIVE BARGAINING PER RCW 42.30.140(4)(a)

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, SEPTEMBER 11, 2025 – 6:00 P.M.

THURSDAY, SEPTEMBER 25, 2025 – 6:00 P.M. IMMEDIATELY FOLLOWING THE WORKSHOP

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, SEPTEMBER 4, 2025 - 6:00 P.M. - OPIOID SETTLEMENT FUNDS

THURSDAY, SEPTEMBER 25, 2025 – 5:00 P.M. – LEGISLATIVE WORKSHOP WITH LEGISLATORS AND LOBBYIST

2025 – 2030 Strategic Planning

August 2025

Process

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Confirm								
SWOT								
Interviews & Survey								
Reflect								
Themes & Goals								
Consensus								
Refine								
Finalize								

RCW 35.82.020

“Creation of housing authorities”

In each city and in each county of the state
there is hereby created
a public body corporate and politic
to be known as the "**Housing Authority**"...

Describes a **public corporation** invested with powers and duties of **government**.

RCW 35.82.070

“Powers of Authority”

To **prepare, carry out, acquire, lease and operate housing projects**; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof...

To **investigate** into living, dwelling and housing conditions and into the means and methods of improving such conditions ... and to engage in **research, studies and experimentation** on the subject of housing.

2021 Legislative action...

RCW 36.70A.070(2)(c)

...substantially amended housing-related provisions of the Growth Management Act (GMA).

Old: “*Encourage* the availability of affordable housing to all economic segments of the population”

New: “*Plan for and accommodate* housing affordable to all economic segments of the population of this state.”



We strengthen communities

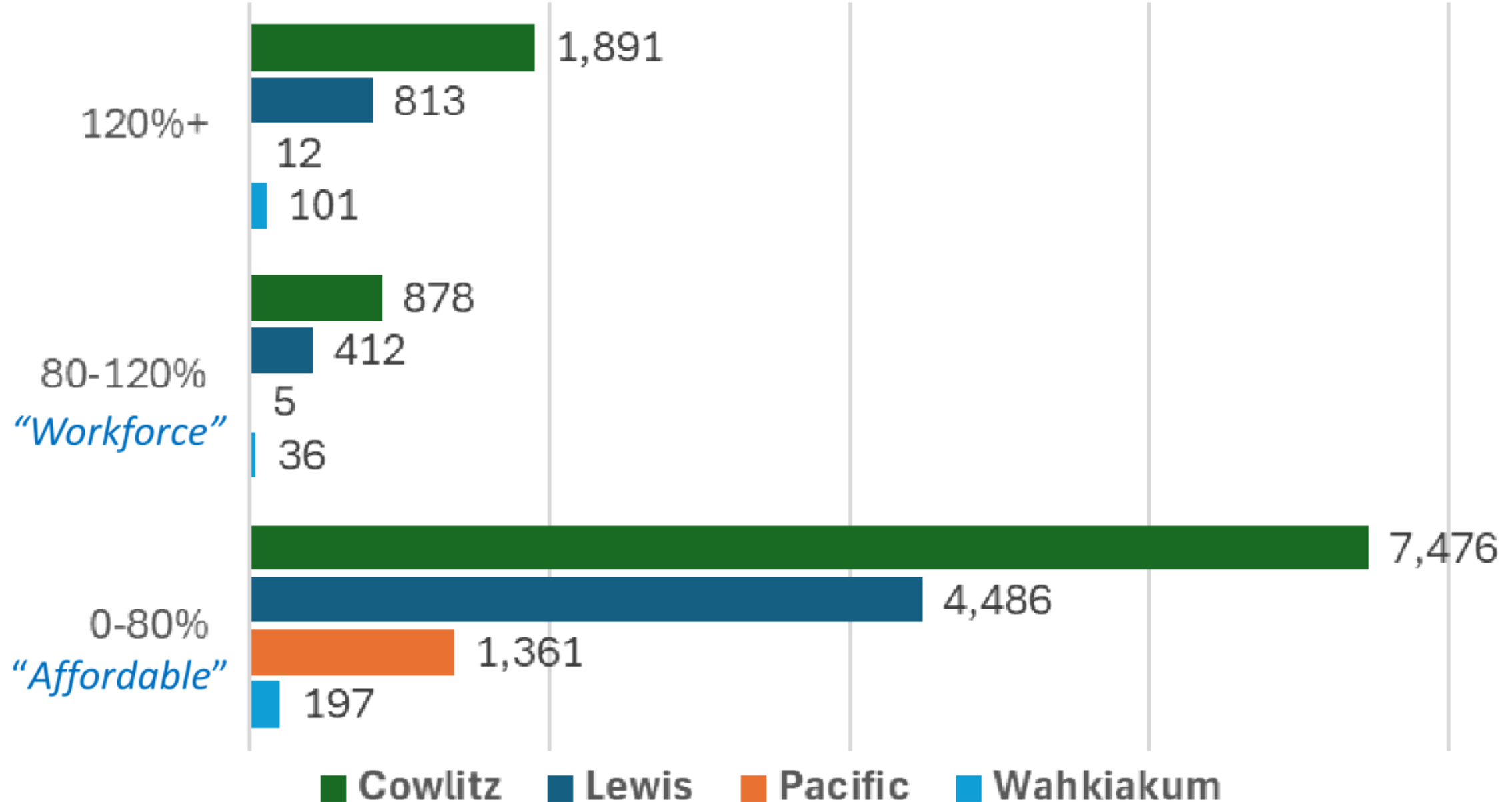
Guidance for Updating Your Housing Element

Updating your housing element to address new requirements

LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT
SERVICES

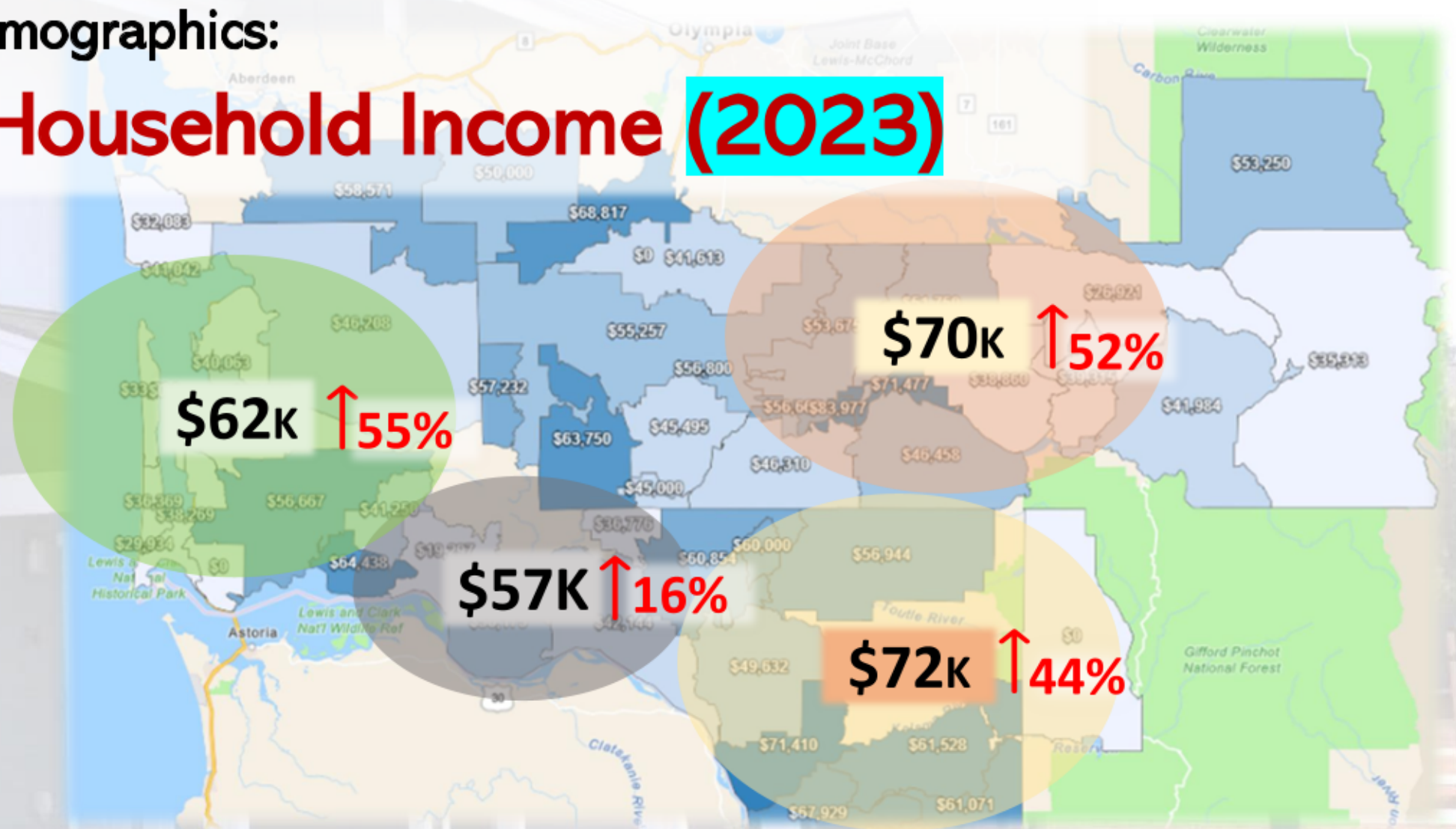


Needed New Housing 2020-2045 as % AMI



HOSWWA Demographics:

Median Household Income (2023)



WA State: **\$95K** ↑44%

HOSWWA Demographics:

Median Sales Price (2025)

Showing increases since 2020

<https://www.redfin.com/news/data-center/>

REDFIN

\$380K ↑ 58%

\$430K ↑ 26%

\$562K ↑ 65%

\$422K ↑ 29%

WA State: \$651K ↑ 36%

Data for July 2020 - July 2025

HOSWWA Demographics:

Median Sales Price / Sq Foot (2025)

Showing increases since 2020

\$268 ↑41%

\$287 ↑60%

\$296 ↑65%

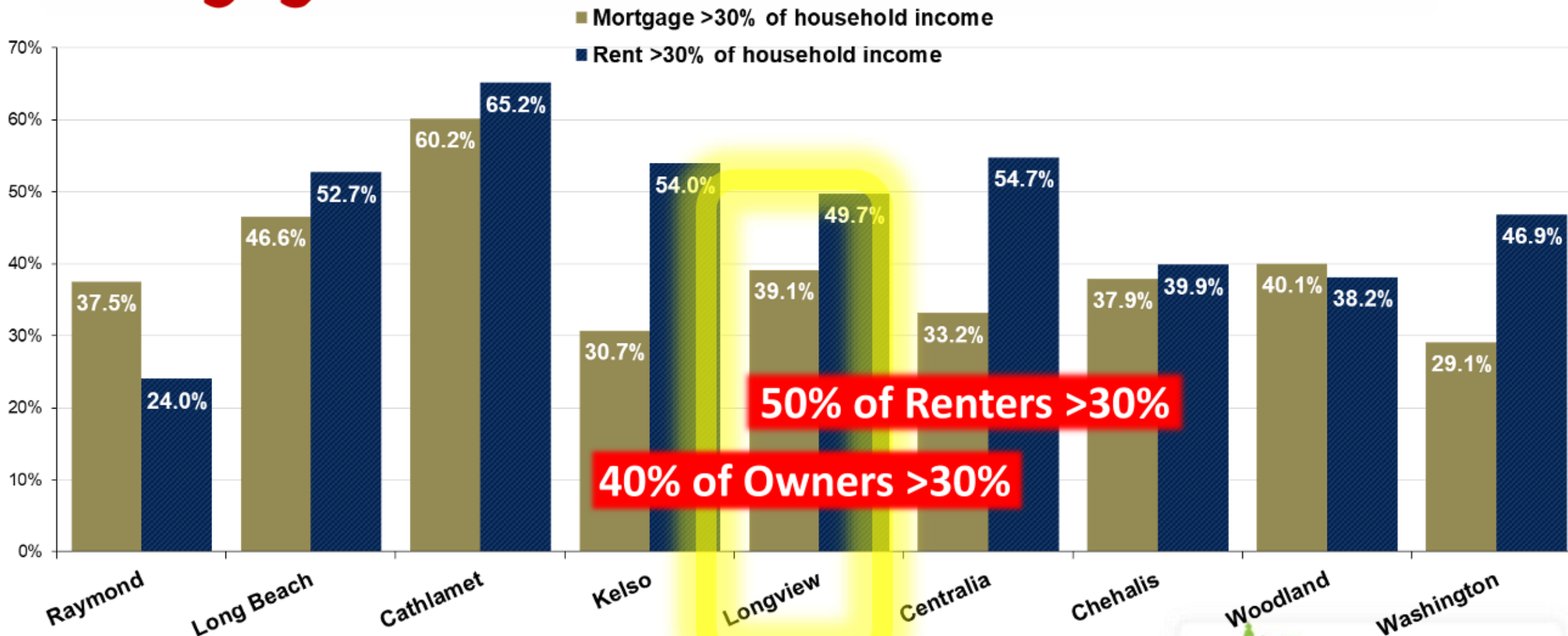
\$265 ↑42%

WA State: \$366 ↑38%

Data for July 2020 - July 2025

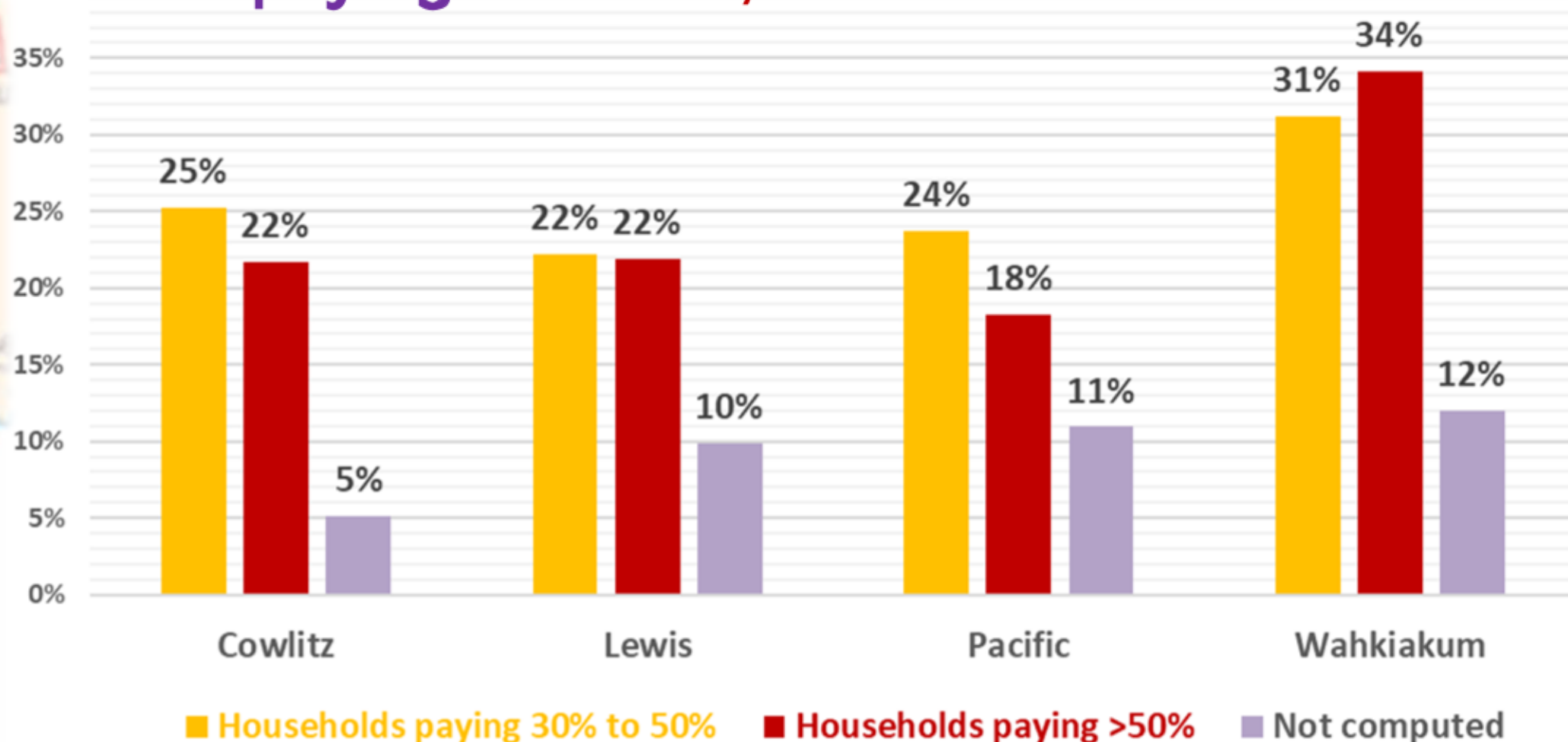
HOSWWA Demographics:

Mortgage/Rent as % of Household Income



HOSWWA Demographics:

% Renters paying 30-50%, >50% of Household Income



HOSWWA Demographics: Age of Housing Stock

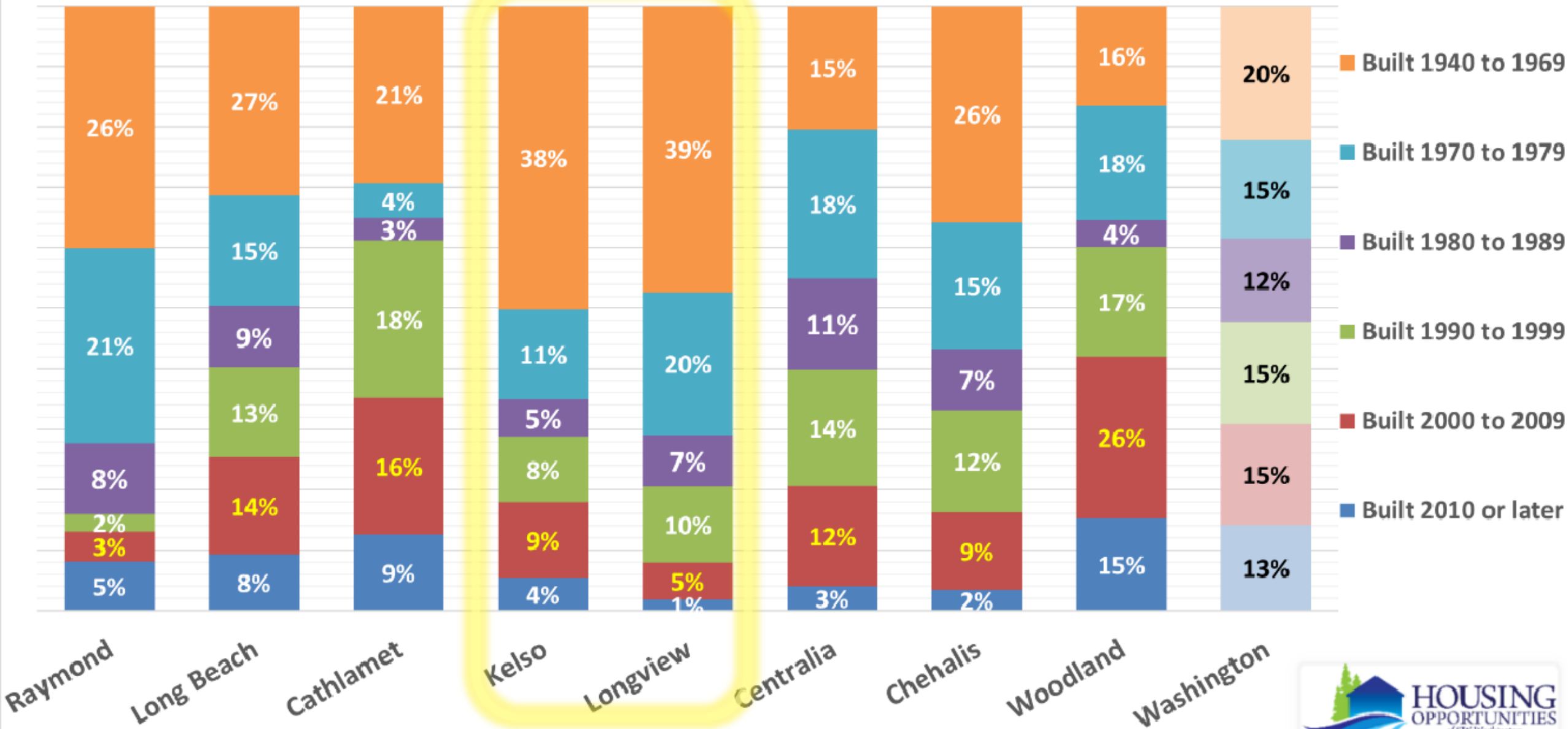
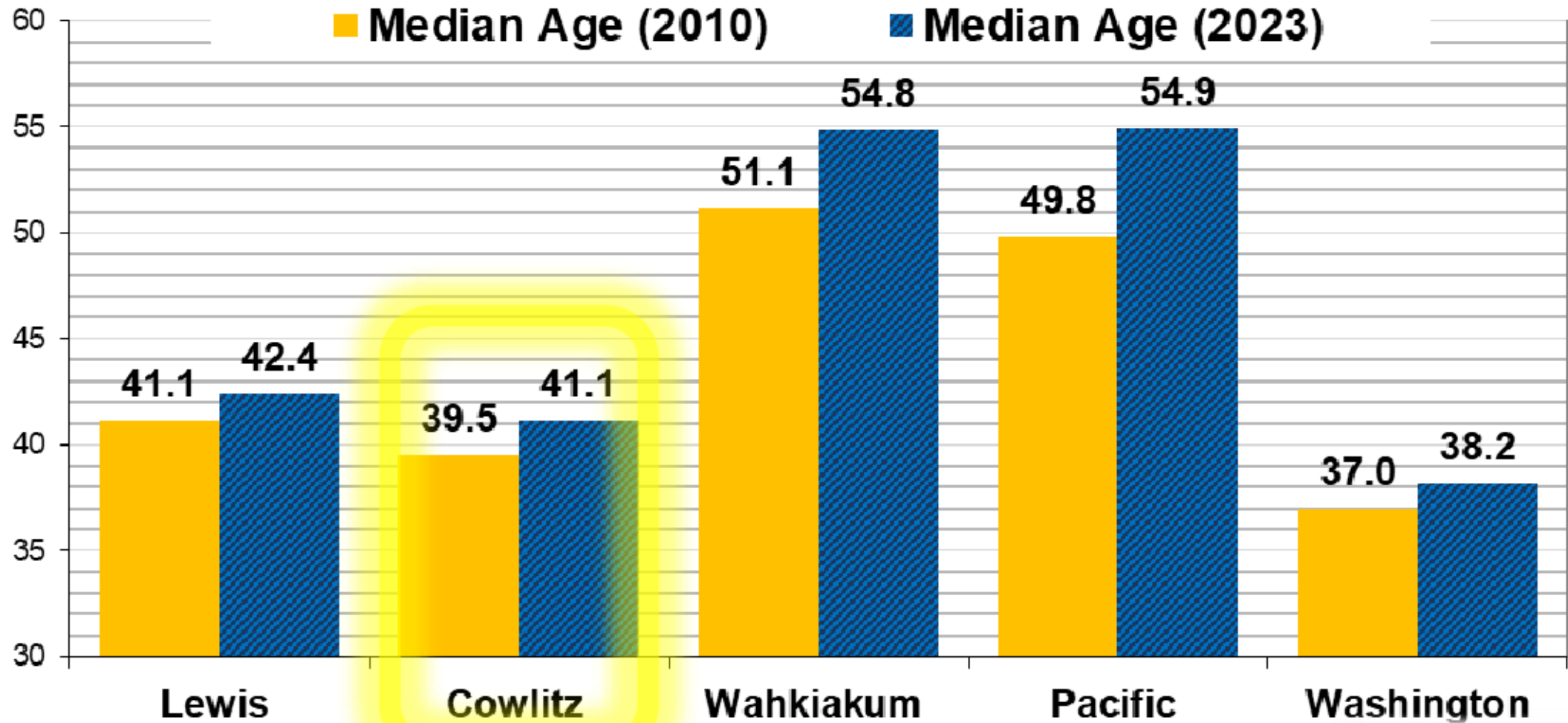


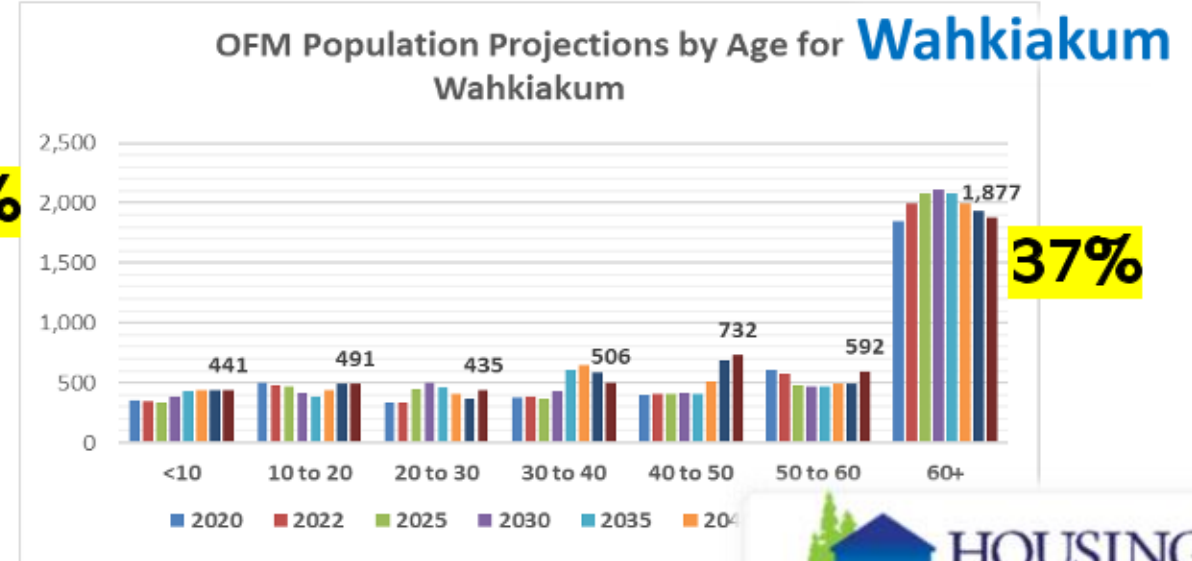
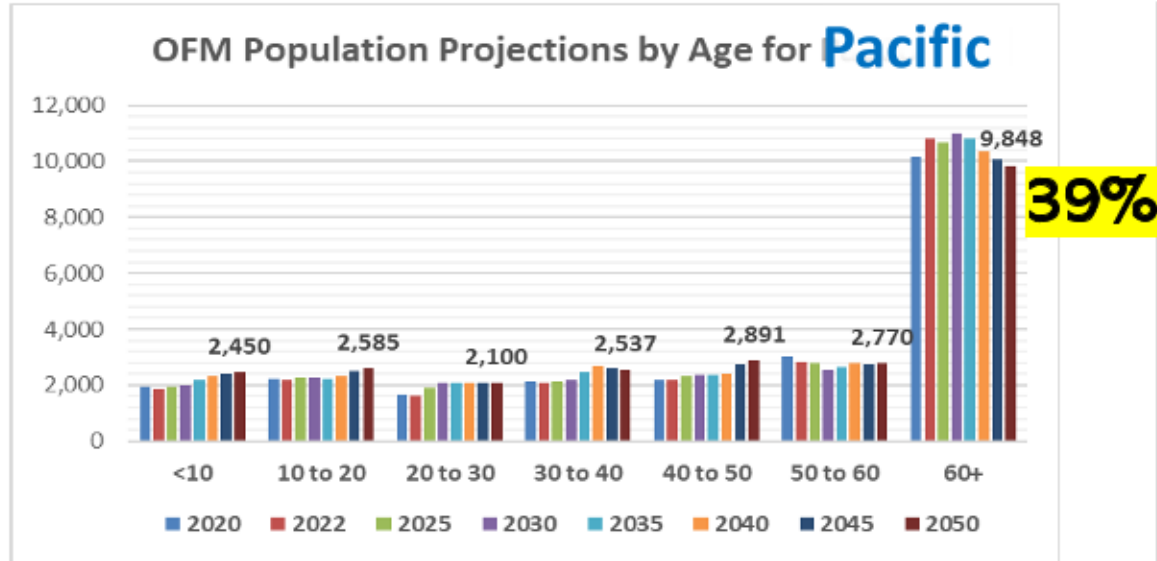
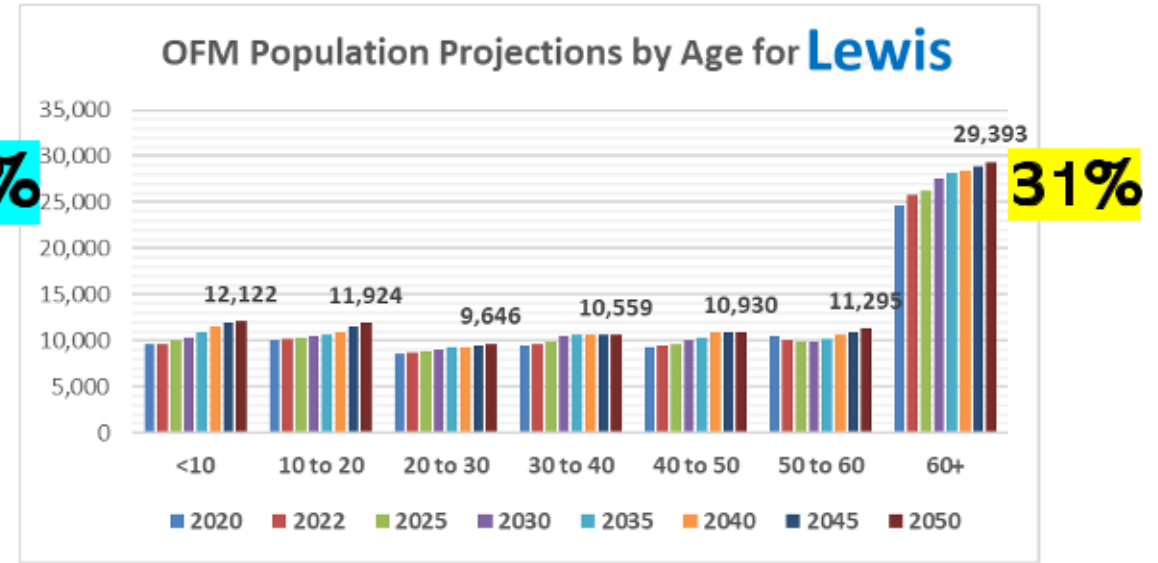
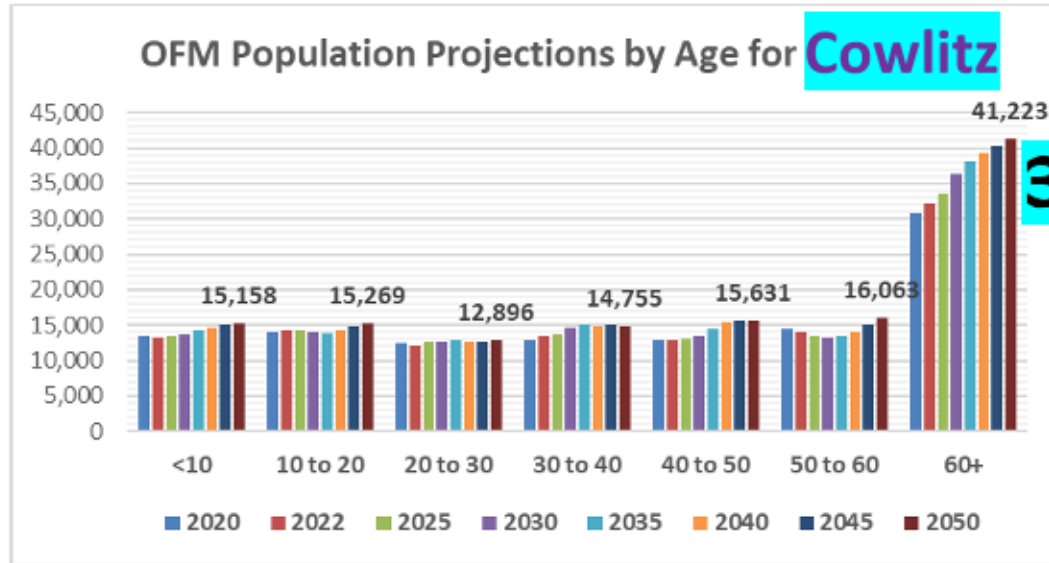
Table S2504, "Occupied Housing Units", 2023 5-Year Estimates, ACS

Median Age Creeping up...

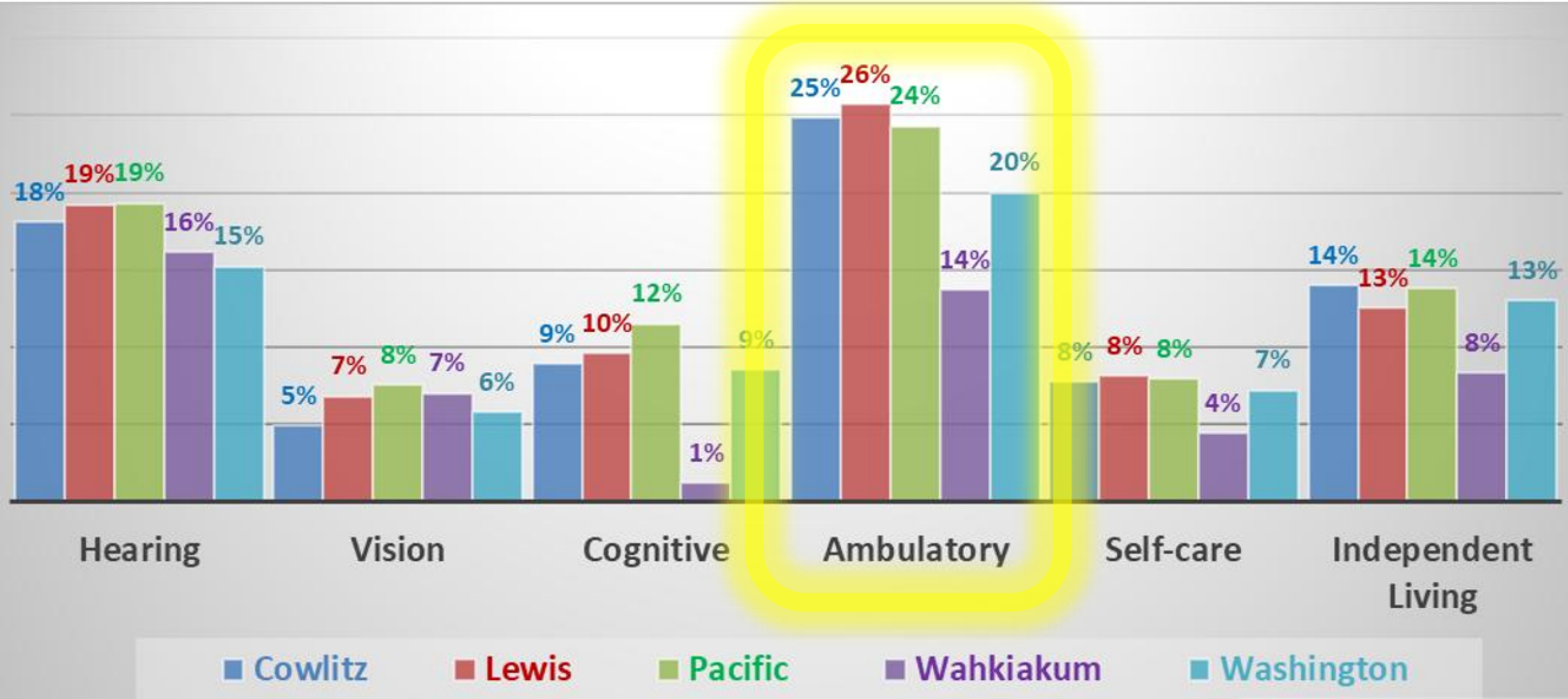


HOSWWA Demographics:

Population Projections by Age



HOSWWA Demographics: % Population 65+ with a Disability



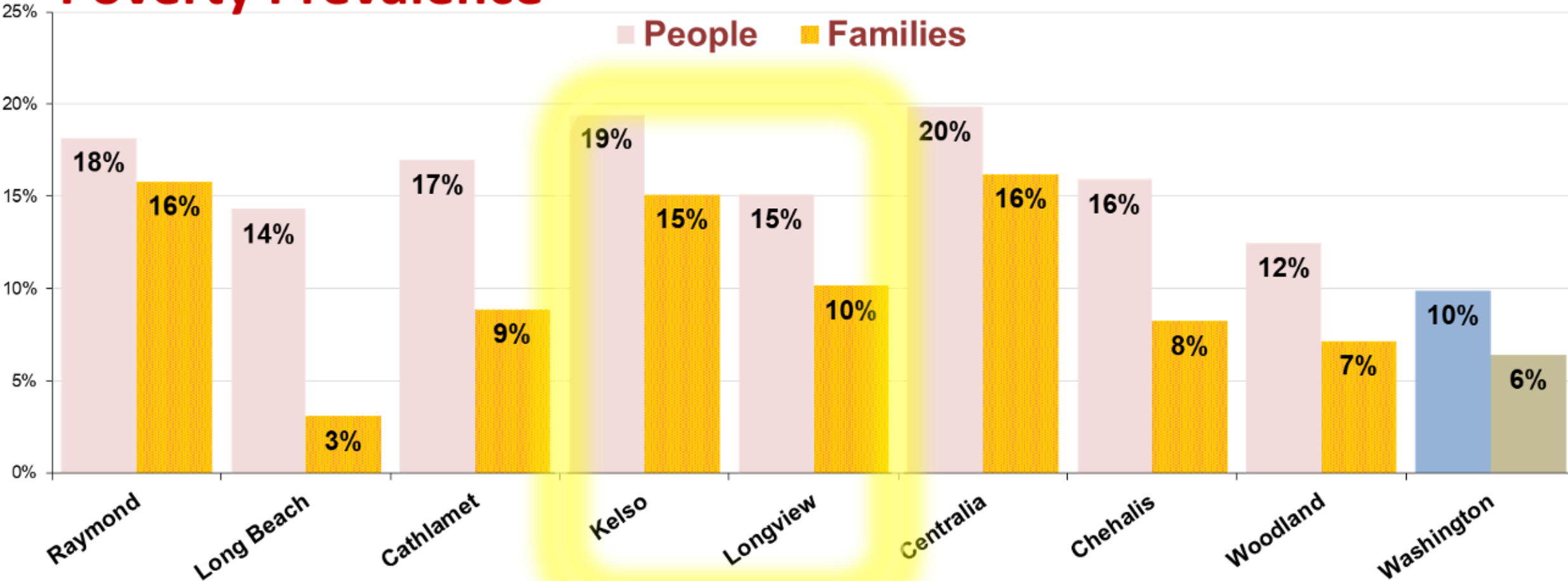
HHS Poverty Guidelines (2025)

- Simplified form of poverty thresholds per U.S. Census Bureau
- Used to benchmark who is potentially eligible for various forms of support.

Persons in family / household	Poverty guideline
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150

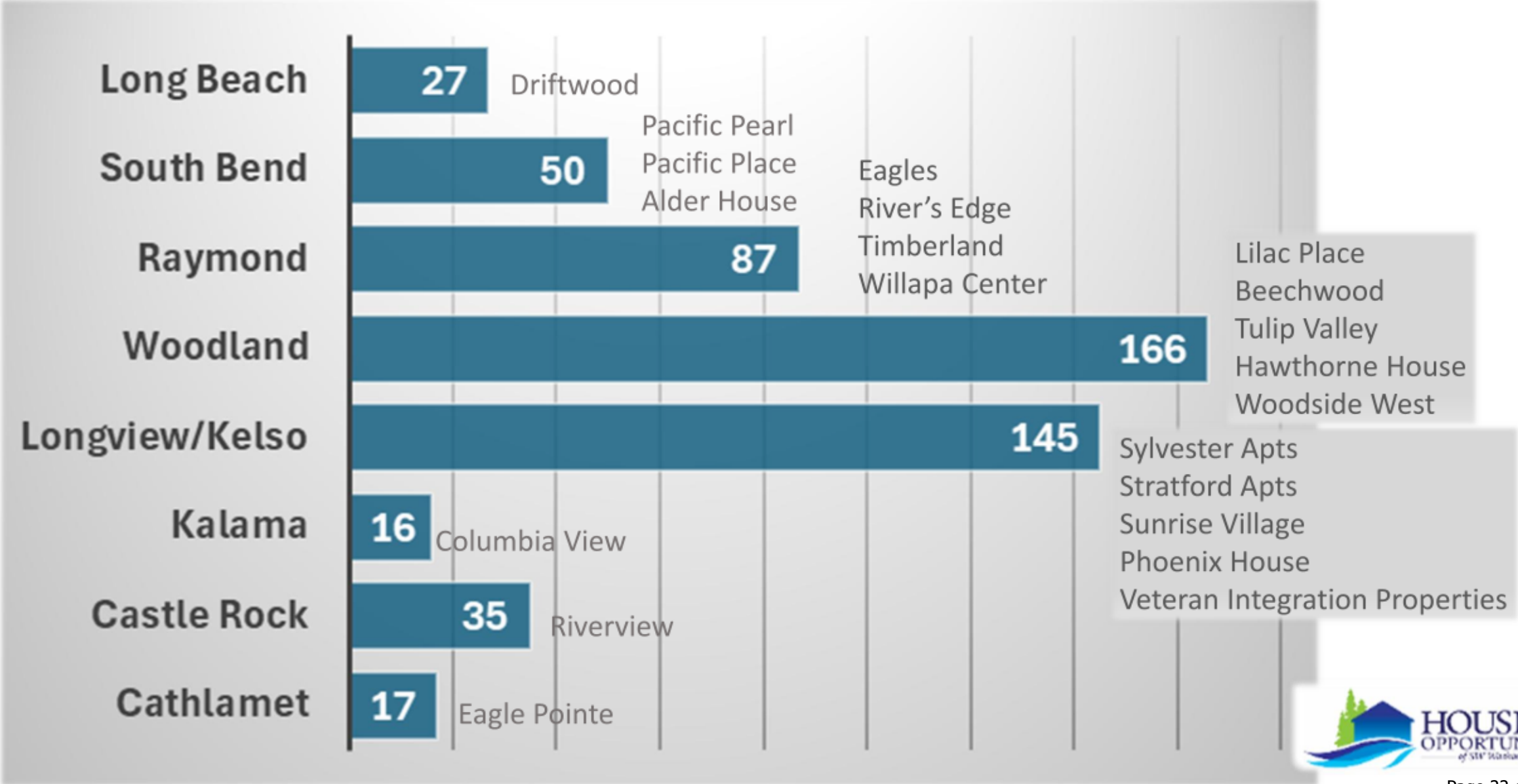
HOSWWA Demographics:

Poverty Prevalence

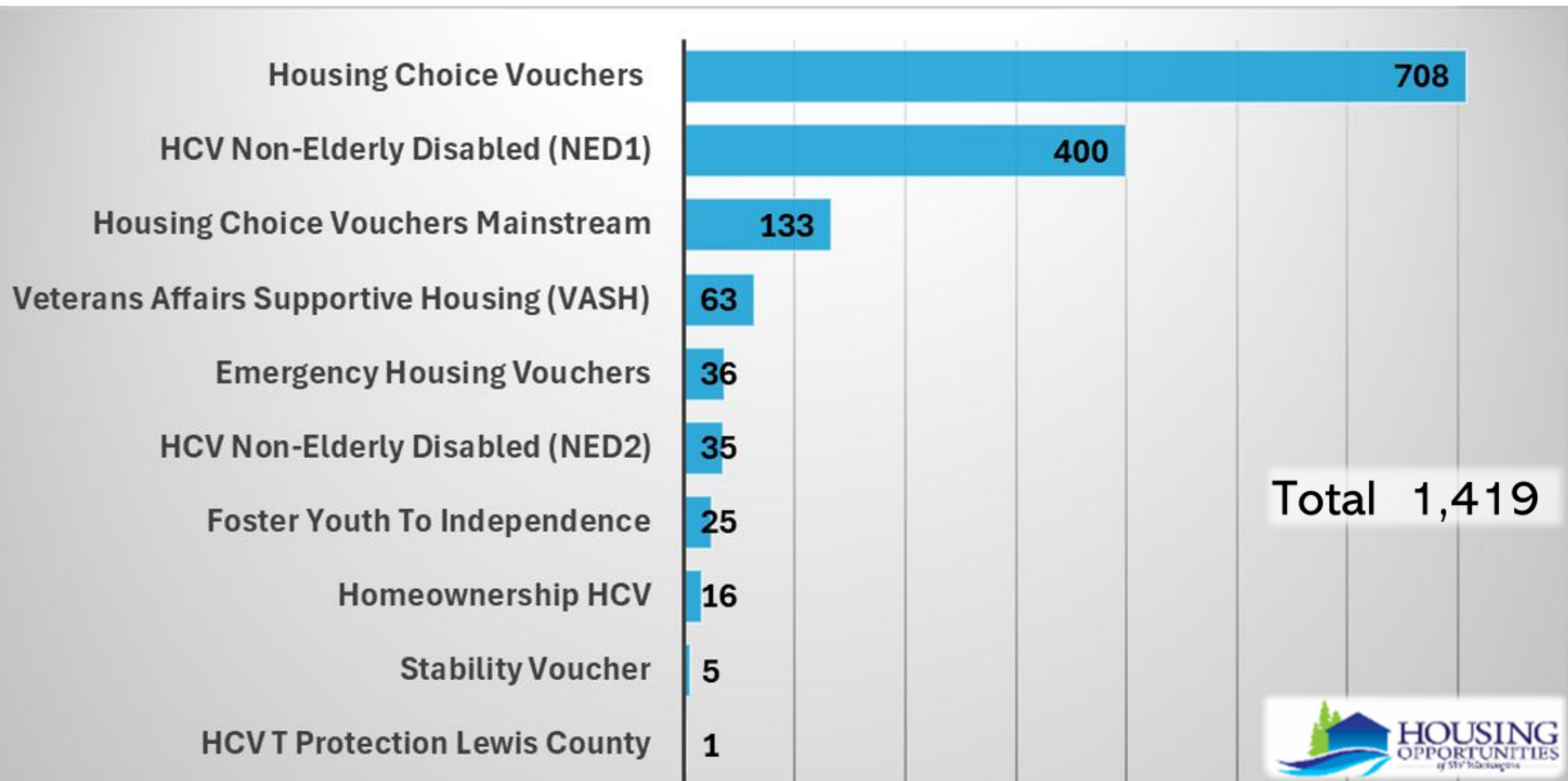


Managed Properties

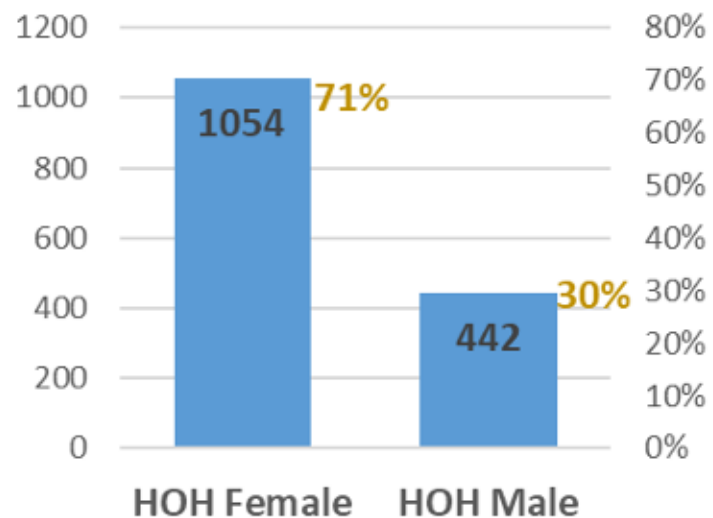
Total: 543 Units



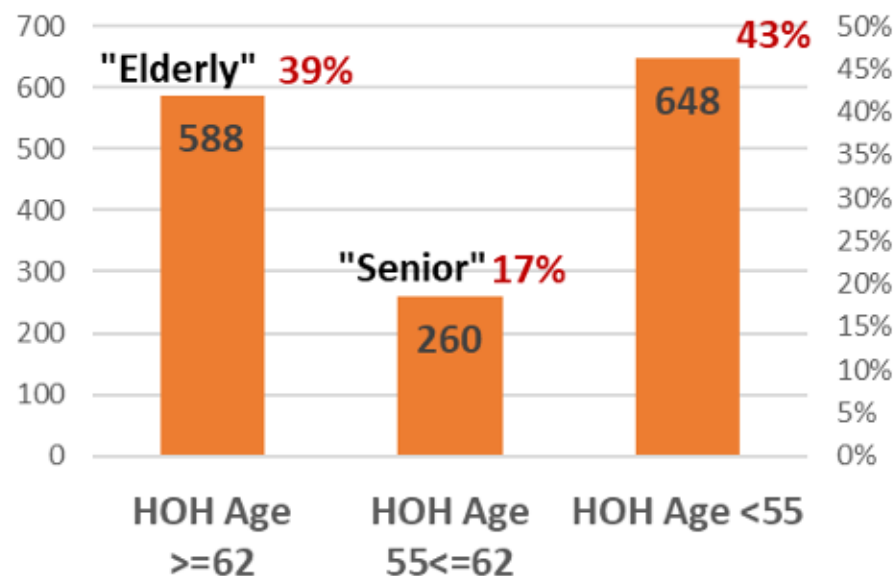
Available Vouchers (June 2025)



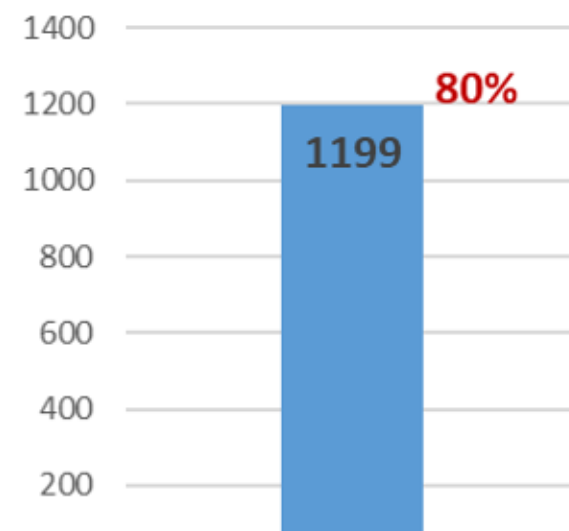
Currently Served, Female/Male Head of Household



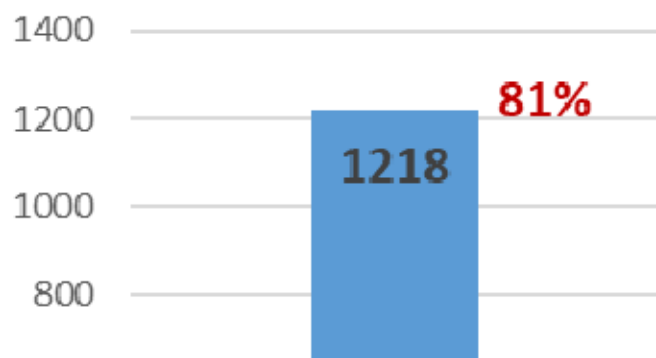
Currently Served, Head of Household Age



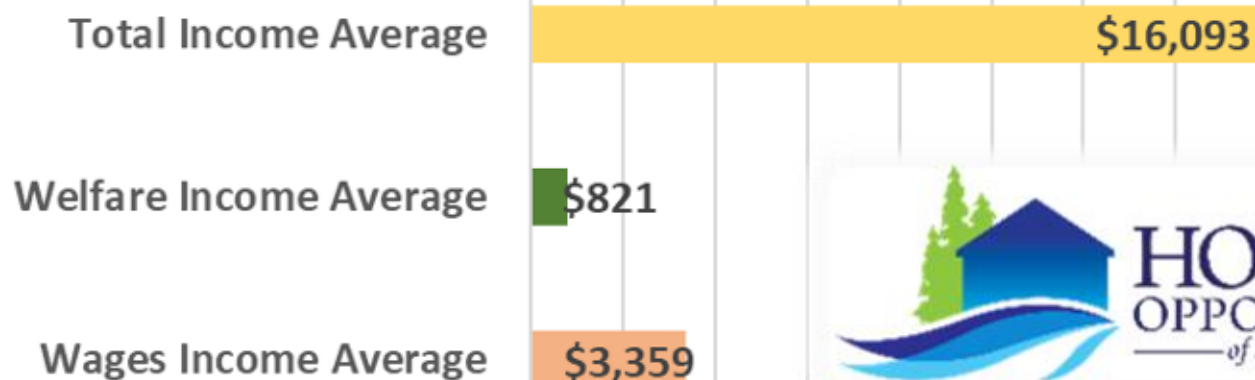
Currently Served, Family Elderly or Disabled

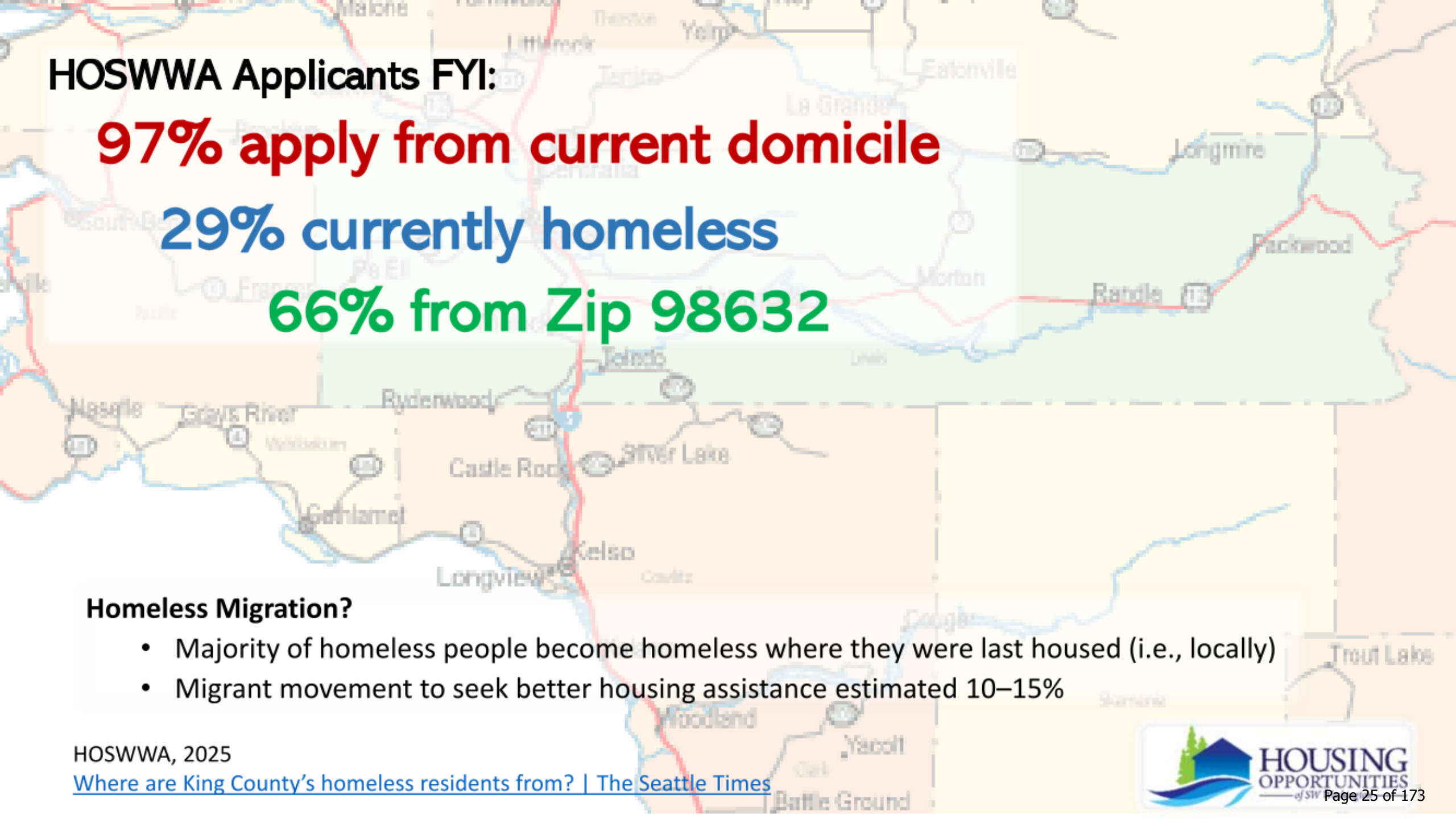


Currently Served, Family Size One or Two



Currently Served, Income





HOSWWA Applicants FYI:

97% apply from current domicile

29% currently homeless

66% from Zip 98632

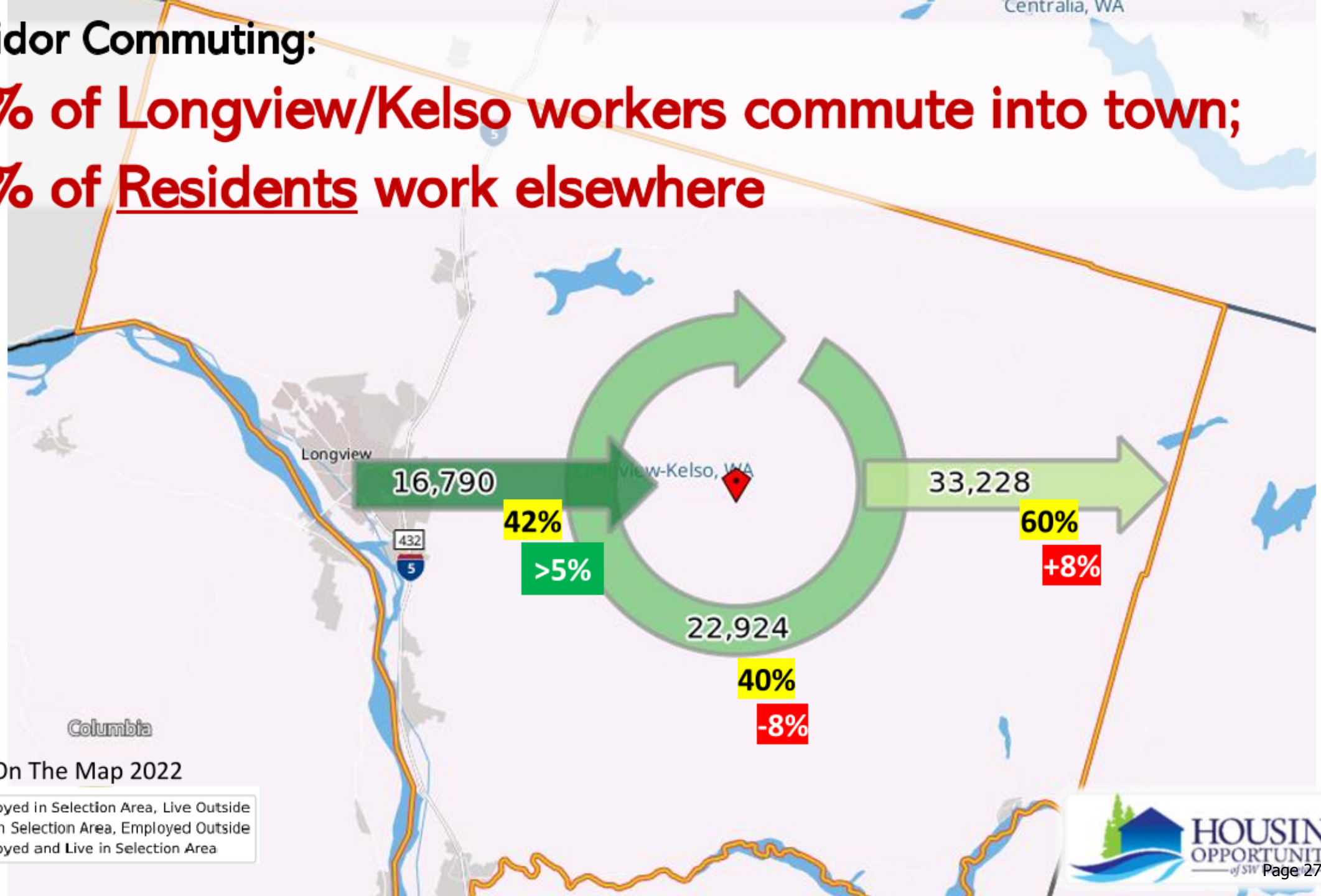
Homeless Migration?

- Majority of homeless people become homeless where they were last housed (i.e., locally)
- Migrant movement to seek better housing assistance estimated 10–15%

Appendix

I5 Corridor Commuting:

**42% of Longview/Kelso workers commute into town;
60% of Residents work elsewhere**



U.S. Census On The Map 2022

- 16,790 - Employed in Selection Area, Live Outside
- 33,228 - Live in Selection Area, Employed Outside
- 22,924 - Employed and Live in Selection Area

Kalama: Columbia View



Location:	Located in Kalama, on the Columbia River
Number of Units:	16
Unit Mix:	1 bedroom
Population Served:	Elderly and Disabled
Year Built:	1977
Funding Type:	USDA Rural Development; Housing Trust Fund
Subsidy:	Yes

Located on the Columbia River the building has an elevator, social room with full kitchen for activities or family gatherings, coin-operated laundry and a patio for barbeques. All units have a full kitchen and bathroom. Water, sewer and garbage is paid by the landlord. Application fee is \$46 per applicant, security deposit is \$300 and cable is provided at a discounted rate. Small pets are welcome with a \$200 pet deposit.

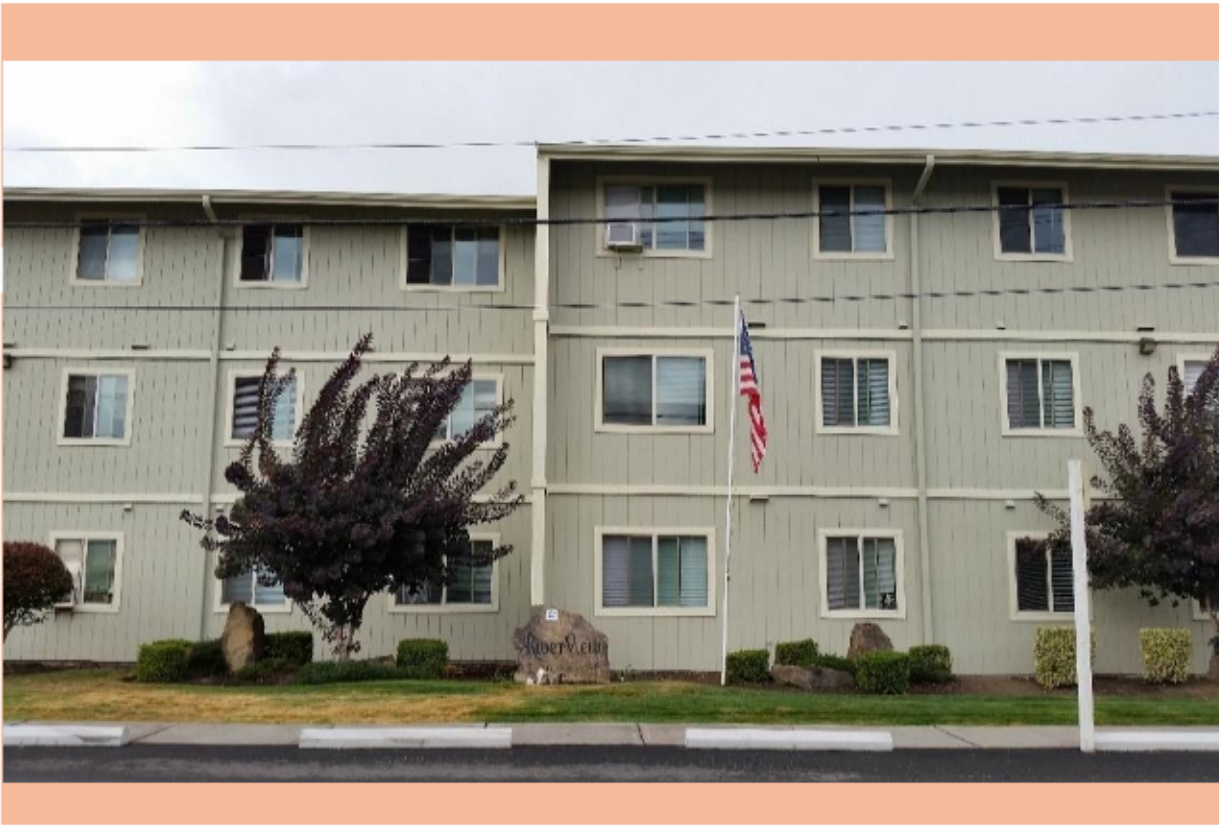
Cathlamet: Eagle Pointe Village



Location:	Located in Cathlamet, WA
Number of Units:	17
Unit Mix:	15 one bedrooms; 2 two bedrooms
Population Served:	Elderly
Year Built:	1998
Funding Type:	CTED loan, FHLB loan, Wahkiakum Co. loan
Subsidy:	17 units are project based section 8

Eagle Point Village over looks the Columbia River in scenic Cathlamet, Washington. Some unique amenities to this complex include a community center, laundry facility and lots of parking. Some of the units are fully handicapped accessible. Water, sewer and garbage are included in the rent each month. Rents are between \$933 and \$1098 and residents only pay 30% of their income in rent. Application processing fee is \$46, security deposit is \$300 and \$400. Pets are welcome with a \$200 pet deposit.

Castle Rock: Riverview Apartments



Location:	Located downtown Castle Rock
Number of Units:	35
Unit Mix:	1 and 2 bedroom
Population Served:	Elderly and Disabled
Year Built:	1978
Funding Type:	USDA Rural Development; Housing Trust Fund
Subsidy:	Partial subsidy based on greatest need

Riverview is a 3 story building on the Cowlitz River. The building has an elevator, social room with full kitchen for activities or family gatherings, coin-operated laundry and a patio for barbeques. All units have a full kitchen and bath/shower and are approx. 800 sq. feet. Water, sewer and garbage is paid by the landlord. Application fee is \$46 per applicant, security deposit is \$300 and \$400 depending on unit size and cable is provided at a discounted rate. Small pets are welcome with a \$200 pet security deposit.

Kelso: Phoenix House



Location:	Located in Kelso
Number of Units:	20
Unit Mix:	1 bedroom units with communal living area
Population Served:	Families with substance abuse problems
Year Built:	2009
Funding Type:	Dept. Of Commerce, Cowlitz County 2163 funds
Subsidy:	No

The Phoenix House is a 20 unit Supportive Housing project. HOSWWA owns and manages the facility and also provides for the service enrichment components to the residents. The primary goal is to fill a gap in housing availability and service coordination for these families. This property receives an operating and maintenance grant from the Dept. of Commerce to help the property cash flow.

Longview: Stratford Apartments



Location:	1312 Hemlock Street in Longview
Number of Units:	20
Unit Mix:	Studio
Population Served:	Homeless Veterans
Year Built:	1925
Funding Type:	Conventional loan; Housing Trust Fund; FHLB; Home Depot Foundation
Subsidy:	18 Units are project based

These well maintained apartments are located on the 3rd and 4th level of an attractive brick building with limited access entry. Housing Authority VIP Staff are located in the commercial space at 1207 Commerce. There are two other commercial/retail spaces on the ground floor. The units are set aside for homeless Veterans. Units rent for \$934 per month with a \$300 deposit. Hot water and water/sewer/trash is provided at no cost to the tenant. Coin-operated laundry and the common room are located on the ground floor.

Longview: Sylvester Apartments



Location:	1540 Commerce Ave in Longview
Number of Units:	35
Unit Mix:	1 bedroom
Population Served:	62 years of age or older
Year Built:	1924 Apt. remodel in 1994
Funding Type:	FHLB; Dept. of Commerce; HOME
Subsidy:	All units are project based Sec. 8

This limited access four story brick building located at the Columbia Theatre for the Performing Arts has beautifully decorated one bedroom apartments with elevator access, exclusively for low-income individuals or couples over 62 years of age. Included in the rent are water/sewer/trash, basic cable service and parking. Pets can be approved with an application and pet deposit. There is a \$300 security deposit and \$200 pet deposit. Laundry room located on each residential floor.

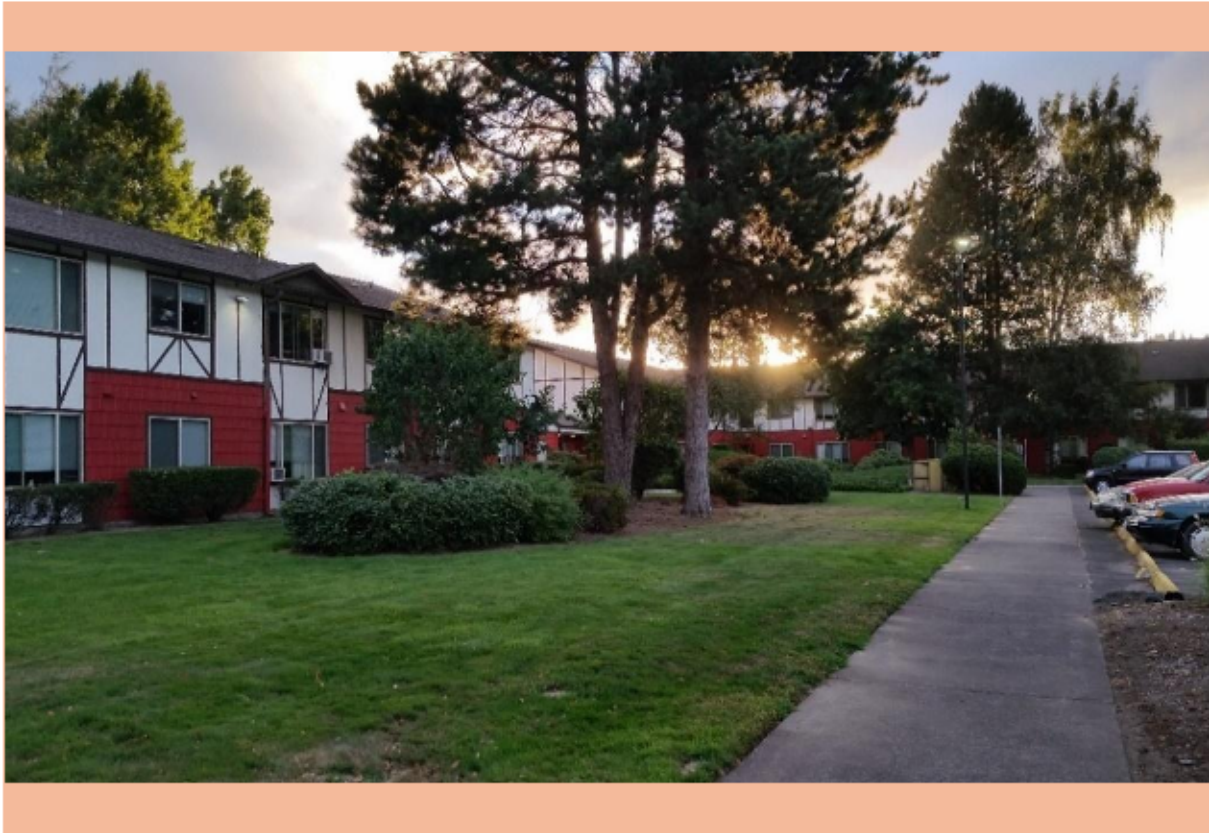
Longview: Sunrise Village



Location:	Longview
Number of Units:	40
Unit Mix:	1, 2, 3 bedroom units
Population Served:	Low-income, Homeless
Year Built:	2025
Funding Type:	
Subsidy:	Yes

This newly constructed complex consists of 6 one- and two-story buildings, containing 1-, 2- and 3-bedroom units. 20 of the units are subsidized for households at or below 30% AMI. 20 units are affordable to households at or below 60% AMI. Each unit contains a full-sized kitchen and bath. Water, sewer, garbage and electricity are included in the rent. The complex has an outdoor play area, an on-site laundry room, community/event room.

Woodland: Hawthorne House



Location:	Located in Woodland
Number of Units:	61
Unit Mix:	1 and 2 bedroom units
Population Served:	Elderly/Disabled
Year Built:	1981
Funding Type:	USDA Rural Development
Subsidy:	Yes

The property is an independent living complex for elderly/disabled. The property has an elevator, social room with full kitchen for social/family events, patio for barbeques and coin-operated laundry rooms. Water, sewer and garbage are paid by the landlord and cable is provided at a discounted rate per month. Application processing fee is \$46, security deposit is \$300 and \$400 depending on unit size and we gladly accept pets (one dog or cat, not over 30lbs) with a \$200 pet deposit.

Woodland: Tulip Valley



Location:	Located at 1350 Woodland St. in Woodland
Number of Units:	39
Unit Mix:	1, 2 and 3 bedroom units
Population Served:	Family
Year Built:	1972 & 1977
Funding Type:	USDA Rural Development
Subsidy:	Partial subsidy based on need

The complex has 1, 2 and 3 bedroom units with a full kitchen and single bathroom. Square footage ranges from 700-900ft. Storage rooms are available with 1 and 2 bedroom units and water, sewer and garbage are paid. Amenities include a coin operated laundry room, small playground and a social room with a learning center, equipped with computers for resident use. Pets are not allowed at this complex. The security Deposit is \$300, \$400 and \$500 depending on unit size.

Woodland: Beechwood Duplexes



Location:	Located in Woodland
Number of Units:	8
Unit Mix:	2 bedroom
Population Served:	Family
Year Built:	1973
Funding Type:	Commercial Loan Heritage Bank
Subsidy:	No

Beechwood Duplexes consists of 4 buildings of duplexes, for a total of 8 two bedroom units. Each unit has its own front and back yard areas. Units rent for \$950 per month with a \$500 security deposit. Domestic pets are accepted with a pet deposit of \$200. The application fee is \$46. Water, sewer and garbage are included with the rent.

Woodland: Woodside West



Location:	Located at 1355 Woodside St. in Woodland
Number of Units:	20
Unit Mix:	2 and 3 bedroom units
Population Served:	Family
Year Built:	1981
Funding Type:	Conventional Loan
Subsidy:	No

The complex consists of four 2-story buildings with 5 (one level) apartments in each building. Each apartment faces into a central courtyard. Apartments are 2 and 3 bedroom units with access to a storage room and covered carport. Square footage of the units ranges from 800-1000. Domestic pets are not allowed.

Application fee is \$46 per applicant. Security deposits are \$400 and \$500. Water, sewer and garbage are paid by the landlord.

Woodland: Lilac Place



Location:	Located in downtown Woodland
Number of Units:	38
Unit Mix:	1, 2 and 3 bedroom units
Population Served:	Homeless Families
Year Built:	2014
Funding Type:	LIHTC, WRCA, FHLB
Subsidy:	All units are Project Based

Lilac Place consists of 5 separate buildings. The project opened in July 2014 and serves homeless families. There is a social room with full kitchen for activities or family gatherings, coin-operated laundry and a patio and picnic benches. Supportive services are provided on site by HOSWWA and all residents are welcome to access those services. All units have a full kitchen and bath/shower. Water, sewer and garbage is paid by the landlord. Security deposit is \$300, \$400 and \$500 based on unit size.

South Bend: Pacific Pearl Apartments



Location:	Located in South Bend WA
Number of Units:	15
Unit Mix:	1,2 & 3 bedroom units
Population Served:	Family
Year Built:	2010
Funding Type:	Housing Trust Fund, Federal Home Loan Bank
Subsidy:	All Units Project Based

The Pacific Pearl is a partnership between Joint Pacific County Housing Authority and Crisis Support Network to provide housing Domestic Violence victims, DV services are provided on site by CSN and all tenants are offered services within the community. Each unit contains a full sized kitchen, dining room and bathroom. There is an on-site coin operated laundry and a playground and picnic area. There is also a management office located at this site. Tenants do not pay more than 30% of their income in rent. Units rent for \$799, \$1059, and \$1513 per month with a \$300-500 deposit. Water, sewer, and garbage are included. Pets are not allowed.

South Bend: Alder House Apartments



Location:	South Bend
Number of Units:	35
Unit Mix:	Studio and 1 bedroom units
Population Served:	Elderly, Disabled
Year Built:	2024 Rehab
Funding Type:	
Subsidy:	Yes

Two 2-story buildings contain studio and 1-bedroom units. Seven of the units have a rent subsidy and residents will only pay 30% of their income in rent. These units are available to households at or below 50% AMI. All other units are available to residents at or below 80% AMI. Each unit contains a full-sized kitchen and bath. Water, sewer, garbage and electricity are included.



Raymond: **Timberland Apartments**



Location:	Located in Raymond WA
Number of Units:	6
Unit Mix:	2 bedroom
Population Served:	Family
Year Built:	1973
Funding Type:	Conventional Loan
Subsidy:	No

The Timberland Apartments is a two story building located in downtown Raymond, WA and contains 6 two bedroom units. The complex was purchased by JPCHA in 2013. Each unit contains a full sized kitchen and bathroom. As well as laundry hookups. There is a small courtyard and each tenant has a carport and storage shed. W/S/G are paid by the landlord. Units rent for \$850 with a \$500 deposit. Small Pets (under 20 lbs) are acceptable with a pet deposit of \$200.

Raymond: Rivers Edge Apartments



Location:	Raymond
Number of Units:	35
Unit Mix:	1 bedroom units
Population Served:	Low-income Elderly, Disabled Households
Year Built:	2003
Funding Type:	
Subsidy:	Yes

River's Edge (formerly Raymond Manor) is a 3-story building containing 35 one-bedroom units. All units are subsidized for households at or below 50% AMI so residents will only pay 30% of their income for rent. Each unit contains a full-sized kitchen and bath. Water, sewer and garbage are included in the rent.

Raymond: Eagles Apartments



Subsidy:	Located in Raymond WA
Number of Units:	16
Unit Mix:	Studio & 1 bedroom
Population Served:	Single and Family
Year Built:	2001 Major Renovation
Funding Type:	Housing Trust Fund, WRCA, Federal Home Loan
Subsidy:	All Units Project Based

The Eagles building is located in downtown Raymond, WA and contains commercial space on the ground floor and 16 residential units on the top floor. The top floor is rented by JPCHA from The Eagles Aeries. The units underwent significant rehab in 2001. Each unit contains a full sized kitchen and bathroom. There is an on-site coin operated laundry. Tenants do not pay more than 30% of their income in rent. Units rent for \$677 and \$713 per month with a \$300 deposit. Small pets (under 20 lbs) are acceptable with a pet deposit of \$100.

Raymond: Willapa Center



Location:	216 3rd St. Raymond WA 98577
Number of Units:	30
Unit Mix:	1, 2 & 3 bedroom units
Population Served:	homeless, families w/children, veterans
Year Built:	2023
Funding Type:	National HTF, Housing Trust Fund, FHLB
Subsidy:	15 units project based Section 8

Located in historic downtown Raymond, Willapa Center, a limited access 30-unit affordable housing complex, was built on the site of the old Raymond Hotel. The building also houses non-profit office spaces, currently occupied by Coastal Community Action Program and a 3,500 square foot childcare area. In the 15 PBV units, tenants do not pay more than 30% of their income in rent. The remaining units are set aside for households at or below 40% and 50% of AMI. Water, sewer, and garbage are included in the rent. Security Deposits are \$300-500. Pets are allowed with a deposit

Long Beach: Driftwood Point Apartments



Location:	100 N 10th St. Long Beach WA 98631
Number of Units:	27
Unit Mix:	1, 2 & 3 bedroom units
Population Served:	homeless, families w/children, veterans
Year Built:	2019
Funding Type:	Tax Credits, Housing Trust Fund
Subsidy:	26 units project based Section 8

Driftwood Point is a tax credit property for homeless families with children and veterans in Long Beach. Supportive services are provided on site by CCAP and all tenants are offered services within the community. Each unit contains a full sized kitchen, dining room and bathroom. There is an on-site coin operated laundry. The complex is on the bus route and close to amenities. There is also a management office located at this site. Tenants do not pay more than 30% of their income in rent. Security Deposits are \$300-500. Water, sewer, and garbage are included. Pets are allowed with a deposit



Introduction

Mission

We promote and provide stable, affordable housing, and supportive services in an environment that nurtures individuals and families while encouraging personal responsibility.

Vision

We envision strong, vibrant and healthy communities created by providing housing, hope and opportunity.

Values

At Housing Opportunities of SW Washington, we are committed to the highest standards of ethics and integrity.



2025 Update



Introduction



**Data and
Finance**



Development

We Believe Housing Is
The Foundation
We Put People First
We Pursue Excellence
We Act With Integrity

MORE THAN JUST HOUSING



Offers low-income households an opportunity to create and sustain stability in a safe and affordable housing environment

**Housing Choice
Voucher Programs**

Provides individual case management that assists participants to become stable and then move toward self-sufficiency. Includes Homeless Veteran Program.

**Supportive Services
Division**

Ensures HOSWWA properties are managed and maintained to at minimum market standards. We take pride in running the best properties around.

**Asset and Property
Management**

Develops the vision for the organization in coordination with the jurisdictions served. Finds creative ways to fund operations and continue growth to meet the needs of the community through Local, State, Federal and private partners

**Executive
Administration**

Housing by the Numbers

STATS		
<u>County</u>	<u># of residents</u>	<u><18</u>
Cowlitz	2079	593
Lewis	347	68
Pacific	283	34
Wahkiakum	58	14
Total	2767	787



Federal Voucher Rent Assistance

Section 8 Total	1636
HCV (Housing Choice)	656
VASH Vouchers (Veteran)	65
NED Vouchers (non-elderly disabled)	400
NED 2 Vouchers	35
Project Based Vouchers	267
HOP (homeownership)	16
FYI (Foster Youth	25
Stability (DV)	5
EHV	36
MS5	133

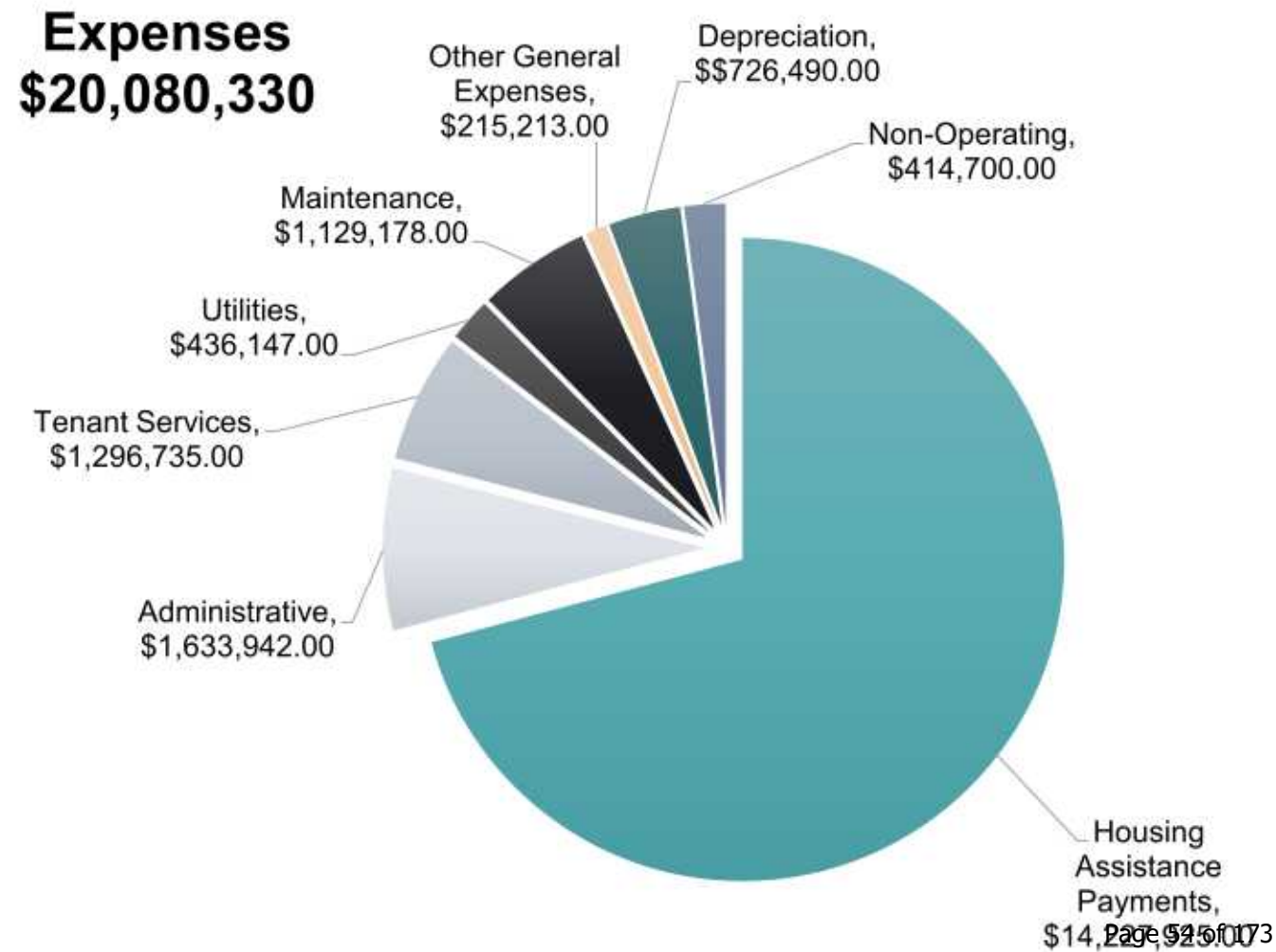
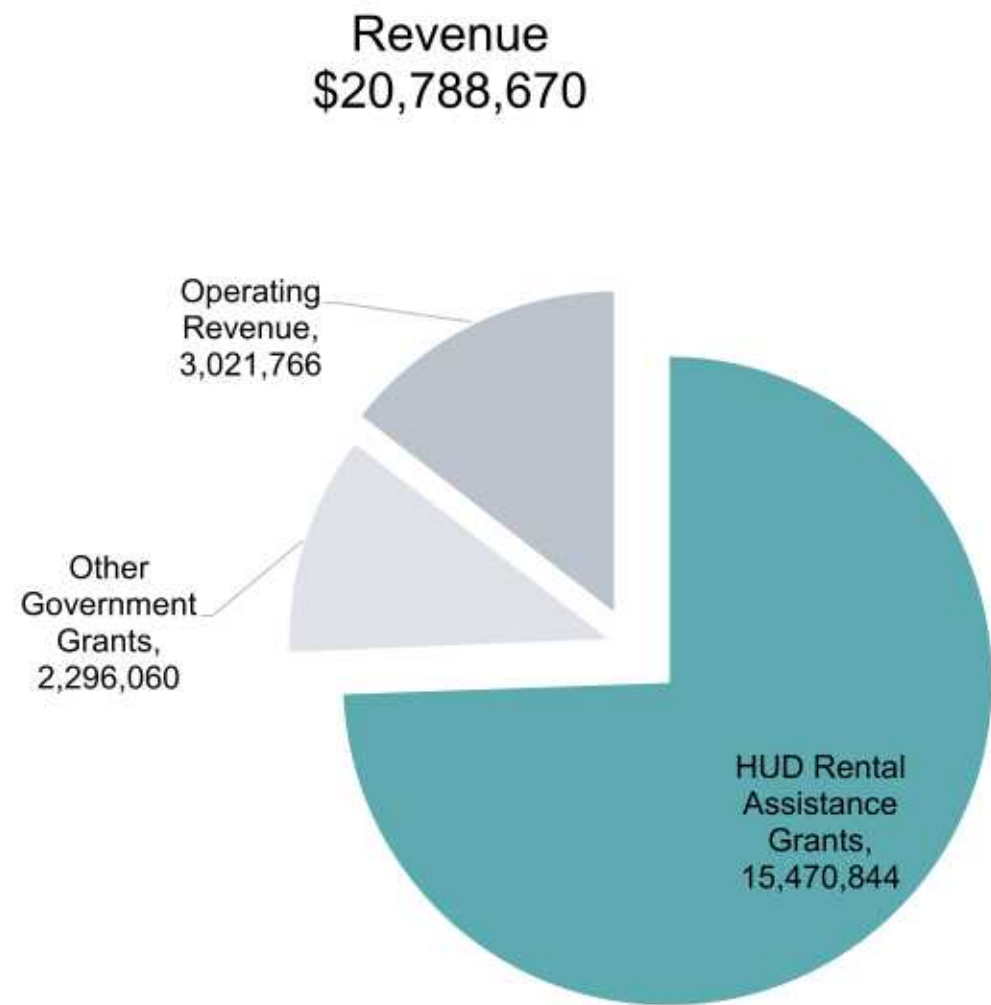
HOUSING VOUCHERS



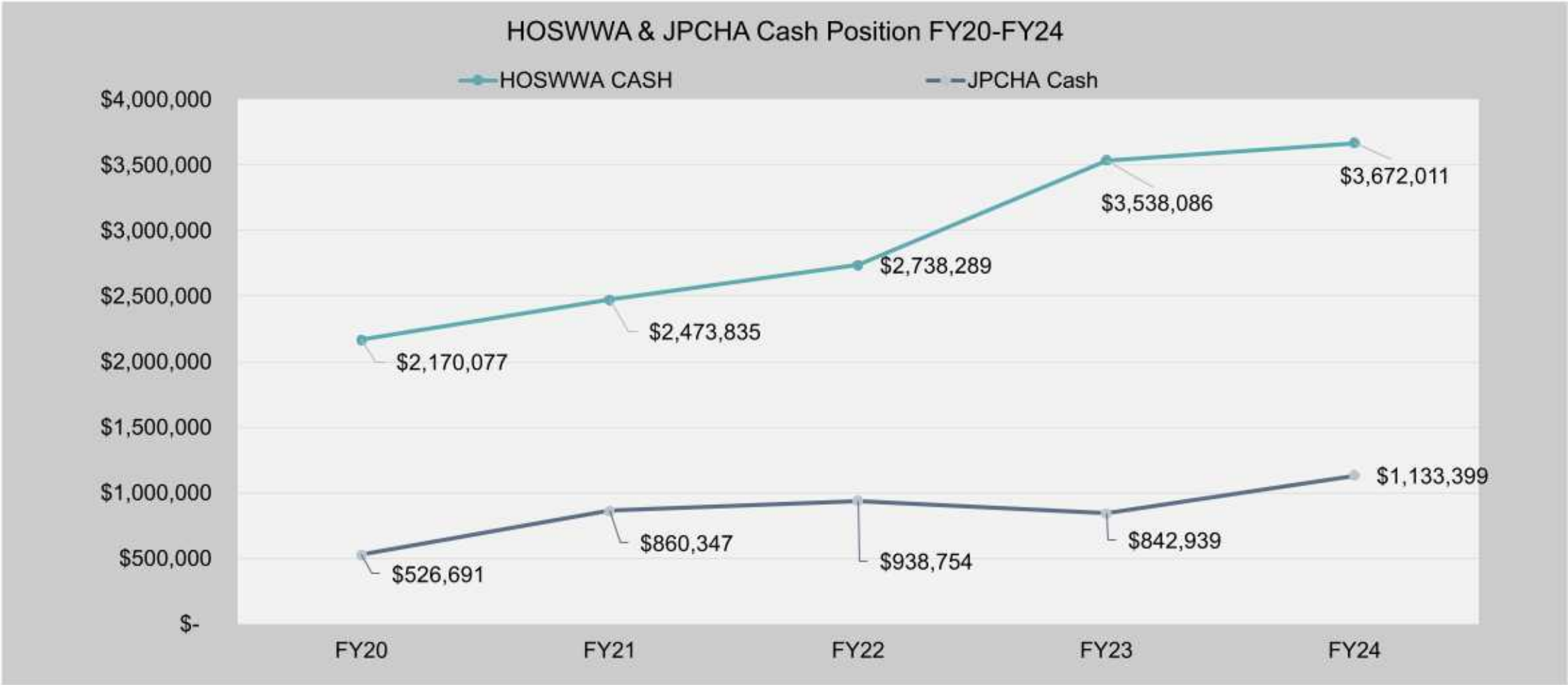
Section 8 by Location	Subsidy HOH Details (Includes HOP)	Subsidy Grand Total
2022	Subsidy Recipients Residing in Longview	601
	Longview Residents utilizing Subsidy in Longview	582
	All HCV and PBV	951
2023	Subsidy Recipients Residing in Longview	930
	Longview Residents utilizing Subsidy in Longview	914
	All HCV and PBV	1426
2024	Subsidy Recipients Residing in Longview	966
	Longview Residents utilizing Subsidy in Longview	949
	All HCV and PBV	1477
2025	Subsidy Recipients Residing in Longview	961
	Longview Residents utilizing Subsidy in Longview	948
	All HCV and PBV	1455
2022 - 2025 Totals	Subsidy Recipients Residing in Longview	3458
	Longview Residents utilizing Subsidy in Longview	3393
	All HCV and PBV	5309

Between 2022 and 2025, residents utilizing a subsidy in Longview were overwhelmingly Longview residents. In 2022, Longview residents accounted for **478 of the 496 total applicants** using a subsidy in Longview (**96.4%**). By 2025, this proportion increased slightly, with **677 of 689 applicants (98.3%)** being Longview residents.

HOSWWA Financials 2024



Path to Financial Sustainability





Affordable Housing Development

Completed Projects



**Driftwood Point
Long Beach - 2020**



**Willapa Center
Raymond - 2024**



**Alder House
Southbend - 2025**



**Sunrise Village
Longview - 2025**



Developer Fees

Property	HOSWWA Fee	Consultant Fee	Total Fee
Driftwood Point	\$270,905	\$406,358	\$677,263
Willapa Center	\$334,927	\$622,007	\$956,934
Alder House	\$626,270	\$139,815	\$766,086
Sunrise Village	\$350,000	\$650,000	\$1,000,000
Goldfinch Grove	\$954,746	\$300,000	\$1,930,379

Deferred Developer Fee	
Sunrise Village	\$250,000
Goldfinch Grove	\$675,632

New Development: The Landing at Goldfinch Grove

The Landing at Goldfinch Grove envisions a vibrant and welcoming community where thoughtfully designed affordable town-homes serve as a vital first step—a landing—for individuals and families seeking a stable, dignified place to call home. Rooted in the belief that housing is the foundation for opportunity, this development offers more than just shelter, it creates connection, belonging and the promise of a brighter future.

- — ∞ — -

The Landing at Goldfinch Grove is more than housing—it is a sanctuary where lives take root, grow and flourish.



Just as the goldfinch finds rest and renewal in the quiet shelter of a Birchgrove, residents will find a sense of hope and belonging along the serene walking path that winds through the graceful birch trees by the canal. Residents are invited to connect with nature and one another. The cheerful goldfinch reminds us to embrace gratitude even in challenging times.



DEVELOPMENT SUMMARY

ZONING: R3 HIGH DENSITY RESIDENTIAL
SITE AREA: 6.7 ACRES

PHASE I - MF RENTAL - 6.0 ACRES

RESIDENTIAL

(31) 1-BR 1-BA FLAT	600 SF EA
(01) 2-BR 1-BA FLAT	826 SF EA
(28) 2-BR 1.5-BA T.H.	880 SF EA
(01) 3-BR 2-BA FLAT	1,174 SF EA
(13) 3-BR 2-BA T.H.	1,130 SF EA

COMMUNITY

(1) LEASING OFFICE	150 SF
(1) PROP MNGMT OFF	150 SF
(1) WC	75 SF
(2) WC	80 SF EA
(1) COMPUTER ROOM	150 SF
(1) FACILITIES ROOM	150 SF
(1) RESIDENT SERV	150 SF
(1) MISC / SERVER RM	100SF
(1) MEETING ROOM	700 SF
(1) COMM RM & KIT.	250SF
(1) STORAGE ROOM	150 SF
(1) LAUNDRY ROOM	150 SF
CIRCULATION	178 SF

GROSS PROGRAM 62,443 SF

PARKING

STANDARD	53
COMPACT	57
ADA	05

HARDSCAPE

ASPHALT	58,220 SF
CONCRETE*	22,020 SF
HARDSCAPE AREA %	30 %

PHASE II - HOMEOWNERSHIP - 0.7 ACRES

LOT SIZE VARIES

(6) 2-BR 2-BA	828 SF
(4) 3-BR 2-BA	1,232 SF
9,896 SF TOTAL	

SITE CONCEPT v14 SCALE: 1" = 70'-0"

THE LANDING AT GOLDFINCH GROVE 5317 OCEAN BEACH HWY, LONGVIEW, WA

PROJECT# 25040 | 08-18-2025

ACCESS ARCHITECTURE, THESE DRAWINGS ARE THE PROPERTY OF ACCESS ARCHITECTURE, LLC AND ARE NOT TO BE REPRODUCED IN ANY MANNER, EXCEPT WITH THE PRIOR WRITTEN APPROVAL FROM ACCESS ARCHITECTURE, LLC.



*EXCLUDES PORCHES, PATIOS, FOUNDATIONS, AND TO BE DESIGNED LANDSCAPE AMENITIES

Continued: The Landing at Goldfinch Grove

WHO

Our development will offer housing for a range of incomes including 37 households at 30% AMI, 7 households 40% AMI, and 29 households at 60%AMI, with 20% of our residents coming straight out of homelessness.

WHAT

A mixture of 1, 2, & 3 bedroom units (74 total) in both single level and town-home style residences on 5.5 acres. The community will feature a nature trail, large open green space for recreation, community garden, two age-appropriate playgrounds, laundry rooms on-site, a community space with kitchen, and a meeting room large enough to accommodate everyone for resident meetings.

WHEN

Construction is anticipated to begin in late 2026 and should take no more than two years.

WHERE

This development is located in the west end of town on Hwy 4 abutting Roy Morse Park.

WHY

To address the dire local shortage of housing available to those with incomes less than 80% AMI. We believe everyone should have safe, stable, and secure housing they can afford.

HOW

This will be the first in-house development lead by HOSWWA with Community Development Partners consulting. Access Architecture out of Vancouver is leading the design aspect and we are currently in process of procuring a General Contractor. Funding sources are expected to come from tax credits, the Washington State Housing Trust Fund, and the local city sales tax revenue along with other public and private resources. Cost per unit comes to \$413,700.

Continued: The Landing at Goldfinch Grove

Sources of Funding		Status
Mortgage	\$ 850,000	Confirmed
LIHTC	\$ 18,728,334	Applying
Other: Local Tax Rev	\$ 2,550,000	Confirmed
HTF	\$ 5,000,000	Applying
CHIP	\$ 1,000,000	Applying
Fundraising		Unconfirmed
Other: County		Unconfirmed
Deferred Dev Fee	\$ 675,632	Confirmed
Total Sources	\$ 28,803,966	

Gap	\$ (1,911,149)
------------	-----------------------

Uses of Funding	
LAP Loan	\$ 900,000
Hard Costs	\$ 23,962,296
Soft Costs	\$ 1,571,850
Construction loan interest & fees	\$ 769,387
Developer Fee	\$ 1,930,379
Capitalized Reserves	\$ 415,000
Finance Costs	\$ 549,684
"other"	\$ 616,520
Total Uses	\$ 30,715,116

Our Impact

Participants can share their stories about how HOSWWA, and housing assistance in general, has impacted their lives.

<https://hoswwa.org/our-impact/>



Housing is the Foundation

Our participants share their experiences, their hope and their future.
Thank you to all for your courage in sharing.



HOUSING IS: A PLACE TO REBUILD

"I was able to provide a safe, clean, sober, consistent environment for my son."

[Read More](#)



HOUSING IS: STABILITY

"It's constant stress and anxiety. You can't call people - you can't even call for help because we didn't have a phone."

[Read More](#)

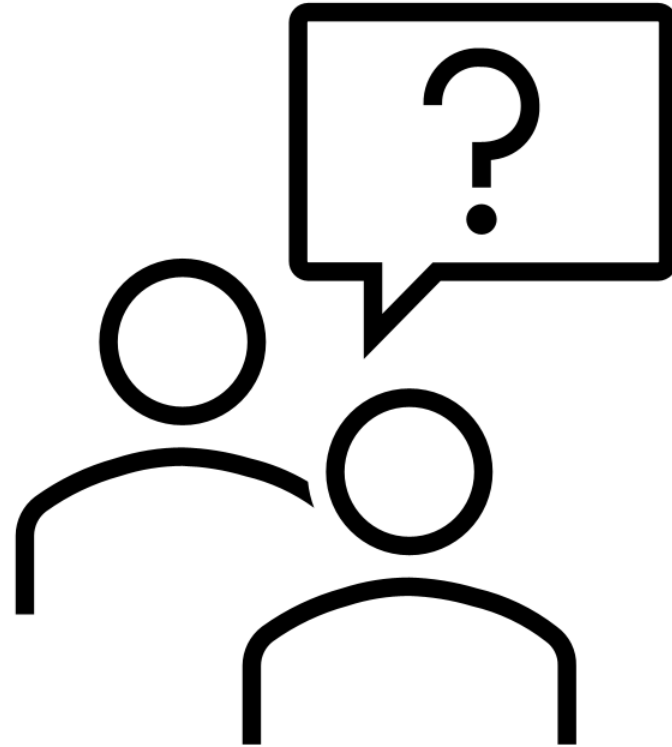


HOUSING IS: INDEPENDENCE

"I was literally working myself to death. But what was the alternative?"

[Read More](#)

Questions





City of Longview

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

Minutes

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*

Tuesday, August 12,
2025

6:00 PM

2nd Floor, City Hall

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

If you are participating virtually, you may submit written comments to the City Clerk's Office with the subject line "Public Comment for Disbursement to City Council".

Virtual attendees may comment verbally during public hearings only and is only permitted for registered attendees. To participate, please contact the Clerk's Office in advance. Use the "raise hand" feature during the hearing, and the Clerk will unmute participants in the order received. If calling in by phone, dial star - 9 to raise your hand.

<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

Webinar ID: 823 9413 2374

1. CALL TO ORDER

Mayor Boudreau called the meeting to order at 6:00 p.m.

2. INVOCATION*/FLAG SALUTE

25-00608 MARK SCHMUTZ, NORTHLAKE CHURCH

After the invocation provided by Mark Schmutz of Northlake Church, the flag salute was recited.

3. ROLL CALL

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

Staff Present: City Manager Jennifer Wills (on-line), Interim City Attorney Dawn Reitan (on-line), City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Parks & Recreation Director Justin Brown, Police Captain Branden McNew, Human Resources Director Sabrina Fraidenburg, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff

4. WORKSHOP**5. APPROVAL OF MINUTES****25-00609 JULY 22, 2025 REGULAR MEETING**

A motion was made by Councilmember Wallis, seconded by Councilmember Kendall, to approve the July 22, 2025 Regular Meeting Minutes. The motion carried unanimously.

6. CHANGES TO THE AGENDA**7. PRESENTATIONS & AWARDS****25-00677 WORKFORCE SOUTHWEST WASHINGTON - WORKFORCE AS ECONOMIC INFRASTRUCTURE: WHAT IT MEANS FOR THE CITY OF LONGVIEW; ALYSSA JOYNER - SENIOR PROJECT MANAGER-MANUFACTURING AND MARNIE FARNES - DIRECTOR OF PROGRAMS**

Senior Project Manager-Manufacturing Alyssa Joyner and Director of Programs Marnie Farness with Workforce Southwest Washington presented.

25-00650 2026 SOUTHWEST WASHINGTON REGIONAL AIRPORT BUDGET; CRAIG STOMMEL, AIRPORT MANAGER**RECOMMENDED ACTION:****MOTION TO ADOPT THE 2026 OPERATING BUDGET FOR THE SOUTHWEST WASHINGTON REGIONAL AIRPORT**

*Airport Manager Craig Stommel presented.
Council discussed the presentation.*

A motion was made by Councilmember Young, seconded by Councilmember Wallis, to adopt the 2026 Operating Budget for the Southwest Washington Regional Airport. The motion carried unanimously.

8. CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)

*David Mikeals provided public comment.
Jason Still provided public comment.
Loretta Richards provided public comment.
Derek Fine provided public comment and handouts.*

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

*Kristin Smokey provided public comment opposed to solid waste and recycling rate increase.
Karen Clark provided public comment opposed to solid waste and recycling rate increase.
Jennifer Leach provided public comment in support of the Interlocal Agreement with Longview School District No. 122*

11. BOARD & COMMISSION RECOMMENDATIONS**25-00712 FUNDING AUTHORIZATION FOR ADA CURB RAMP UPGRADES RECOMMENDED BY THE ACCESSIBILITY ADVISORY COMMITTEE**

RECOMMENDED ACTION:

MOTION TO AUTHORIZE THE ALLOCATION OF UP TO \$50,000 OF THE ACCESSIBILITY ADVISORY COMMITTEE ADA CAPITAL IMPROVEMENT FUND TOWARD THE UPGRADED CURB RAMPS AT 28TH AVENUE AND DOUGLAS STREET AS RECOMMENDED BY THE ACCESSIBILITY ADVISORY COMMITTEE

Safety and Risk Manager Rashelle Douglas presented.

A motion was made by Councilmember Wean, seconded by Councilmember Wallis, to authorize the allocation of up to \$50,000 of the Accessibility Advisory Committee ADA Capital Improvement Fund toward the upgraded curb ramps at 28th Avenue and Douglas Street as recommended by the Accessibility Advisory Committee. The motion carried unanimously.

12. **ORDINANCES & RESOLUTIONS**

25-00714 **RESOLUTION NO. 2564 - SOLID WASTE AND RECYCLING RATE INCREASE FOR 2025**

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2564

Assistant City Manager/Public Works Director Chris Collins gave a summary of revenue growth and expenditures. Fund balance can't sustain and will go in the negative. This is an enterprise fund paid by the customers. Still very much below our comparables. Have been very fortunate to have good working partners who were advocates for our community. Will also be looking at a new solid waste contract in 2027 and can't go into negotiations with a negative fund balance. If rates aren't increased, they would have to subsidize the enterprise fund with the general fund which is looking at a heavy deficit coming into the next budget cycle.

City Manager Jennifer Wills explained they explored opportunity of removing curbside recycling and doing drop off sites, but curbside recycling will be required in 2030 so putting in that infrastructure investment was weighed.

A motion was made by Councilmember Halvorson, seconded by Mayor Boudreau, to adopt Resolution 2564 but with a 7.5% increase instead of 15%.

Ast. Manger Manager/Public Works Director Chris Collins stated that 15% keeps them solvent, but not where they should be. Will still be looking for another rate increase next year.

The motion failed by the following vote:

Ayes: Mayor Boudreau

Nays: Councilmember Young, Councilmember LaFave, Councilmember Wean, Councilmember Wallis, Councilmember Kendall, Councilmember Halvorson.

A motion was made Wean, seconded by Councilmember Kendall, to adopt Resolution No. 2564 as presented.

Council discussed the motion.

The motion carried by the following vote:

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

Nays: Councilmember Halvorson, Mayor Boudreau

25-00745 **RESOLUTION NO. 2570 AUTHORIZING SETTLEMENT OF CLAIMS IN OPIOID MANUFACTURER MULTI-DISTRICT LITIGATION WITH PURDUE PHARMA AND THE SACKLER FAMILY, AND THE GENERIC MANUFACTURERS ALVOGEN, AMNEAL, APOTEX, HIKMA, INDIVIOR, MYLAN, SUN, AND ZYDUS, AND AUTHORIZING THE MAYOR OR DESIGNEE TO EXECUTE THE PARTICIPATION FORMS AND ALLOCATION AGREEMENT IV.**

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2570

Asst. City Manager/Public Works Director Chris Collins explained this allows the city to opt into additional opioid settlements. Once the settlement agreements are signed, the city starts receiving those funds. A couple more settlement agreements will be coming forward later this year. Have several agreements in place currently that the city is currently receiving funds for. The intention is for a workshop to go through the cumulative totals and bring a plan about what we recommend using those funds for. There are timelines to submit acceptance, but it is hard to have a plan without knowing what the amount of the settlements will be.

A motion was made by Councilmember Kendall, seconded by Councilmember Young, to adopt Resolution No. 2570.

Council discussed the motion.

Asst. City Manager/Public Works Director Chris Collins explained the city has received and collected some structured settlements that come to the city with restricted uses and are sitting in a fund until the city decides how to spend. The settlements grow interest in the fund. They will go through building a plan and a budget.

Council discussed.

Finance Director Lisa Wolff explained the funds are currently sitting in the General Fund until the council decides where to put the funds; very limited, structured items that we can use the funds for. Will put into a special revenue and interest gets distributed by fund.

City Manager Jennifer Wills stated at the workshop hoping to know what things are available, what things aren't, and what the whole amount will be. This council may want to see the funds grow and use down the line for something larger.

The motion carried unanimously.

13. **MAYOR'S REPORT**

Mayor Boudreau provided a verbal report.

14. **COUNCILMEMBERS' REPORTS**

Councilmember LaFave provided a verbal report.

Councilmember Wean provided a verbal report.

Councilmember Wallis provided a verbal report.

Councilmember Kendall provided a verbal report.

Councilmember Halvorson requested splitting Presentations and Awards on the Consent Agenda and place Presentations after Citizens Comments.

15. **CONSENT CALENDAR**

A motion was made by Councilmember Wallis, seconded by Councilmember Kendall, to approve the Consent Calendar as presented.

Ast. City Manager/Public Works Director Chris Collins explained the Interlocal Agreement with Cowlitz County for after hours animal control services.

The motion carried unanimously.

25-00610 APPROVAL OF CLAIMS

25-00721 PROJECT COMPLETION - NICHOLS BLVD AND OLYMPIA WAY PAVEMENT REHABILITATION

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE NICHOLS BLVD AND OLYMPIA WAY PAVEMENT REHABILITATION PROJECT

25-00726 BID REVIEW - MT. SOLO RESERVOIR FILL LINE

RECOMMENDED ACTION:

MOTION TO ACCEPT THE LOW BID AND AWARD TO DEWITT CONSTRUCTION INC. IN THE AMOUNT OF \$3,208,854.73

- 25-00724 RESOLUTION NO. 2572 - INTERLOCAL AGREEMENT WITH LONGVIEW SCHOOL DISTRICT NO. 122 FOR SCHOOL RESOURCE OFFICER SERVICES SEPTEMBER 1, 2025 THROUGH AUGUST 31, 2026

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2572

- 25-00725 RESOLUTION NO. 2573 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR AFTER HOURS ANIMAL CONTROL SERVICES

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2573

16. **CITY MANAGER'S REPORT**

25-00713 LEGISLATIVE COMMITTEE DESIGNEES

City Manager Jennifer Wills requested council concurrence on the appointment of three council members to serve on the Council Legislative Committee.

Council concurred on the appointment of Mayor Boudreau, Councilmember Kendall and Councilmember Halvorson to serve on the Council Legislative Committee.

25-00730 CONTRACT AMENDMENT WITH GRIMM LAW FOR PUBLIC DEFENSE SERVICES

RECOMMENDED ACTION:
MOTION TO APPROVE CONTRACT AMENDMENT WITH GRIMM LAW

City Manager Jennifer Wills explained Washington Supreme Court Order No. 25700-A-1644, which updates the Standards for Indigent Defense mandating a phased reduction in public defender caseloads, beginning in 2026, with a cap of 350 case credits per year and a gradual reduction to 120 cases per year by 2036.

A motion was made by Councilmember Wallis, seconded by Councilmember Wean, to approve the contract amendment with Grimm Law.

Asst. City Manager Chris Collins stated meeting state requirements will cost approximately \$1.2 million. The Revenue Committee will make recommendation to offset this.

City Manager Jennifer Wills added there has to be a weighted system for how a caseload is managed. Will keep looking at opportunities to work with other local jurisdictions.

The motion carried unanimously.

17. **MISCELLANEOUS**

18. **EXECUTIVE SESSION**

19. **ADJOURNMENT**

The meeting was adjourned at 7:34 p.m.

Tiffany Ostreim
City Clerk

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:

TUESDAY, AUGUST 26, 2025 – 6:00 P.M.

THURSDAY, SEPTEMBER 11, 2025 – 6:00 P.M.

NEXT REGULAR COUNCIL WORKSHOP:

THURSDAY, SEPTEMBER 11, 2025 – 6:00 P.M. – DUTCH ELM DISEASE

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, SEPTEMBER 25, 2025 – 5:00 P.M. – LEGISLATORS AND LOBBYIST



City of Longview

Agenda Summary

CLOSED RECORD PUBLIC HEARING ON PLANNING COMMISSION RECOMMENDATION FOR THE SIRES CROSSING SUBDIVISION

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO GRANT APPROVAL OF PLANNING COMMISSION RECOMMENDATION FOR THE SIRES CROSSING SUBDIVISION

DATE: August 26, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities.

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the July 2nd planning commission meeting, the planning commission held an open record public hearing for the Sires Crossing Subdivision. Pursuant to LMC 19.80, the City Council is to hold a closed-record public hearing to approve or disapprove the planning commission recommendations for the proposed subdivision.

The proposal is for an 18-lot subdivision by Unique Property Solutions located at a vacant property off Sires Lane adjacent to New Life Church of God. The project is zoned R-1 (Low-Density Residential) and is designed to comply with the underlying zoning standards, including minimum lot sizes, lot widths, and setbacks.

Associated site improvements include the construction of a new 60-foot-wide public road with sidewalks on both sides, curb/gutter, planter strips and stormwater management via a bioretention facility, and the extension of public utilities, including water, sewer, and stormwater facilities, to serve the new lots. Access to the development will be provided from Sires Lane, with a shared driveway arrangement for certain lots not meeting the minimum frontage. A secondary emergency access is only proposed along 42nd Ave adjacent to the church property entrance. Fencing will be provided throughout the development to provide screening from the surrounding properties. Parking will be provided via two-car garages proposed with the homes with limited on-street parking between driveways available.

The planning commission held a public hearing on the application on July 2nd, 2025, and unanimously recommended approval to Longview City Council.

RECOMMENDED ACTION:

[enter here] Motion to grant approval of planning commission recommendation for the Sires Crossing Subdivision.

STAFF CONTACT:

Community Development Planner Irene Rutikanga

Attachments:

1. 1_ Exhibit A-Transmittal Letter
2. 2_ Exhibit B-Staff Report
3. 3_ Exhibit C- Preliminary Plan Set
4. 4_ Exhibit D - July 2nd PC Minutes
5. 5_ Exhibit E- Project Narrative



August 18th , 2025

Mayor and City Council
City of Longview 1525
Broadway Street
Longview, WA 98632

Subject: Transmittal of Planning Commission Recommendation — Subdivision PC2025-4

Dear Mayor and Members of the City Council,

At its duly noticed public hearing on July 2nd, 2025, the Longview Planning Commission considered a subdivision proposal by Unique Property Solutions for the property located on Sires Lane (parcel# 02779) in the R-1 Residential District. The proposal is for an 18-lot single family Subdivision with associated improvements that include a new public road with curb/gutter, planter strips, sidewalks and utilities extensions. Stormwater will be treated via onsite bioretention facility with treated flows discharging to the existing consolidated Diking District Improvements District (CDID) ditch located to the Northwest end of the project site.

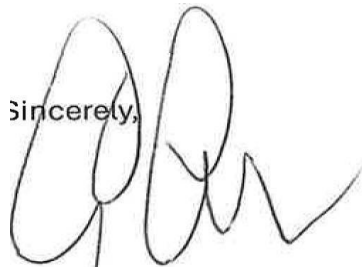
Following presentation of the staff report, public testimony, and Commission deliberation, the Planning Commission voted unanimously to recommend approval of the proposed Subdivision. The Commission's recommendation is based on the following findings:

- The proposed PUD Subdivision is consistent with the goals and policies of the Longview Comprehensive Plan.
- The proposed Subdivision complies with the R-1 residential district development standards outlined in the City of Longview zoning ordinance.
- The proposed Subdivision bears a substantial relationship to the public health, safety, morals and general welfare.

Enclosed with this letter are the following materials for your consideration:

- Project staff report
- Minutes from the July 2nd Planning Commission meeting
- Supporting application materials

The Planning Commission respectfully transmits this recommendation to the City Council for action. We appreciate your consideration of this matter and remain available should you require additional information.

Sincerely,

Craig Collins

Chair, Longview Planning Commission

cc: Jennifer Wills, City Manager
Nick Little, Community Development Director
Tammi Edwards, Executive Assistant
PC 2025-4



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

Sires Crossing Subdivision Staff Report

Staff Report Date:	June 24 th , 2025
Property Owner:	Unique Property solutions
Applicant:	Unique property Solutions
Project Summary:	Proposal for an 18-lot single family Subdivision on 3.3 acres
Project Location:	The site is located on a vacant property at Sires Lane adjacent to new life Church of God.
Current Zoning:	R-1 Low Density Residential
Comprehensive Plan:	Low Density Residential
Existing Land Use:	Vacant
Surrounding Land Use:	Church, Single family residential, Mint Valley Golf Course
Staff Recommendation:	Approval of the Sires Crossing Subdivision, with conditions.

1. PROJECT DESCRIPTION

The applicant, Unique Property Solutions, is proposing an 18-lot single family residential subdivision on a 3.3-acre site located at a vacant undeveloped property at Sires Lane in Longview, WA (Parcel No. 0277901, 02779, 02780). The project site is located in the Low Density Residential R-1 (Single-Family Residential) zoning district and will be developed in pursuant to LMC Chapter 19.80 and LMC 19.20 R-1 development standards. Access to the subdivision will be from Sires Lane a public dead-end street to be extended to city standards and serve the lots in the development through a single point of access. Proposed improvements include, curb/gutter, planter strip, sidewalks and lighting as required. The project will also be developed with a public hammerhead turnaround meeting fire department standard. Water

and sewer will be provided by the city of Longview through utilities extensions from Sires Lane extending to 42nd Ave. Stormwater will be treated via on site bioretention facility with treated flows discharging to the existing Consolidated Diking District Improvement District (CDID) ditch located to the Northwest end of the property. Parking will be provided via garages proposed with the homes and limited on street parking between driveways available.

The site is an undeveloped infill lot mostly flat with grades running from the east to the west directed towards the existing CDID ditch to west. Vegetation onsite is dominated by pasture ground cover and is adjacent to New Life Church of God.

2. CRITICAL AREAS

No mapped critical areas appear to be on the site.

3. SEPA AND PUBLIC NOTICE

SEPA was conducted and noticed as part of the project review. A Determination of Non-Significance (DNS) was issued on June 10th, 2025. The comment period ended on June 24th, 2025. Ecology did not have comments for the proposal.

4. LMC 19.20.030 R-1 DENSITY AND DIMENSIONAL STANDARDS

The zoning code provides development standards for Low Density Residential (R-1) District developments in chapter 19.20 of the Longview Municipal Code. Consistency with the R-1 development standards are demonstrated in the table below:

Standard	R-1 Requirement	Proposed	Meets Standard
Minimum Lot Size	6,000 sq. ft.	6,344 sq.ft. and 4,243 for lot 1 with a variance	✓ Yes & Lot 1 upon approval of variance
Minimum Lot Frontage/Width	50 ft	55 ft, and share driveway for lots 11&12 and lots 7&8, 1&2	✓ Yes
Maximum density	6 units/acre	5.45 units/acre	✓ Yes
Front setback	25 ft	25 ft	✓ Yes
Interior Side Setback	5 ft	5 ft	✓ Yes
Rear Setback	15 ft	15 ft	✓ Yes

Maximum Building Height	35 ft	2 story	✓ Yes (subject to future permit review)
Maximum Impervious Surface	65%	65%	✓ Yes

Staff Findings: The proposed subdivision substantially complies with the standards of the R-1 (Single-Family Residential) zoning district. The project includes an average lot size of 6,344 square feet. Lot 1 proposes a lot size of 4,243, which does not meet the R-1 standards and requesting a variance. The project proposes a minimum lot frontage of 50 feet. For lots that do not meet the minimum frontage requirement, the applicant proposes to utilize the shared driveway provision in accordance with LMC 19.77. The subdivision meets all setback requirements and the rest of the development standards for the Low-Density Residential district. The proposed density of 5.41 dwelling units per acre is within the maximum allowed density of 6 units per acre in the R-1 zone. Parking will be provided through two-car garages for each unit with additional on street parking available, consistent with the code requirement of two off-street parking spaces per dwelling unit.

5. LOT SIZE VARIANCE REQUEST

The applicant is requesting a variance for the required minimum lot size for one of the lots as part of the project proposal. Lot 1 is proposed with a lot size of 4,243 square feet, which is less than the required R-1 standard of 6,000 square feet. A variance may be granted when unique physical or topographical conditions such as steep slopes, wetlands, irregular lot shapes, or surrounding development patterns create a hardship that prevents reasonable use of the property under current standards. The requested variance for subdivisions must be reviewed in accordance the criteria in LMC 19.80.180 and LMC 19.12.140 which are combined and summarized together and discussed below:

- 1.Necessary due to special circumstances related to the property's size, shape, location, or surroundings, and not the result of actions taken by the applicant.*
- 2.Consistent with the intent and purpose of the standards being modified and with the goals and policies of the Comprehensive Plan;*
- 3. Safe, practical, and efficient, based on sound engineering and planning principles;*
- 4. Does not grant special privileges beyond what is allowed for similar properties in the same zone;*
- 5.Not materially detrimental to public health, safety, welfare, or surrounding properties; and*
- 6.In the case of sidewalk modifications, must still provide for safe pedestrian and bicycle movement.*

Staff Findings: The proposed variance to reduce the minimum lot size for Lot 1 from 6,000 square feet to 4,500 square feet is justified by unique physical and locational conditions on the site that are not the result of the applicant's actions. Specifically, the site requires stormwater discharge at the northwest corner adjacent to an existing CDID ditch, necessitating a 3,103 square foot wide tract for bioretention and conveyance improvements. The bioretention tract limits available space for Lot 1, resulting in a narrower configuration, however, the lot still maintains a viable buildable envelope and meets the rest of the applicable R-1 development standards, ensuring it remains functional and developable. The variance is consistent with the purpose of minimum lot size standards and the Low-Density Residential zone to ensure orderly development and adequate site functionality and supports Comprehensive Plan goals related to environmental protection, increasing the housing stock and infrastructure coordination. The design has been reviewed for compliance with sound planning and engineering principles and does not create adverse safety or functional impacts. It does not provide special privileges, as it is a response to site constraints and the need for stormwater infrastructure benefiting the entire subdivision; nor does it provide any additional density beyond what is allowed in the R-1 district. Furthermore, the variance does not impact emergency services response, adversely affect public health, safety, or welfare, and no sidewalks are proposed to be modified as part of this request.

6. SUBDIVISION APPROVAL CRITERIA AND MINIMUM STANDARDS

All proposed subdivisions must be reviewed in accordance with the provisions of LMC 19.80 and RCW 58.17. The City's subdivision code establishes a set of criteria for preliminary approval addressing public health, streets and utilities, physical features of the site, and compliance with state and local codes. The following section evaluates the proposed project's consistency relative to these criteria.

A. Transportation, Water, Stormwater Management, and Utilities

The proposed subdivision will be accessed from Sires Lane, a public dead-end street that will be extended to serve the new lots. The extension will be built to City standards, including a 60-foot right-of-way and 32 feet of paved roadway. A fire department hammerhead turnaround will be provided at the end of the street, designed in accordance with City specifications. Additional improvements include sidewalks on both sides of the street, curb and gutter, planter strips, and street lighting. Street lights will be installed at regular intervals along the internal roadway, with the final design and placement to be reviewed and approved by the City Engineer during construction plan review.

8" Water and Sewer main extensions will be installed along the new street and connect to the existing water and sewer utilities on Sires Lane and 42nd Ave.

Stormwater management for the project will be designed and constructed in compliance with Chapter 17.80 LMC and all other applicable regulations. The project proposes a bioretention facility designated as "Tract A" to treat impervious surface runoff and discharging treaded flows to the existing CDID conveyance ditch at the Northwest of the property. As part of final plat approval this Tract will dedicated to the City of Longview.

Staff Findings: The proposal includes appropriate provisions to address impacts related to transportation, utilities, and stormwater. The proposed streets, utilities, and public

improvements for the subdivision have been designed in accordance with the City's current ordinances, standards, and plans.

A traffic generation letter was provided as part of the submittal and indicated that the project will generate a total of 170 average weekly daily trips and no offsite mitigation is anticipated, the city engineer reviewed the traffic generation letter and expressed no concerns. Public water and sewer will be extended to serve all lots, with adequate capacity confirmed. Stormwater will be managed on-site using bioretention facility in accordance with LMC 17.80, and dedicated to the City for assurance of ongoing maintenance. Appropriate erosion and sediment control measures will be implemented during construction. All systems are consistent with City ordinances, standards, and plans.

The project includes a single point of access from Sires Lane and proposes an additional emergency only access with Knox a locked gate at the Southeast end of the project site. The emergency access is to be marked so that it is always kept free of obstructions. The proposed gate will be reviewed by the fire marshal during construction plan review.

B. Public Health, Safety, and Welfare

Staff Findings: The proposed subdivision will be developed with adequate utilities that meet city of Longview standards to ensure adequate utilities provisions. A secondary emergency only access will be provided to ensure adequate fire access is available within the development which ensures the safety of future residents of the development. The project proposes one new fire hydrant in addition to an existing hydrant on the church property behind lot 13, the number of fire hydrant and spacing has been adequate by the fire marshal.

RCW 58.17 requires that appropriate provisions be made for "planning features that assure safe walking conditions for students who only walk to and from school." The proposed subdivision is located approximately 0.9 miles from Robert Gray Elementary School, the nearest school accessible by foot for future residents of the subdivision. A staff analysis of the walking route indicates that students would walk along Sires Lane, an improved roadway with sidewalks on both sides, then turn right onto Olympic Way and continue to 46th Avenue, which leads directly to the school. Both Olympic Way and 46th Avenue are also improved streets with sidewalks on both sides, providing a continuous, safe pedestrian route for students walking to and from school.

C. Topography and Physical Characteristics

Staff Findings: The site is mostly flat and doesn't include steep slopes, wetlands, or other mapped critical areas. The provided geotechnical report confirms the soils are suitable for residential development, with no major concerns like flooding or unstable soils.

The Sires Lane crossing subdivision has been laid out to work with the site's natural features. The property is mostly flat and bordered by a CDID drainage ditch on the west of the property which will be maintained on site and work in the overall stormwater system proposed for the development. The project is bordered by existing single-family residential development to the north, east, and west, and by a church to the south.

Existing fencing along shared property lines, installed by surrounding developments, provides visual screening and helps minimize potential privacy impacts between the proposed subdivision and adjacent uses. Additional screening will be installed along the southern boundary of the site to provide visual separation between the development and the adjacent church property.

D. Compliance With Local and State Codes

Staff Findings: The proposed subdivision complies with all applicable state, local, and regional requirements. It meets the subdivision regulations under Chapter 58.17 RCW, including SEPA review, public notice and platting procedures. The project is consistent with the R-1 zoning district and the City's Comprehensive Plan, and it doesn't fall within shoreline jurisdiction, so the Cowlitz County Shoreline Master Program does not apply. Stormwater is managed in accordance with LMC 17.80 using on-site bioretention facility. All streets, utilities, and public improvements will be built to City standards under LMC12.50. The project meets fire safety requirements through approved street design. Other adopted city policies and standards have been addressed through the project's design and conditions of approval.

E. Dedication of land

Staff Findings: As part of the final subdivision approval, the applicant will be required to construct all necessary public improvements, including streets, stormwater facility sidewalks, and utilities, in accordance with City standards. All public facilities and stormwater tract(s) will be dedicated to the City of Longview and/or CDID via the final plat. Additional title transfers, if required, will occur at the time of final plat recording.

F. Landscaping

Staff Findings: A landscaping plan has been provided by the applicant showing the proposed location and type of vegetation proposed on the site. Planter strips will be provided between the sidewalk and curb of the new street. The planter strips proposed comprise of fourteen 2-inch caliper Norwegian trees. In addition, Individual lots will also be landscaped with a mix of medium& low ornamental naturalized plants to enhance visual appeal . Prior to planting, all tree species proposed will need to be approved by the Parks and Recreation department.

E. Easements

A number of easements will be required for the project:

- 10' stormwater easements on lot 2,7,14
- A 21-foot-wide utility easement that runs across Lots 11 and 12 to accommodate necessary utility infrastructure.
- A 20-foot-wide utility easement along the southern boundary of Lot 11, extending into the adjacent church property to provide utility access to 42nd Avenue.
- A 20-foot shared driveway easement for lots 1 & 2, 11 & 12, and 7 & 8.

Other easements, as needed, maybe required upon reviewing final construction plans. If required, these easements will be dedicated and/or deeded as necessary prior to or concurrent to final plat approval.

7. COMPREHENSIVE PLAN POLICIES AND GOALS

The proposed Sires Crossing Subdivision is located within the R-1 Residential District, which aligns with the Low-Density Residential designation in the City's Comprehensive Plan. The Low-Density Residential designation supports the development of Single-family development.

Based on the City of Longview's Comprehensive Plan, the proposed Sires crossings subdivision is consistent with several key goals, policies, and objectives related to land use, housing, infrastructure, and open space. The project supports the Low-Density Residential land use designation by providing single-family homes at a gross density of 5.45 units per acre well below the maximum of 6 units per acre allowed in the R-1 zone.

Table 3-16 on page 55 of the Comprehensive Plan identifies a projected need for at least 1,571 new single-family units by the year 2040 to accommodate anticipated population growth. The proposed development directly supports this housing need and aligns with the City's long-term planning goals

Relevant goals, objectives, and policies in the Comprehensive Plan are highlighted in the below section.

Low Density Residential

The low-density residential classification designates areas intended primarily for single-family dwellings. Single family detached development are allowed in this classification. Home occupations may be acceptable. The recommended density is up to six dwelling units per gross acre.

Policy LU-A.1.1	Provide a variety of residential zoning district at different densities to meet the needs of all economic segments of Longview population.
Policy LU-A.1.4	Assure compatibility of new development siting, design, and scale with the surrounding natural and built environment.
Policy LU-A.1.5	Facilitate redevelopment existing developed land when appropriate and encourage infill development on vacant or undeveloped land.
Goal LU-B	Ensure the location and design of new development is appropriate in type, density, and location considering existing land use patterns, capacity of public facilities, natural characteristic of the land and community preferences.

Table 3-16. Number of New Housing Units Needed, By Type, 2017 – 2040

Unit type	Census 2010	%	Estimate 2017	%	Projected 2040	# New Units
Single Family	10,856	66.3	10,986	66.2	12,520	1,571
Multi-family	4,863	29.7	4,912	29.6	5,598	703
Manufactured Home	661	4.0	641	4.2	794	100
Total Units	16,380	100.0	16,539	100.0	18,912	2,374

Source: Census 2010, Washington Office of Financial Management, CWCOCG

8. CONCLUSION

The proposed 18-lot Sires Crossing subdivision meets the applicable requirements of the Longview Municipal Code (LMC), including zoning, utilities, stormwater management, transportation, and overall site design. The project is consistent with the Comprehensive Plan's Low Density Residential land use designation and supports the City's housing goals by providing additional single-family homes to the housing stock.

All necessary infrastructure will be provided, including public water and sewer service, fire protection and stormwater treatment through on-site bioretention facility consistent with City standards and CDID coordination. The applicant has requested a variance to reduce the lot size of Lot 1 in order to accommodate a stormwater tract. This request is due to site constraints caused by the location of the CDID drainage ditch at the northwest end of the property, and meets the criteria established under LMC 19.8.180 and 19.12.140. The project proposes a secondary emergency-only access to ensure adequate fire/emergency response access and to support the safety and welfare of the future residents.

The project improvements will include providing sidewalks for pedestrian connection and planter strips along with landscaped yards to enhance neighborhood livability and character. The Sires Crossing subdivision is in a fully developed area comprised of improved streets with sidewalks, and connects internal sidewalks to the surrounding pedestrian infrastructure to provide safe walking conditions for future students that will reside in the subdivision. As individual homes are constructed, they will be reviewed under the building permit process to ensure compliance with applicable zoning, setback, utility, and fire access requirements.

9. RECOMMENDATIONS

Approval of Variance Request

Staff recommends approval the proposed variance to allow reduced lot frontage of 4,243 square feet for lot 1.

Approval of the Sires Crossing Subdivision

Staff recommends approval of the Sires Crossing Subdivision, an 18-lot Subdivision, based on the findings and conclusions and subject to the conditions attached to this staff report.

10. EXHIBITS

- A. Preliminary Plans et
- B. Traffic Generation Letter
- C. Geotechnical Report
- D. Narrative

11. CONDITIONS OF APPROVAL

1. The applicant shall submit a final plat consistent with the approved preliminary plat and shall address all applicable requirements of the Longview Municipal Code (LMC). All required improvements shall be constructed prior to final plat approval. The final plat will not be accepted for review until final engineer acceptance. Final plat approval shall not be granted until all conditions of approval have been met, construction of required infrastructure is complete, and/or all necessary bonds or assurances have been executed.
2. The plat shall be titled "Sires Crossing." Approval is limited to 18 lots. The new lots shall substantially conform to the lot sizes and dimensions shown on the approved preliminary plat.
3. For each lot submitted for final plat approval, a building envelope shall be delineated on the final plat. No lot shall be final platted that does not contain a building site which can accommodate a reasonably sized house, parking area, building setbacks, and driveway access.
4. The applicant shall work with the Longview Post office to determine the most appropriate location for mailboxes to serve the development.
5. The geotechnical assessment provided from South Sound Geotechnical Consulting dated on November 25, 2024, shall be used to inform the design and review of those elements of the subdivision identified in the assessment, and all future development including grading shall conform to the recommendation and conclusions within the report.
6. Shared driveways serving lots 8-11 shall be constructed prior to final plat approval, and shall conform to the requirements of LMC 19.77, including the establishment of necessary easements.
7. Screening in the form of fences, hedges or landscaping buffer shall be installed along the southern boundary of the project site, excluding the emergency access area, to provide visual screening between the development and the adjacent church property.
8. A Fee-in-Lieu agreement, approved by CDID, shall be submitted prior to final approval to satisfy the flow control requirements for the project.
9. The proposed 8-inch water main shall be constructed using ductile iron (DI) pipe, not PVC, as specified in the plans.

10. The bioretention facility located within Tract A shall be dedicated to the City of Longview prior to final plat approval.
11. The developer shall install landscaping and plant strips within as shown in the submitted landscaping plan, and in accordance with Park and Recreation Department specifications and the standards of LMC 19.80.130(4)(e).
12. Fire hydrants shall be installed at locations approved by the City Fire Marshal and in accordance with applicable fire code standards.
13. Designated emergency vehicle only access is to be marked so that it is kept free of obstructions at all times. Approved notices or markings that include the words "NO PARKING – FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or to prohibit the obstruction thereof. The means by which fire lanes are designated shall be always maintained in a clean and legible condition and shall be replaced or repaired when necessary to provide adequate visibility.
14. The applicant shall submit documentation verifying that the required fire flow of 1,000 gallons per minute at a minimum residual pressure of 20 pounds per square inch for a duration of 60 minutes is available to the hydrants prior to final plat approval.
15. Building construction occurring subsequent to this application shall be in accordance with the city's adopted codes and referenced standards. Additional specific requirements may be made during the city's building permit review process.
16. Permit to Construct: Prior to construction, an application shall be made to the Community Development Department and/or Public Works Department as appropriate. The application shall include a complete set of engineered plans to include: road and utility plans, grading and filling, drainage/stormwater facilities, and erosion/sedimentation controls for review and approval prior to construction and any improvements made thereafter. No grading, excavation, or construction shall be conducted until all construction plans have been approved and applicable permit(s) issued. All engineered plans shall be prepared and stamped by a licensed professional engineer registered in the State of Washington.
17. All utilities shall be installed underground and constructed in accordance with the City of Longview public works standards and approved by the city engineer. All power and cable service lines shall be installed underground. Utility easements shall be provided as required by the standards and installation requirements of the purveyors. All utility easements and restrictions shall be shown on the face of the final plat. Power shall be installed as approved by the appropriate purveyor prior to final subdivision approval. Written verification and acceptance of the improvements shall be submitted with the final plat.

18. Street lighting shall be installed by the developer along all improved public streets. The location, type, and specifications for all streetlights shall be included in the Final Engineering Plans and lighting plan and are subject to approval by the City Engineer.
19. The developer shall provide all required street name and traffic control signs along improved public streets. Sign types, placement, and specifications shall be included in the Final Engineering Plans and approved by the City Engineer.
20. All necessary utility, drainage, access, and maintenance easements shall be recorded with the final plat, in locations approved by the City Engineer and utility providers.
21. Stormwater treatment facility shall be constructed in compliance comply with LMC 17.80 and be designed in according to the provisions of the preliminary stormwater report. A National Pollutant Discharge Elimination System (NPDES) permit or Construction Stormwater General Permit shall be obtained prior to any construction activities; it will be the responsibility of the applicant to obtain the NPDES permit, and the responsibility of Ecology to enforce said permit.
22. Relevant CDID#1 Standard Details shall be included in the construction plan set.
23. The following notes and restrictions shall be placed on the face of the final plat:
 - All future development shall conform to the conclusions and recommendations contained in the geotechnical assessment performed by South Sound Geotechnical consulting, dated November 25th , 2024.
 - The shared driveway and Fire Lane between Lots 10, 11, and 12 shall be kept open, free, and clear and accessible to emergency vehicles, No obstructions, including structures, landscaping, fencing, or parking of vehicles shall be allowed within this Fire Lane.

Additional plat notes may be required and will be determined during final construction plan and final plat review.

EXISTING	PROPOSED	
		WATER MAIN
		SANITARY SEWER MAIN
		FORCE MAIN
		STORM MAIN
		ROOF DRAIN
		FOOTING DRAIN
		GAS LINE
		POWER LINE
		TELEPHONE LINE
		CABLE TV LINE
		ROADWAY CENTERLINE
		RIGHT-OF-WAY LINE
		EASEMENT LINE
		FRONT/BACK OF CURB
		EDGE OF GRAVEL SHOULDER
		EDGE OF PAVEMENT
		SAWCUT LINE
		TOP/TOE OF SLOPE
		BUILDING ENVELOPE/SETBACK
		GRADE BREAK
		CONTOUR LINE
		FENCE
		SILT FENCING
		CLEARING LIMITS
		DRAINAGE BASIN BOUNDARY
		SWALE/DITCH CENTERLINE

A GEOTECHNICAL REPORT WAS PREPARED BY SOUTH SOUND GEOTECHNICAL CONSULTING FOR THIS PROJECT. ALL RETAINING WALL CONSTRUCTION, EARTHWORK, SUB-GRADE PREPARATION, AND PAVING ACTIVITIES SHALL COMPLY WITH THE GEOTECHNICAL REPORT AND THE IBC.

CONTRACTOR TO OBTAIN RIGHT OF WAY PERMIT PRIOR TO ANY WORK WITHIN COUNTY RIGHT OF WAY. ALL WORK WITHIN COUNTY RIGHT OF WAY SHALL ADHERE TO COUNTY STANDARDS AS OUTLINED IN THE RIGHT OF WAY PERMIT.

TOPOGRAPHIC INFORMATION DEPICTED HEREON WAS PROVIDED BY
BLUHM AND ASSOCIATES LAND SURVEYORS, INC. TOPOGRAPHIC
 INFORMATION WAS NOT FIELD VERIFIED BY RB ENGINEERING.

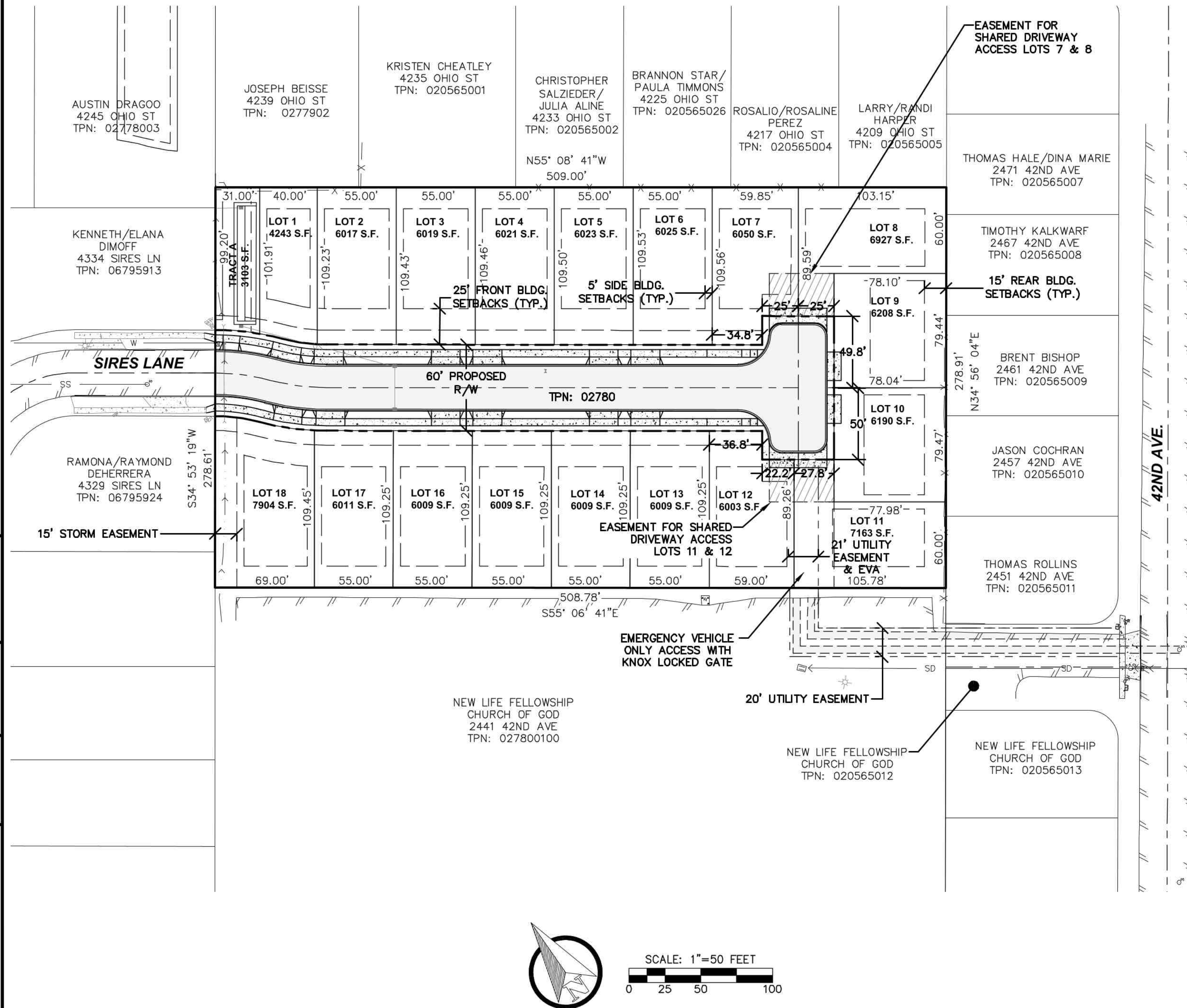
LEGAL DESCRIPTION

140 (CVG 2) -30 -7 19 -8N -2W EXC LOT 7A EXC 7B
OWNERS SEV 267 EXC PLAT OF R A CEDAR ADD #1 EXC;
140 (CVG 2) -30 -8 19 -8N -2W EXC PLAT OF R A CEDAR
ADD #1 EXC LOT 8A,9,10 FEE 881122055;
140 (CVG 2) -30 -7A 19 -8N -2W NELY 150 FT OF SELY
100 FT LOT 7 EXC PLAT OF R A CEDAR ADD #1.

HELD WSDOT MONUMENT DESIGNATION F 202 RESET ID#5919,
NAVD 86 ELEV 7.49'

PLAT OF R.A. CEDAR ADD. #1 FILED IN VOL 1 OF PLATS,
P.29, RECORDS OF COWLITZ COUNTY WA.

**SECTION 19, TOWNSHIP 08 NORTH, RANGE 02 WEST, W.M.
COWLITZ COUNTY, WASHINGTON**



N.T.S.

OHIO STREET

42ND AVENUE

SIRES LANE

OLYMPIA WAY

SITE

APPLICANT: JERRY BAKER
 UNIQUE PROPERTY SOLUTIONS
 (971) 253-9518
 JERRY@UNIQUEPROPSOLUTIONS.COM

ENGINEER: ROBERT W. BALMELLI
 91 S.W. 13TH ST.
 P.O. BOX 923
 CHEHALIS, WA. 98532-0923
 (360) 740-8919 PHONE
 (360) 740-8912 FAX

SURVEYOR: KEVIN BLUHM, P.L.S.
 1068 S. MARKET BLVD.
 CHEHALIS, WA 98532
 (360) 748-1551

PARCEL NOS: 0277901, 02779, 02780
 SITE ADDRESS: 10' SIRES LANE
 LONGVIEW, WA 98632

LAND USE APPROVAL: PRELIMINARY PLAT
 SEPA CHECKLIST: YES
 CRITICAL AREAS: NONE
 ZONING: R-1 RESIDENTIAL
 SETBACKS: FRONT 25', BACK 15', SIDE 5', FLANK 15'
 MAX. BLDG. HEIGHT: 35 FEET
 DENSITY CALCULATION: 6 DU MAX.
 3.3AC x 6 = 19.8 DU = 20 DU
 OPEN SPACE/TRACTS: 0 SQ. FEET

BUILDING SIZE/USE: SINGLE FAMILY, DETACHED
 BUILDING HEIGHT: TWO STORY

NUMBER OF LOTS/UNITS: 18
MIN. LOT AREA: 6,000 SF (LOT 1 VARIANCE, AREA=4243 SF)
MAX. LOT COVERAGE: 65%
AVERAGE LOT SIZE: 6,158 SF

TOTAL SITE AREA:	143,748 SF / 3.3 ACRES
EXISTING IMPROVISED:	0 SF / 0 ACRES (100%)
NEW IMPROVISED:	21,645 SF / 0.50 ACRES
REPLACED IMPROVISED:	0 SF / 0 ACRES
NEW+REPLACED IMPROV:	21,645 SF / 0.50 ACRES
DISTURBED PVIOUS:	26,751 SF / 0.61 ACRES
TOTAL DISTURBED AREA:	26,751 SF / 0.61 ACRES
STREET FRONTAGE:	410 LINEAR FEET

GRADING (CUT/FILL): ±10 CY CUT / ±962 CY FILL

STORMWATER REGS: 2019 WWHM-LID OR LIST METHOD
SOIL CLASSIFICATION NRCS, NOTE IF GEOTECH REPORT WAS DONE
INFILTRATION: YES OR NO
TREATMENT: BASIC
FLOW CONTROL: EXEMPT WITH FEE IN LIEU W/CDID#1
NPDES STORM PERMIT: YES

ROAD CLASSIFICATION: PUBLIC, LOCAL; PVT= 32' R/W=60'
DRIVEWAY WIDTH: 20' TYP.

PARKING REQUIRED: 2 PER UNIT
ADA REQUIRED: NONE
PARKING PROVIDED: 2 PER UNIT

WATER SERVICE: CITY OF LONGVIEW 360-442-5710
SEWER SERVICE: CITY OF LONGVIEW 360-442-5710
FIRE DISTRICT: LONGVIEW FIRE DEPT #82 442-5503
SCHOOL DISTRICT: LONGVIEW PUB SCHOOLS 360-575-7016
POWER SERVICE: COWLITZ CO PUD 360-423-2210
GAS SERVICE: COWLITZ CO PUD 360-423-2210

P0.1	OVERALL SITE PLAN AND PROJECT INFORMATION
P1.1	PRELIMINARY GRADING AND DRAINAGE PLAN
P1.2	PRELIMINARY UTILITY PLAN
P1.3	PRELIMINARY DETAILS AND CROSS SECTIONS
L1.1	PRELIMINARY LANDSCAPE PLAN

[illegible]

MINT VALLEY ESTATES

OVERALL SITE PLAN AND PROJECT INFORMATION



RB Engineering
DESIGN → PERMIT → MANAGE

P.O. Box 923
CHEHALIS, WA 98532
OFF: (360) 740-8919
EMAIL: CivilPros@RBEngineers.com

811 Know what's below.
Call 811 before you dig.

JOB NUMBER
01000

DRAWING NAME
3-1000-555

P0.1

1 OF 5

- MAXIMUM CLAY CONTENT SHOULD BE LESS THAN 5%
- SOIL MIXTURE SHOULD BE UNIFORM, FREE OF STONES, ROOTS OR OTHER SIMILAR OBJECTS LARGER THAN 1 INCHES
- ON-SITE SOIL MIXING OR PLACEMENT NOT ALLOWED IF SOIL IS SATURATED OR SUBJECTED TO WATER WITHIN 48 HOURS
- COVER AND STORE SOIL ACCORDINGLY TO PREVENT WETTING OR SATURATION
- TEST SOIL FOR FERTILITY AND MICRONUTRIENTS AND, IF NECESSARY, AMEND MIXTURE TO CREATE OPTIMUM CONDITIONS FOR PLANT ESTABLISHMENT AND EARLY GROWTH AT THE SITE (AS RECOMMENDED BY AN INDEPENDENT LABORATORY ANALYST)
- ORGANIC CONTENT OF THE SOIL MIXTURE SHOULD BE 5% TO 8%
- CATION EXCHANGE CAPACITY (C.E.C) MUST BE LESS THAN 5 MILLIEQUIVALENTS PER 100 GRAMS OF DRY SOIL.



GRATE

Diagram showing a top view of a grate with a grid pattern. Dimensions include 26" (SEE NOTE 6) and 22" (SEE NOTE 6).

PRECAST BASE SECTION

Diagram showing a cross-section of a precast base. Dimensions include 4" MIN (TYP), 26" (SEE NOTE 6), 22" (SEE NOTE 6), 3", 44", 21" MIN, and 4". Labels include #3 BAR EACH CORNER, #3 BAR HOOP EACH SIDE, and #3 BAR EACH WAY.

ALTERNATIVE PRECAST BASE SECTION

Diagram showing an alternative cross-section of a precast base. Dimensions include 26" (SEE NOTE 6), 22" (SEE NOTE 6), 3", 44", 21" MIN, and 4". Labels include #3 BAR HOOP, #3 BAR EACH CORNER 18" MIN, and (SEE NOTE 1).

RECTANGULAR ADJUSTMENT SECTION

Diagram showing a cross-section of a rectangular adjustment section. Dimensions include 34", 24", 30", 20", 5", 2", 4", 6", 12", and 24". Label includes ONE #3 BAR FOR 6" TALL INCREMENT (SPACED EQUALLY).

PIPE ALLOWANCES	
PIPE MATERIAL	MAXIMUM INSIDE DIAMETER
REINFORCED OR PLAIN CONCRETE	12"
ALL METAL PIPE	15"
CPSPS * (STD. SPEC. 9-05.20)	12"
SOLID WALL PVC (STD. SPEC. 9-05.12(1))	15"
PROFILE WALL PVC (STD. SPEC. 9-05.12(2))	15"

* CORRUGATED POLYETHYLENE STORM SEWER PIPE

1. AS ACCEPTABLE ALTERNATIVES TO THE REBAR SHOWN IN THE PRECAST BASE SECTION, FIBERS (PLACED ACCORDING TO THE STANDARD SPECIFICATIONS), OR WIRE MESH HAVING A MINIMUM AREA OF 0.12 SQUARE INCHES PER FOOT SHALL BE USED WITH THE MINIMUM REQUIRED REBAR SHOWN IN THE ALTERNATIVE PRECAST BASE SECTION. WIRE MESH SHALL NOT BE PLACED IN THE KNOCKOUTS.
2. THE KNOCKOUT DIAMETER SHALL NOT BE GREATER THAN 20". KNOCKOUTS SHALL HAVE A WALL THICKNESS OF 2" MINIMUM TO 2.5" MAXIMUM. PROVIDE A 1.5" MINIMUM GAP BETWEEN THE KNOCKOUT WALL AND THE OUTSIDE OF THE PIPE. AFTER THE PIPE IS INSTALLED, FILL THE GAP WITH JOINT MORTAR IN ACCORDANCE WITH STANDARD SPECIFICATION 9-04.1.
3. THE MAXIMUM DEPTH FROM THE FINISHED GRADE TO THE LOWEST PIPE INVERT SHALL BE 5'.
4. THE FRAME AND GRATE MAY BE INSTALLED WITH THE FLANGE DOWN, OR INTEGRALLY CAST INTO THE ADJUSTMENT SECTION WITH FLANGE UP.
5. THE PRECAST BASE SECTION MAY HAVE A ROUNDED FLOOR, AND THE WALLS MAY BE SLOPED AT A RATE OF 1:24 OR STEEPER.
6. THE OPENING SHALL BE MEASURED AT THE TOP OF THE PRECAST BASE SECTION.
7. ALL PICKUP HOLES SHALL BE GROUTED FULL AFTER THE BASIN HAS BEEN PLACED.
8. STANDARD CURB INLET BASES SHALL BE PRECAST CONCRETE. CONSTRUCTION OF CAST-IN-PLACE BASES, INCLUDING SLIP-FORM METHOD, ARE NOT PERMITTED WITHOUT APPROVAL FROM THE ENGINEER.
9. PIPE ENDS SHALL BE FLUSH WITH THE INNER WALL OR 1" MAXIMUM INTRUSION.
10. MASONRY, CINDER BLOCKS, OR SIMILAR MATERIALS MAY BE USED TO ADJUST THE RISERS TO GRADE PRIOR TO GROUTING. WOOD OR OTHER NON-DURABLE MATERIALS SHALL NOT BE USED FOR THIS PURPOSE.
11. GROUTING SHALL BE SUFFICIENT TO PREVENT LEAKS BETWEEN THE PRECAST COMPONENTS OF THE COMPLETED STRUCTURE & SHALL BE PERFORMED INSIDE, BETWEEN, AND OUTSIDE OF ALL RISERS, JOINTS & PIPE PENETRATIONS.
12. POURED IN PLACE CATCH BASINS MAY BE APPROVED. (SUBMIT SHOP DRAWING)
13. USE COMBINATION INLET WHERE CURBS ARE PRESENT UNLESS OTHERWISE APPROVED.



STANDARD PLAN:
ST - 085

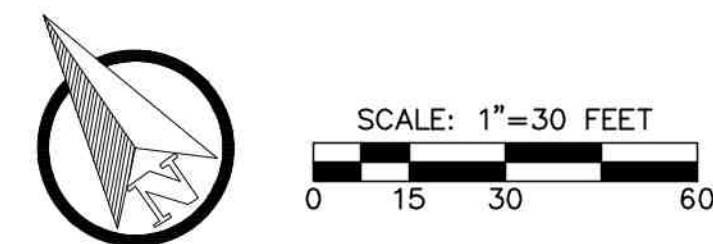
DATE: JUNE 2024

1. 5' SIDEWALK MINIMUM 4" THICK (DRIVEWAY SECTIONS: 6" IN RESIDENTIAL, 8" IN COMMERCIAL) SEE STANDARD PLAN FOR SIDEWALK CONSTRUCTION ST-150.
2. NARROW STREETS MAY BE ALLOWED AS PART OF AN OVERALL LOW IMPACT DEVELOPMENT DESIGN APPROVED ON A CASE-BY-CASE BASIS BY THE CITY PUBLICWORKS DIRECTOR.
3. PAVEMENT THICKNESS MAY VARY BASED ON SOILS, AND AS APPROVED BY THE CITYENGINEER.
4. CURING COMPOUND PER SECTION 5-05.3(13)A CLEAR CONCRETE SEALER TO BE PLACED WITHIN (2) TWO HOURS AFTER FINISHING IS COMPLETE.
5. NEW PANELS FOR PCPP SHALL BE BROOM FINISHED AND MATCH EXISTING JOINT PATTERNS.



STANDARD PLAN: ST - 210	
DATE:	JUNE 2024

Page 88 of 173



- 1 AREAS CLEARED OR DISTURBED DUE TO GRADING, UTILITY, OR DRIVEWAY CONSTRUCTION SHALL BE PERMANENTLY REVEGETATED TO MEET PUBLIC WORKS STANDARDS AND THE DRAINAGE MANUAL. SEE PLANTING SPECIFICATIONS FOR HATCH AREAS SHOWN. HATCH AREAS SHOWN CONFORM TO PROPOSED GRADING PLAN.
- 2 DRAINAGE CONVEYANCE SHALL BE STABILIZED AS REQUIRED BY THE STORMWATER MANUAL AND CIVIL PLANS. NO LANDSCAPE WORK IS PROPOSED FOR THE DRAINAGE SWALE UNLESS CALLED FOR ON THE CIVIL SHEETS.

DESIGNED BY: CA	NO.	DATE	REVISION
DRAWN BY: ALE			
CHECKED BY: RWB			
DATE: 01/09/2025			
SCALE: 1" = 30'			

RB Engineering
DESIGN → PERMIT → MANAGE

P.O. Box 923
CHEHALIS, WA 98532

OFF: (360) 740-8819
EMAIL: CivilPro@RBEngineers.com

3 OF 5

	% Weight	% Purity	% Germination
Tall OR Meadow fescue <i>Festuca arundinacea</i> OR <i>Festuca elatior</i>	60-70	98	90
Seaside/Creeping bentgrass <i>Agrostis palustris</i>	10-15	98	85
Meadow foxtail <i>Aleopocurus pratensis</i>	10-15	90	80
Alsike clover <i>Trifolium hybridum</i>	1-6	98	90
Redtop bentgrass <i>Agrostis alba</i>	1-6	92	85



City of Longview

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

Minutes

Agenda

Planning Commission

Wednesday, June 4, 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**

Chairman Collins called the meeting to order at 7:00 p.m.

Present: Member Craig Collins, Member Jeff Rauth, Member Ramona Leber, Member Randy Knox, Member Jerry Stinger, Member Alison Moss

Excused: Member Trey Davis

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

2. **APPROVAL OF MINUTES**

25-00521 Planning Commission minutes of May 7, 2025

A motion was made by Member Jeff Rauth, seconded by Member Jerry Stinger, to approve the minutes of the May 7, 2025 regular Planning Commission meeting. The motion passed unanimously.

3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

Correspondence received was added to the record and distributed to the Planning Commission members.

4. **DECLARATION OF EX-PARTE COMMUNICATIONS AND APPEARANCE OF FAIRNESS**

Read in to the record.

5. **PUBLIC HEARINGS**

25-00522 PC 2025-2 3505 and 3503 Oak Street Binding Site Plan

Staff report and PowerPoint presentation presented by Mr. Rutikanga.

Two variances have been requested - one for the ingress and egress; one for reduced frontage on 14 of

the lots.

Staff recommends approval of the variances; and approval of the binding site plan.

Discussion from Planning Commission members included:

- Lot width - shared driveways
- Frontage variance - shared driveways
- CDID ditches are not critical areas
- Notices to homeowners were sent out
- Walking safety
- Fire sprinklers instead of on-street parking
- Emergency vehicle access/turn arounds
- Park rules/enforcement
- Utility maintenance
- CDID access surface

Chairman Collins opened the public hearing. The following citizens spoke:

James Kessi - applicant. He discussed:

- Gravel access road
- Private street that is Fire Marshal approved
- Utilities meet City requirements
- Widening Oak St.

Julia VanSteenburg - Oak St. resident

- 22' easement (on plans) would go through her house
- Noted the property taxes are delinquent on the proposed site, along with the applicant not having possession of the property

Olivia Burella - Oak St. resident

- Noted the traffic issue and the condition of Oak St.

Richard Burella - Oak St. resident

- Kids use Pine St. to walk to school
- Traffic concern - Oak St. is not safe
- Road conditions
- Noted that at least one of the houses is historical - under the 1934 Homestead Act/Eleanor Roosevelt
- Soil stability of proposed site

Rayann Swanson - Oak St. resident

- Road safety - disagrees with the Traffic Study.
- No crosswalk on Oak St. to go to the park at 34th and Oak
- Variances appear detrimental to public welfare; noted wheelchair ramps
- Impact on existing utilities

Monty Fulbright - Champ Pl. resident

- Access road, but fenced?

Hearing no further speakers, Chairman Collins closed the public hearing.

A motion was made by Member Jeff Rauth, seconded by Member Ramona Leber, to recommend approval of the Mint Valley Manufactured Mobile Home Park Type B Preliminary Binding Site Plan for the development of 72 manufactured home lots on approximately 10.38 acres located at 3505 Oak Street, subject to the findings and conclusions in the staff report; and to approve the requested variances to lot width and right-of-way width, also subject to findings and conclusions in the staff report.

The motion failed 5 to 1.

Discussion:

Member Alison Moss is concerned with safety. She also would like the CDID easement at the first speaker's property to be addressed. Mr. Little responded that the easement expansion would not affect that property.

Member Jerry Stinger is concerned with the infrastructure.

Member Randy Knox asked about the fence placement. Applicant Mr. Kessi replied the fence is within the easement, then the gravel access road. He also addressed walking safety as an off-site impact.

Member Ramona Leber felt there were many unanswered questions and noted it is historically difficult to improve streets.

25-00523 PC 2025-3 5431 Mt. Solo Rd. Planned Unit Development

Mr. Rutikanga presented the staff report and PowerPoint presentation.

Member Alison Moss mentioned safety of getting to bus stops. She said a street subdivision requires safety to bus stops and that needs to be in the findings for approval.

There are sidewalks on Mt. Solo Road already.

Chairman Collins opened the public hearing. The following people spoke:

Scott Taylor - SGA; applicant. He is willing to coordinate with the school district to confirm bus stops and safe walking conditions. He noted there is a second access for fire fights and the corners allow equipment to turn.

Hearing no other speakers, Chairman Collins closed the public hearing.

A motion was made by Member Alison Moss, seconded by Member Ramona Leber, to approve the Taylor Island Estates Planned Unit Development (PUD) Subdivision based on the findings and conclusions in the staff report and subject to the conditions attached to the report, with the added condition of coordinating with the school district for safety concerns.

The motion passed unanimously.

6. NON-PUBLIC HEARING ITEMS

Mr. Little provided a handout of upcoming bills that will impact the City.

The short subdivision and the MUZO will go to Council June 12th.

Planning Commission will be looking at:

- * the Shared Driveway ordinance
- * Mobile vendors and food trucks
- * Fishers Lane zoning map amendments

7. OTHER BUSINESS

None at this time.

8. PLANNER'S REPORT

There are subdivision projects currently in review.

* The public hearing for Sires Lane will be at the July meeting

* 46th/48th PUD is under review before coming to the Planning Commission.

Public Works

- * Wrapping up work on the 42nd Ave. pump station*
- * Cloney Park storm pipe replacement*
- * Fishers Lane pipe demo*
- * Tennant Way - replacing signal controllers*
- * Columbia Heights design work*

Chairman Collins mentioned timing of the lights on 15th Ave. needs review.

9. ADJOURNMENT

The next regular Planning Commission meeting is scheduled for July 2, 2025, 7 p.m.

With no further business to discuss, Chairman Collins adjourned the meeting at 9:37 p.m.

Lisa Vertrees, Recorder



DESIGN → PERMIT → MANAGE

December 20, 2024

City of Longview
PO Box 128
Longview WA 98632

Re: Church Property Plat
RBE NO. 24066

Church Property Plat, Sires Lane Extension - Project Narrative

Project Description:

The project will consist of an 18 lot subdivision including extensions of Sires Lane (public r/w) with new water and sewer services looping to 42nd Ave. Street improvements will include pavement, curb/gutter, planter strip, conc. sidewalk, with lighting as required. A public hammerhead for turn-around will be developed. Filling/grading will be required; stormwater will be treated and drained to existing ditch maintained by CDID#1. Lots will be developed as R1 single family homes with landscaping.

The site includes three tax parcels numbered 0277901, 02779 and 02780, totaling 3.30 acres.

Zoning, Density & Setbacks:

Parcels are all zoned R1 Residential. Surrounding zoning is R1, with existing residential development to west, north and east. The site is immediately adjacent to the New Life Fellowship Church on it's south side. The proposed residential density would be 5.45 units per acre. All setbacks would be per zoning standards (20' front, 15' rear, 5' side and 15' flanking lots). The lots would be developed with two story single family detached homes with heights less than 35' maximum height.

Public Utilities:

The project will require the extension of City of Longview water and sewer lines from Sires Lane, extending to 42nd Ave SW. All water and sewer would be dedicated public mains. An easement for public utilities will be granted across the Church parcel where lines extend to 42nd Ave. Electrical services will be extended within the plat from Sires Lane. Other utilities will include communications.

Traffic and Access:

The site will be accessed off Sires Lane (a public dead end street). A standard hammerhead turn around will be developed at the extent of the new street. The project would generate roughly 20 pm peak hour trips on Sires Lane, see Trip Generation letter. Parking will be provided by garages developed with the homes, and limited on-street parking between driveways. Public sidewalks will extend from existing walks on Sires Lane.

Stormwater:

The project will require stormwater improvements as required by City of Longview Stormwater program, in conjunction with Cowlitz Drainage Improvement District #1.. Stormwater from new street and impervious lot surfaces, and routed to an existing CDID ditch located at the west limit of the site. This ditch is maintained by CDID and improvements are proposed by the District. Treatment of runoff is proposed via shallow bioswales as

a part of the conveyance. Flow control (retention) is exempt with the development's participation in CDID's regional improvement project with fee-in-lieu.

Critical Areas:

No critical areas have been identified on or near the site.

Landscaping and Open Space:

All disturbed portions of the site will be landscaped and/or seeded for permanent erosion control. The lots will be landscaped in conjunction with development of single family homes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Aldrich', with a long horizontal flourish extending to the right.

Chris Aldrich, RLA
Planning Manager

cc: Project file



City of Longview

Agenda Summary

REVENUE COMMITTEE RECOMMENDATION FOR HOSPITAL EXEMPTION REMOVAL FOR B&O TAXES

RECOMMENDED ACTION:

DIRECT STAFF TO FINALIZE ORDINANCE LANGUAGE REPEALING LMC 5.05.110(17) AND SET A PUBLIC HEARING

DATE: August 26, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Staff will present background information and the Revenue Committee's recommendation regarding the hospital exemption contained in Longview Municipal Code §5.05.110(17). Council is asked to direct staff to finalize an ordinance repealing this exemption and to schedule a public hearing for formal consideration.

- The City of Longview levies a municipal Business & Occupation (B&O) tax under LMC Chapter 5.05. Section 5.05.110(17) exempts "amounts derived as compensation for services rendered to patients by a hospital, as defined in RCW 70.41, which is operated as a nonprofit corporation."
- This exemption is not required under state law and is a discretionary local policy.
- Staff research indicates Longview is now one of only a few cities in Washington that continues to provide this type of exemption.
- The Revenue Committee concluded that maintaining the exemption:
 1. Creates inequities by taxing independent providers while exempting nonprofit hospitals.
 2. Reduces transparency and fairness in tax administration.
 3. Limits revenue capacity at a time of increasing service demands.

Finance estimates repeal could generate new recurring revenue beginning in 2026 of \$376,000 (based on information provided).

- Revenue supports police, fire, parks, library, streets, and other essential services.
- Effective date: January 1, 2026, to allow time for provider notification, administrative updates, and Council adoption.

RECOMMENDED ACTION:

Direct staff to finalize an ordinance repealing this exemption and to schedule a public hearing for formal consideration.

STAFF CONTACT:

Asst. City Manager/Public Works Director Chris Collins

Attachments:

1. Hospital BandO exemptionCC

LMC 5.05.110(17) – Hospital B&O Tax Exemption

Longview City Council

Date: August 26, 2025

Agenda

1. Background & Timeline
2. Current Exemption
3. Why now? (Revenue Committee)
4. Alternatives Considered
5. Recommended Action

2 Discussions Happening Concurrently

FUTURE CONVERSATION

- PeaceHealth Back Taxes for Owed B&O
 - Currently Being Reviewed
 - Report for Next Steps Once Review is Finalized

TONIGHT'S CONVERSATION

- Non-profit Hospital Exemption Status
 - Current Longview Municipal Code
 - Possible Changes to Longview Municipal Code
 - Impacts for City and Non-profit Hospital

Current Exemption:

- Longview levies a municipal B&O tax on gross receipts by classification.
- Current LMC 5.05.110(17) exempts amounts for services rendered to patients by nonprofit hospitals.

RCW 70.41 Defines Hospital: in-patient facilities and services over a continuous period of twenty-four hours or more and does it include clinics, or physician's offices

LMC 5.05.110(17)

- (17) This chapter shall not apply to amounts derived as compensation for services rendered to patients by a hospital, as defined in Chapter [70.41](#) RCW, which is operated as a nonprofit corporation, nursing homes and homes for unwed mothers operated as religious or charitable organizations, but only if no part of the net earnings received by such an institution inures, directly or indirectly, to any person other than the institution entitled to exemption hereunder. In no event shall any such exemption be allowed, unless the hospital building is entitled to exemption from taxation under property tax laws of the state.

Other Cities in Washington

- 21 Cities have B & O and have Hospitals.
- 2 Provide exemptions: Seattle and Longview.
- 2 Cities provide modified exemptions:
 - Tacoma: under 30 million
 - Auburn: under 10 million

Why Now?

- Revenue Committee recommends removing the exemption to improve transparency and consistency.
- Aligns with state guidance that nonprofits are generally taxable unless specifically exempted by law.
 - Creates a level playing field for local providers competing with exempt entities.
 - Improves transparency in reporting and administration.

Fiscal Impact

- Estimated annual B&O payment if exemption is repealed: \$ 376,000 per year
- Estimates are based on information provided by PeaceHealth.

Row Labels	Sum of Gross Receipts	Sum of Deductions	Sum of Taxable Amount	Sum of Tax Due
Q1	361,383,066.56	313,368,494.51	48,014,572.05	95,842.75
Q2	353,646,464.97	307,313,476.15	46,332,988.82	92,190.65
Grand Total	715,029,531.53	620,681,970.66	94,347,560.87	188,033.40
			2025 Estimated Total:	376,066.80

Policy Alternatives Considered

- A. Full repeal of LMC 5.05.110(17) (recommended).
- B. Mirror Tacoma and provide an exemption for the first \$30 million (~\$60,000 per year).
- C. Mirror Auburn and provide an exemption for the first \$10 million (~\$20,000 per year).

Possible Implementation Timeline

- 1st Reading (Public Hearing) – Introduce ordinance October 9th
- 2nd Reading/Adoption – Final Council action October 23rd;
- Effective date January 1, 2026

Questions?



City of Longview

Agenda Summary

RESOLUTION NO. 2574 - REPEALING RESOLUTION NO. 2380 AND REVISING THE PROCEDURES FOR THE USE OF THE SMALL PUBLIC WORKS ROSTER, CONSULTANT SERVICES ROSTER, AND VENDOR ROSTER FOR AWARDING CONTRACTS AND PROCURING GOODS AND SERVICES

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2574.

DATE: August 26, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

State law requires that engineering and architectural services be retained on the basis of qualifications first, and then the cost for those services is negotiated. One option for selecting these professional services is to maintain a roster of consultants who have submitted current statements of their qualifications. When consultant services are needed, this roster is reviewed and one or more qualified firms on the roster are requested to submit a detailed proposal for the specific project.

Since 2010, Cowlitz County has maintained a shared roster of engineering and architectural consultants for the city of Longview. In June, Cowlitz County notified the city that they were no longer going to maintain a shared consultant roster.

Municipal Research and Services Center of Washington (MRSC) offers an online consultant roster and small works roster. Several public agencies in Cowlitz County are already utilizing their services. The non-profit Municipal Research and Services Center (MRSC) provides the MRSC Rosters as part of our mission to support Washington local governments with trusted consultation, research, training, and collaboration since 1934. MRSC Rosters is a self-sustaining program that is funded by public agency membership fees, and fees from businesses when fees are applicable.

MRSC Rosters is a roster service that provides a membership database used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting of goods or services. MRSC Rosters has no involvement in how public agency members procure services through the roster process.

We will be utilizing the small public works roster and consulting services roster for architectural, engineering, and other professional service related to public works contracts. We do not wish to use their vendor roster at this time.

Public Agency Membership annual fee is based on a 5-year average of total capital expenditures. The fee will be \$425.00, which is less than our share of the local newspaper advertisement for our previously shared roster and doesn't account for the county staff time that we also reimbursed.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2574.

STAFF CONTACT:

Asst. City Manager/Public Works Director Chris Collins

Attachments:

1. Res 2574 - Roster Process CC
2. Resolution 2380 11_18_2021

RESOLUTION NO 2574

Repealing Resolution No. 2380 and Revising the Procedures for the Use of the Small Public Works Roster, Consultant Services Roster, and Vendor Roster for Awarding Contracts and Procuring Goods and Services.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, to implement a small works roster process, the City of Longview is required to adopt a resolution, establish publicly available reporting procedures, and

WHEREAS, RCW 39.80 and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding the purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

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

Section 1. Repeal of Prior Resolution

Resolution No. 2380 is hereby repealed and replaced with this Resolution.

Section 2. MRSC Rosters Participation

The City of Longview hereby elects to use the statewide Small Works, Consultant Services, and Vendor Rosters established under RCW 39.04.151(2) and RCW 39.04.190, and administered by the Municipal Research and Services Center of Washington (MRSC).

Section 3. Small Works Roster Procedures

The City of Longview adopts the following procedures for managing and awarding public works projects under RCW 39.04-39.04.151:

A. Definition – A “Small Works” project, as defined by RCW 39.04.152 is a public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.

B. Roster – The Small Works Roster is a pre-established list of licensed contractors registered with MRSC Rosters and eligible to do business with City of Longview.

C. Alternative to Advertising – The Small Works Roster process is an alternative to formal public advertising public work projects.

D. Compliance - All small works contracts are subject to applicable provisions of Chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated City policies or procedures.

E. Bidding Process – Procurements will be conducted electronically through the City’s procurement systems, except as otherwise allowed in (RCW 39.04.152(4))

F. Eligibility – Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.

G. Invitations – Invitations for bid or shall include an estimate of the scope, nature of the work, and materials/equipment to be furnished. Detailed plans and specifications need not be included.

H. Award – Contracts will be awarded to the lowest responsible bidder per RCW 39.04.350.

I. Reporting – The City shall enter small works bidding and award data into the MRSC statewide small works roster platform upon each award and maintain such data in the City’s records.

J. Public Access – All procurement files shall be available for review with the City Clerk.

K. Annual Notification and Invitation – At least once a year, MRSC shall, on behalf of the City, publish notice in a newspaper of general circulation within the City’s jurisdiction and notify the office of Minority and Women’s Business Enterprises (OMWBE) inviting eligible contractors to join the roster as required by RCW 39.04.151(1)(c).

L. Adding Contractors – MRSC shall add contractors at any time upon completion of the application and verification of minimum requirements.

M. Program Administration – The Public Works Director is designated as the Small Works Program Manager, responsible for policy oversight, reporting, and compliance.

As the delegated authority, the Small Works Roster Program Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

N. Award Authority

The City Council delegates to the City Manager, or designee, the authority to award contracts for small works projects that are:

1. Previously budgeted within the City’s adopted biennial budget, and
2. Have a total contract value less than \$350,000, excluding sales tax

The City Manager, or designee, may award such contracts without prior City Council approval provided the award is ratified by the City Council at its next regular meeting through the City's standard process.

For small works projects not previously budgeted or with a total contract value of \$350,000 or more, the City Council shall award the contract.

Section 4. Consultant Services Roster Procedures

The City adopts the use of the MRSC Rosters Consultant Roster for the procurement and award of personal services and professional services as defined in Chapter 39.80 RCW. For all services, City of Longview reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.

A. Type of Services – Consultant services include:

1. *Personal Services* – Technical expertise provided by a consultant to accomplish a study, project, task, or other work statement.
2. *Professional Services* – Architectural and Engineering services means professional services rendered by any person, as defined by chapter 39.80 RCW.

B. Solicitation – MRSC shall publish notice twice a year, in a newspaper of general circulation within the City of Longview's county, a notice to solicit consultants for the Consultant Roster. (RCW 39.04.190(2))

C. Procurement Procedures – The City of Longview adopts the following as policies, procedures or similar when contracting for consultant services:

A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses.

Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest

1. Personal Services

Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to the City of Longview and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.

2. Professional Services

Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope

of services and the details on how the City will determine the most qualified professional (or firm), which will be different depending on the City's need. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

3. Electronic Submissions

As required by RCW 39.04.190(2), the City established the following procedure for securing written proposals or submittals for consultant services.

Unless otherwise adopted, through establishment of an e-procurement tool, the City of Longview will use email communications to request and receive submissions.

An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed.

4. Selection Committee

At least three members (staff or professional from other local agency), free from conflicts of interest, will review, score and recommend award. All proceedings will be confidential until Award.

5. Records

The original request, responses, scoring, and award documentation will be kept in the City's records and will be available upon request.

6. Award Authority

The City Council delegates to the City Manager, or designee, the authority to award contracts for consulting services that are:

1. Previously budgeted within the City's adopted biennial budget, and
2. Have a total contract value less than \$150,000

The City Manager, or designee, may award such contracts without prior City Council approval provided the award is ratified by the City Council at its next regular meeting through the City's standard process.

For consulting service contracts not previously budgeted or with a total contract value of \$150,000 or more, the City Council shall award the contract.

7. Posting of Awards

In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to the City of Longview's website at least every other month.

Section 5. Vendor Roster

The City adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar not connected to a public works project. The following vendor list roster procedures are established to use by the City pursuant to RCW 39.04.190 and the City of Longview Purchasing Policy.

A. **Thresholds** - The City of Longview is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project. The City of Longview will attempt to obtain the lowest practical price for such goods and services.

B. **Publication** – At least twice per year, MRSC shall at least twice annually publish notice soliciting vendors to join the roster.

C. **Quotations** – The City of Longview shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.

1. The City Manager, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment;
2. The City Manager, or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
3. A written record shall be made by the City Manager, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

D. **Lowest Responsible Bidder** – The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the City may call for new bids.

E. **Award** – All of the bids or quotations shall be collected by the City Manager or their designee. The City Manager, or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.

F. **Posting of Awards** – In accordance with RCW 39.04.200, all vendor contract awards will be posted to the mylongview.com website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

G. Award Authority

The City Council delegates to the City Manager, or designee, the authority to award contracts for the purchase of materials, supplies, or equipment not connected to a public works project that are:

1. Previously budgeted within the City’s adopted biennial budget, and
2. Have a total contract value less than \$150,000

The City Manager, or designee, may award such contracts without prior City Council approval provided the award is ratified by the City Council at its next regular meeting through the City’s standard process.

For purchases not previously budgeted or with a total contract value of \$150,000 or more, the City Council shall award the contract.

Section 6. Severability

If any provision of this Resolution is found invalid, the remaining provisions remain in full force and effect.

Section 7. Effective Date

This Resolution shall take effect immediately upon passage.

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

M A Y O R

ATTEST:

City Clerk

RESOLUTION NO. 2380

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES RELATED TO PUBLIC WORKS CONTRACTS

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Interlocal agreement creating and maintaining a shared roster for Engineering and Architectural services with Cowlitz County, dated July 08, 2010 is hereby repealed.

Section 2. MRSC Rosters. The city wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for city use for small public works contracts, and consulting services developed and maintained by MRSC through MRSC Rosters and authorizes the City Manager to sign that contract.

Section 3. Small Public Works Roster. The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

1. **Cost.** The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The City shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The City may establish

supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for use of the small works roster process in RCW 39.04.155 or other authorizing agency statute, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** The City may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the

contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- 5 **Determining Lowest Responsible Bidder.** The Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Council may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City .
6. **Award.** All of the bids or quotations shall be collected by the City Manager or his designee.
 - a) The City Manager or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Council. The Council

shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

b) The City Council delegates the authority to award bids to the City Manager or designee of the City for public works projects costing less than or equal to \$34,999, and the City Manager shall have the authority to award public works contracts without Council approval, provided that the Council shall ratify the City Manager's approval at the next scheduled Council meeting by means of the consent agenda. For public works projects costing more than \$34,999, the Council shall award all public works contracts.

Section 4. Consulting Services Roster. The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. **Review and Selection of the Statement of Qualifications Proposals.** The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- a) The Council shall establish criteria that the City Manager, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of Longview.
- b) The City Manager, or their designee, shall evaluate the written statements of qualifications and performance data on file with the City of Longview at the time that architectural or engineering services are required;
- c) Such evaluations shall be based on the criteria established by the Council;
and
- d) The City Manager, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

- e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. **Award.**

- a) The Council considers the proposal received and awards the contract; or
- b) The City Council delegates the authority to award projects to the City Manager or designee of the City for consulting services costing less than or equal to \$34,999, the City Manager shall have the authority to award contracts for consulting services without Council approval, provided that the Council shall ratify the City Manager's approval at the next scheduled Council meeting by means of the consent agenda. For consulting services costing more than \$34,999, the Council shall award all contracts for consulting services.

PASSED this 18 day of NOV, 2021 and signed in authentication of its passage
this 18 day of NOV, 2021

Maryanne Wallis
Mayor

City Manager

ATTEST:

[Signature]

CLERK



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

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

FIRST HALF AUGUST 2025 ACCOUNTS PAYABLE: \$2,576,524.58

FIRST HALF AUGUST 2025 PAYROLL:

\$8,766.39, checks
\$1,084,191.14, direct deposits
\$652,804.47, wire transfers
\$1,745,762.00 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

RESOLUTION NO. 2575 - AUTHORIZING THE CITY MANAGER TO SIGN THE INTERLOCAL AGREEMENT WITH THE LONGVIEW SCHOOL DISTRICT AND THE KELSO SCHOOL DISTRICT TO JOINTLY LAUNCH AND OPERATE MYCOWLITZ.COM

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2575

DATE: August 26, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Strengthen economic conditions & create new opportunities
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City of Longview, Longview School District, and Kelso School District have developed a joint communications project titled MyCowlitz.com. This online platform will serve as a single access point for community members to read news stories, updates, and announcements from all three agencies.

The model is based on successful aggregated news sites such as the *Drudge Report* and a similar platform recently launched by the White House. These examples demonstrate the effectiveness of consolidating multiple sources into a single trusted outlet.

MyCowlitz.com will utilize existing content produced by each partner agency, allowing us to amplify reach, build audience growth, and increase visibility by sharing each other's news. The intent is not to create new content, but to provide easier access to the information already being published.

The project soft launches on August 15, 2025, with an official launch on September 1, 2025.

An Interlocal Agreement (ILA) is required to formalize the partnership.

RECOMMENDED ACTION:

Motion to adopt the resolution authorizing the city manager to enter an Interlocal Agreement with the Longview School District and the Kelso School District to jointly launch and operate MyCowlitz.com

STAFF CONTACT:

Public Information Officer Angela Abel

Attachments:

1. Res 2575 ILA with Longview School District and Kelso School District
2. Aggregation Site Interlocal Agreement_fully executed

**CITY OF LONGVIEW
RESOLUTION NO. 2575**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
INTERLOCAL AGREEMENT WITH LONGVIEW SCHOOL DISTRICT AND KELSO
SCHOOL DISTRICT FOR THE JOINT DEVELOPMENT AND OPERATION OF
MYCOWLITZ.COM**

WHEREAS, the City of Longview, Longview School District, and Kelso School District each provide information and updates to the public regarding their services, programs, and activities;

WHEREAS, the agencies desire to improve communication and accessibility for residents by creating a centralized online platform, MyCowlitz.com, to aggregate and share news and information from all three agencies;

WHEREAS, the purpose of MyCowlitz.com is to strengthen public engagement, increase visibility of agency news, and expand the reach of existing communications efforts by leveraging the audiences of each partner agency;

WHEREAS, the City of Longview, Longview School District, and Kelso School District currently have the power and authority to enter into an interlocal agreements for cooperative projects, and this is a proper subject for an agreement under RCW 39.34, providing for cooperation between government entities:

**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 the City of Longview, Longview School District, and Kelso School District for the joint development and operation of MyCowlitz.com.

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

Mayor

ATTEST:

City Clerk

INTERLOCAL COOPERATION AGREEMENT REGARDING NEWS AGGREGATION WEBSITE

THIS INTERLOCAL COOPERATION AGREEMENT ("Agreement") is made by and between the Longview School District No. 122, a Washington quasi-municipal corporation ("Longview"), the Kelso School District No. 458, a Washington quasi-municipal corporation ("Kelso"), and the City of Longview, a Washington municipal corporation and optional code city ("City") (each a "Party" and collectively, the "Parties").

RECITALS:

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW, provides for interlocal cooperation between public agencies;

WHEREAS, Washington law authorizes public school districts and cities to provide public relations information to the public regarding topics of importance to patrons and the general public;

WHEREAS, decline of the popularity of local traditional news media (e.g., television news, newspapers, etc.) has resulted in reduction of dissemination of information regarding the Parties and their activities of importance to the general public; and

WHEREAS, the parties desire to increase public access to significant information about the Parties by cooperating in operating a news aggregation website containing links to information related to the Parties.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein, the Parties agree as follows:

1. **Purpose:** The purpose of this Agreement is to enable the Parties to jointly operate a news aggregation website providing links to information about the Parties (the "Website") pursuant to the terms and conditions herein. The Website will initially be formatted such that it contains three (3) roughly proportional sections (each, a "Section") to contain links, images, and other content regarding each of the Parties, with the content regarding each Party to be selected by such Party consistent with the Content Guidelines discussed in Section 2.b, below. The Parties' designees may agree to add additional sections covering other subject matter by separate written agreement.
2. **Joint Responsibilities:**
 - a. The Parties will agree, in writing, on a hosting platform (the "Platform") for the Website that allows each Party to administer its Section of the Website by posting hyperlinks, images, or such other content as consistent with this Agreement and the Content Guidelines discussed in Section 2.b, below. Each Party will update its Section a minimum of once per week.
 - b. Each Party will only post hyperlinks in its Section directing users of the Website to information, images, or other content that is consistent with the Parties' Content Guidelines ("Guidelines"), a copy of which is attached as Exhibit A and incorporated herein by this reference, and as such Guidelines may be from time to time revised as separately agreed in writing by the Parties' respective designees.

- c. Complaints by a Party or any other person that content posted to the Website violates the Content Guidelines will be referred to the designee of Longview who will act as webmaster (the "Webmaster"). When the Webmaster receives such a complaint, the Webmaster will notify the representatives of Parties designated in Section 3.d, below, in writing within two (2) business days. The representatives will confer within two (2) business days of receiving such notice and determine—on a majority basis—whether the content complained of will be modified or removed. The Webmaster will then modify or remove the content at issue within two (2) business days of the decision of the representatives.
- d. No Party will allow for interactive feedback by users on the Website (e.g., a forum or comments section).
- e. During the term of the Agreement, each Party will make reasonable efforts to notify the public of the existence of the Website. Such efforts will include, at minimum, posting a prominent link to the Website on the Party's main webpage and its social media channels. To the extent that each Party disseminates an electronic or print newsletter, the Party will include information about and a link to the Website in said newsletter at least twice per year during the term of the Agreement.
- f. Each Party will post a copy of this Agreement on its website pursuant to RCW 39.34.040.

3. Longview Responsibilities:

- a. Longview will register and maintain for the term of this Agreement, at its sole cost and expense, a website domain, "www.mycowlitz.com," that will be used to host the Website. Longview will retain sole ownership and control over said website domain, provided that said website domain will be used exclusively for the purposes described herein during the term of the Agreement.
- b. Longview will be responsible for registering with the Platform, remitting payment for the service on such monthly or annual basis as required by the Platform, and invoicing Kelso and the City on a quarterly basis, as described in Section 4, below.
- c. Longview will make a good faith attempt to register the trademark "MYCOWLITZ.COM" with the State of Washington for one or more relevant categories of goods or services. In addition, Longview may, but is not required to, at its own cost and expense, seek registration for other marks affiliated with the Website with the State of Washington and/or the trademark "MYCOWLITZ.COM," or other marks affiliated with the Website, with the U.S. Patent and Trademark Office (USPTO). Any tradenames, trademarks, or other marks related to the Website registered by Longview will be the "Marks." Longview will own all right, title, and interest in the Marks. Longview grants a limited, non-exclusive, royalty-free, non-assignable, non-transferable license to use and reproduce the Marks for purposes of carrying out this Agreement to each of Kelso and the City, provided that such license to each grantee is expressly conditioned upon, and subject to, the following:
 - i. Grantee is in compliance with all provisions of this Agreement;
 - ii. Grantee takes no action to damage the goodwill associated with the Marks, and refrains from any attempt to contest, attack, dispute,

- challenge, cancel, and/or oppose Longview's right, title, and interest in the Marks or their validity;
- iii. Grantee makes no attempt to sublicense any rights under this trademark license; and
 - iv. Grantee complies with any marking requests Longview may make in relation to the Marks including, without limitation, use of the phrase "Registered Trademark," the registered trademark symbol "®" for registered trademarks, and the symbol "™" for unregistered trademarks.
- d. A Longview employee will serve as the Webmaster for the Website. Kelso and the City each agree to hold harmless Longview for any failure to act and/or for any actions taken in accordance with Sections 2.c and 3.d of this Agreement.
4. **Costs.** During the term of this Agreement, the Parties will each pay an equal share of the costs of utilizing the Platform (i.e., the monthly or annual subscription fee). In addition, the Parties will equally share the registration costs, excluding legal fees, of the state registration of the mark "MYCOWLITZ.COM" and, if applicable, any renewal application. All other costs incurred by a Party under this Agreement will be the sole responsibility of that Party. Once per quarter (i.e., each January 1, April 1, July 1, and October 1 per calendar year), Longview will invoice each of Kelso and the City for its proportional share of costs under this Agreement. Longview will provide an itemized invoice. Kelso and the City will each remit payment to Longview for invoiced costs within thirty (30) days of receipt of such invoice.
5. **Effective Date:** This Agreement will become effective on the date last signed by the authorized representatives of the Parties.
6. **Duration:** The Term of this Agreement will be upon its Effective Date through August 31, 2026, unless extended or terminated by the Parties pursuant to the terms hereof. This Agreement will automatically renew for five (5) additional one (1) year terms, each effective September 1 through August 31 of the subsequent calendar year, without additional action of the Parties unless any Party notifies the other Parties of its intent not to renew at least ninety (90) days prior to the then-current date of expiration, at which time the remaining Parties may agree in writing to continue the Agreement solely between them or to Terminate the Agreement subject to Section 7, below.
7. **Termination:** Any Party to this Agreement ("Terminating Party") may, without cause and at its sole discretion, terminate its participation in this Agreement by providing no less than thirty (30) days' prior written notice to the other Parties. Upon receipt of such notice, the remaining Parties ("Continuing Parties") will confer in good faith to determine whether they wish to continue the Agreement between themselves. If the Continuing Parties mutually agree in writing within fifteen (15) days of receiving the termination notice, this Agreement will remain in full force and effect between them, subject to any necessary amendments to reflect the withdrawal of the Terminating Party. If the Continuing Parties do not reach such agreement within the specified period, this Agreement will terminate in its entirety on the effective date of the Terminating Party's withdrawal. Termination by any Party will not relieve any Party of obligations accrued prior to the effective date of termination, including but not limited to indemnification and payment obligations. Without limiting the foregoing, if a Party materially breaches any provision of this Agreement, and if such breach is not cured within fifteen (15) days after receiving written notice from the nonbreaching Party

specifying such breach in reasonable detail, any of the nonbreaching Parties will have the right to terminate or suspend this Agreement by giving written notice thereof to the other Parties.

8. **Administration of Agreement:** This Agreement will be administered by the Executive Director of Communications & Operations of Longview, the Public Information Officer of Kelso, and the designated Public Information Officer of the City. No separate legal or administrative entity will be created pursuant to this Agreement.
9. **Manner of Financing:** No monetary consideration will be exchanged between the Parties as a result of this Agreement, other than as expressly provided herein in Section 4, above.
10. **Disposition of Property:** The acquisition, holding, or disposing of real and personal property is not anticipated pursuant to this Agreement, other than as authorized in Sections 3.a and 3.c, above, which will be owned as set forth herein. Real and personal property furnished in furtherance of this Agreement by each Party will remain the property of that Party unless otherwise agreed in writing between the authorized representatives of the Parties.
11. **Public Records.** The Parties acknowledge that public records (as defined in Chapter 42.56 RCW) may be prepared, owned, used, and/or retained by the Parties in performance under the terms of this Agreement. The Parties agree that all requests for public records associated with this Agreement will be the sole responsibility of the Party in receipt of the request.
12. **Non-Discrimination.** In carrying out this Agreement, the Parties will not discriminate with respect to race, creed, religion, color, national origin/language, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Parties will comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination applicable to operation of the Website including, but not limited to, the Americans with Disabilities Act (ADA) and the federal ADA implementing regulations regarding web and mobile accessibility in 28 C.F.R. Part 35 that are applicable to municipal corporations.
13. **Indemnification and Hold Harmless.** Each Party will indemnify and hold harmless the other Parties, and the public officials, officers, employees, and agents of each of the same (the "Indemnified Parties"), from and against all claims, suits, actions, losses, damages, liabilities, judgments, costs, demands, penalties, and expenses (including attorney's fees arising therefrom) of any nature whatsoever brought by any person other than a Party to this Agreement ("Claims") arising out of, in connection with, or incident to the indemnifying Party's performance of or failure to perform any aspect of this Agreement; provided, however, that if such Claims are caused by or result from the concurrent negligence of the indemnifying Party and/or its public officials, officers, employees, or agents and the Indemnified Parties, the indemnifying Party will be required to indemnify and hold harmless the Indemnified Parties only to the extent of the negligence of the indemnifying Party or its public officials, officers, employees, and agents; and provided further, that nothing herein will require the indemnifying Party to indemnify or hold harmless the Indemnified Parties from any Claims arising from the sole negligence of the Indemnified Parties. The Indemnified Parties will promptly notify the indemnifying Party of any Claim, and will cooperate in the defense thereof. Failure to provide prompt notice will not relieve

the indemnifying Party of its obligations except to the extent it is materially prejudiced thereby.

14. **Insurance and Risk of Loss.** Each Party will obtain and keep in full force and effect during the term of this Agreement liability insurance coverage applicable to its activities under this Agreement. The insurance required by this Agreement will be issued by an insurance company or companies authorized to do business within the State of Washington. All insurance will be written on an occurrence basis and will name the other Parties as additional insureds.
 - a. **General Liability:** Each Party will provide a general liability insurance policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activities, but in any event with limits of not less than \$1,000,000 per occurrence and \$3,000,000 general aggregate.
15. **Relationship of the Parties.** Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship between the Parties, or between one Party and the employees, agents, or independent contractors of any other Party. The employees, agents, or independent contractors of one Party do not have authority to act as an agent for, or on behalf of, the other Parties, to represent the other Parties, or to bind the other Parties in any manner unless expressly provided herein. The personnel of each Party will be and remain employees, agents, or independent contractors of that Party.
16. **Crimes Against Children.** In accordance with RCW 28A.400.330, each Party will prohibit any of its employees from working at a public school who has or may have contact with children at a public school of Longview or Kelso during the course of his or her employment and who has pleaded guilty to or been convicted of any crime enumerated in RCW 28A.400.322, as now or hereafter amended. Any failure to comply with this section will be grounds for Kelso and/or Longview to immediately terminate its participation in the Agreement, at its sole option.
17. **Assignment and Contracting:**
 - a. Neither the Agreement, nor any of the rights or obligations arising under the Agreement, may be assigned by any Party without the other Parties' prior written consent. Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of, the Parties and their successors and assigns.
 - b. No Party will enter into any subcontract for any of the services contemplated under this Agreement without obtaining prior written approval of the other Parties. In no event will the existence of a subcontract operate to release or reduce the liability of one Party to the other Parties for any breach in the performance of its duties under this Agreement. This section does not prohibit the Parties from entering into employment contracts with employees who perform duties related to the Agreement.
18. **Dispute Resolution:** Any claim, dispute, or other matter in question between the Parties arising out of or related to this Agreement will be subject to mediation as a condition precedent to binding dispute resolution, unless provided otherwise herein.

- a. The Parties will cooperate in good faith and attempt to resolve any dispute that arises prior to mediation.
- b. The Parties will endeavor to resolve claims, disputes, and other matters in question between them by mediation which, unless the Parties mutually agree otherwise, will be administered by the American Arbitration Association in accordance with its rules in effect on the date of this Agreement.
- c. A request for mediation will be made in writing, delivered to the other Parties, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation will proceed in advance of binding dispute resolution proceedings, which will be stayed pending mediation for a period of thirty (30) days from the date of filing, unless stayed for a longer period by agreement of the Parties or court order.
- d. The request for mediation must: (1) be in writing; (2) state the disputed issue(s); (3) state the Party's understanding of the relative positions of the Parties; and (4) state each Party's name, address, and contact number.
- e. The Parties will share the mediator's fee and any filing fees equally. The mediation will be held within the City of Longview, unless another location is mutually agreed upon. Agreements reached in mediation will be enforceable as settlement agreements in any court having jurisdiction thereof.
- f. If the Parties do not resolve a dispute through mediation pursuant to this section, the Parties may pursue any lawful method of binding dispute resolution, including but not limited to litigation in the Superior Court for the State of Washington in and for Cowlitz County.
- g. Nothing in this Agreement will be construed to limit the Parties' choice of a mutually acceptable alternative dispute-resolution method in addition to or instead of the procedure outlined above.

19. General Provisions:

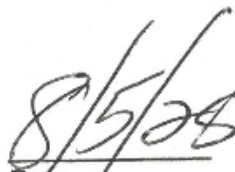
- a. **Governing Law and Forum:** Should any Party deem it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceeding will be brought in a court of competent jurisdiction in Cowlitz County, Washington. The laws of the State of Washington will apply to this Agreement, with the exception of its choice-of-law rules.
- b. **Severability:** If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The Parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.
- c. **Non-waiver:** Any failure by a Party to enforce strict performance of any provision of the Agreement will not constitute a waiver of the Party's right to subsequently enforce such provision or any other provision of the Agreement.

- d. **Notices:** All notices and other communications under the Agreement must be in writing and must be given by registered or certified mail, postage prepaid, delivered by hand, or sent by email. The following representatives of the Parties have been designated to receive notice. The Parties will notify the other Parties in writing regarding changes to their representatives.
- i. **Longview:** Rick Parrish, Executive Director of Communications & Operations, 2715 Lilac Street, Longview, Washington 98632, rparrish@longview.k12.wa.us.
 - ii. **Kelso:** Michele Nerland, Public Information Officer, 601 Crawford Street, Kelso, Washington 98626, michele.nerland@kelsosd.org.
 - iii. **City:** Angela Abel, Public Information Officer, 1525 Broadway Street, Longview, Washington 98632, angela.abel@ci.longview.wa.us.
- e. **Counterparts:** The Agreement may be signed in counterparts, each of which will be deemed an original, and all of which, taken together, will be deemed one and the same document.
- f. **Modifications:** Modifications to this Agreement may be made only by written instrument properly signed by the authorized representatives of the Parties.
- g. **Survival:** The Parties expressly intend and agree that the terms of Sections 13-14 will survive the expiration or termination of this Agreement for any reason.
- h. **No Third-Party Beneficiaries:** This Agreement is made and entered into for the sole benefit of the Parties. No third party will be deemed to have any rights under this Agreement, and there are no third-party beneficiaries to this Agreement.
- i. **Integrated Agreement:** This Agreement, together with the attachments and addenda, if any, represents the entire and fully integrated Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

The Parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective Parties. The Parties agree to the terms and conditions of this Agreement as shown by the signatures below.

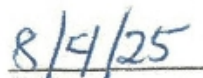
LONGVIEW SCHOOL DISTRICT NO. 122


Dr. Karen Cloninger, Superintendent


Date

KELSO SCHOOL DISTRICT NO. 458


Mary Beth Tack, Superintendent


Date

(Continued on Next Page)

CITY OF LONGVIEW


Jennifer Wills, City Manager

7/31/25
Date

EXHIBIT A

CONTENT GUIDELINES

These guidelines are intended to ensure that all content contributed by the Parties to the Website is accurate, lawful, respectful, and accessible to the public. All contributors are expected to adhere to the following standards:

1. General Standards.

- a. **Acceptable Sources:** A Party may post hyperlinks to articles, images, videos, audio, or other content from traditional news media (e.g., newspapers, magazines, TV stations, radio stations), new media (e.g., blogs and websites), federal, state, and local government sources (including the Party's own online public relations information), and other sources meeting the requirements of these Content Guidelines. A Party may post hyperlinks to posts on social media websites or platforms including, without limitation, Facebook, Instagram, X, TikTok, Snapchat, Tumblr, and Reddit, provided such materials meet the other standards set forth in these Content Guidelines.
- b. **Accuracy:** All information posted must be factually correct and up-to-date. Misleading or inaccurate content must be promptly corrected or removed.
- c. **Relevance:** Content should be directly related to the mission, activities, or announcements of the Party posting the material.
- d. **Clarity:** Use plain language that is understandable to a broad audience. Avoid excessive jargon or technical terminology.
- e. **Tone:** In writing descriptions of information available at hyperlinks, captions for images, or other content posted to the Website, maintain a professional, neutral, and respectful tone at all times.

2. Copyright and Intellectual Property.

- a. **Copyright Compliance:** A Party will not post content (including text, images, videos, or audio) that is copyrighted unless the Party has obtained explicit, documented permission from the rights holder, the content is in the public domain, or the use of the content is "fair use" under Section 107 of the federal Copyright Act.
- b. **Proper Licensing:** When using third-party materials (e.g., Creative Commons-licensed content or materials that are "fair use"), a Party will ensure that it follows the terms of the license, if any, and provides appropriate attribution.
- c. **Government Content:** A Party may share federal or local government materials that are in the public domain, but the Party must confirm the status of such materials before reposting.

3. Attribution and Sourcing. A Party must clearly attribute any photos from sources other than the Parties posted to the Website.

4. **Content Restrictions.**

- a. **Commercial Promotion:** A Party must not use the Website to promote commercial products or services.
 - b. **Political Endorsements:** Public entities must remain nonpartisan and may not use the platform to support or oppose candidates, ballot measures, parties, or political campaigns. Each Party will comply with the Public Disclosure Commission (PDC) guidelines relevant to that entity. Parties will not post hyperlinks or other content directing readers to editorials or similar opinion pieces for or against the ballot measures for bonds, levies, or similar public financing efforts of any of the Parties.
 - c. **Prohibited Material:** Content may only use language, style, and tone generally acceptable for publications intended to reach school-aged children and families and that is consistent with the educational mission of Kelso and Longview generally, including the goals of teaching civility, respect, and reasoned dialogue. Content that is false, harassing, threatening, abusive, vulgar, indecent, obscene, defamatory, libelous, or harmful to minors in any way; involves misrepresentations or personal attacks; promotes illegal activity; violates the legal ownership interests of another party (e.g., copyright violations); or demeans or disparages an individual or group of individuals is prohibited.
5. **Accessibility and Format.** Parties will use accessible formats, such as alt text for images and transcripts for videos. Parties will ensure that content is mobile-friendly and readable across different devices and screen sizes.
6. **Reporting Violations.** If a Party believes that a post violates these guidelines, that Party should report it to the Longview Executive Director of Communications & Operations via email.

Revised: May 29, 2025



City of Longview

Agenda Summary

SET OPEN RECORD PUBLIC HEARING FOR ZONING AND COMPREHENSIVE PLAN MAP AMENDMENTS FOR FISHERS LANE PROPERTY

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING SEPTEMBER 25TH, 2025 FOR THE PROPOSED REZONE AND COMPREHENSIVE PLAN AMENDMENT(S) OF THE CITY-OWNED PROPERTY ON FISHERS LANE

COUNCIL INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

SUMMARY STATEMENT:

At the August 6th planning commission meeting the planning commission held an open record public hearing to generate a recommendation for the proposed zoning and comprehensive plan map amendments for city-owned property on Fishers Lane, parcel #s 10397, 10401, and 10613. The site was the former location of the City's water treatment facility which was recently demolished and prepared for future development. City Council direction was to investigate rezoning the site for possible future sale and eventual development. The City held a community roundtable in January of 2024 and two planning commission workshops in November and December of 2024 to gather information and inform the rezone recommendation. The proposed amendment(s) would change the zoning designation of the property from Commercial/Industrial Mixed Use to R-4 Residential, and the comprehensive plan designation from Public/Quasi-Public/Institutional to High-Density Residential. The proposed rezone and comprehensive plan amendment has been processed as a legislative decision.

STAFF CONTACT:

Nick Little, Community Development Director

Attachments: None



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

AGENDA TITLE: A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT EXTENSION (3 YEARS) WITH MOTOROLA SOLUTIONS FOR BODY WORN CAMERAS

DATE: August 26, 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:

This agenda item seeks Council approval to enter into a contract extension (3 years) with Motorola Solutions for Body Worn Cameras (BWCs). The Police Department has deployed BWCs since 2022 after purchasing the cameras and related equipment from Motorola Solutions on a five (5) year contract. The current contract expires April 2027. The total cost of the contract extension will not exceed \$166,636.66 and the invoices will be spread out over three (3) years starting in 2027. The Police Department will budget the expense in the next biennium budget if funding source is not available from the State.

By agreeing to the extension now, the Police Department is able to get the most current model of the BWC and will be able to get the newest version again in 2027.

RECOMMENDED ACTION: Motion to adopt Resolution 2576 authorizing the purchase of body-worn cameras, related equipment, and associated services for the Police Department, and authorize the City Manager to execute necessary contracts and agreements.

STAFF CONTACT: Police Chief Robert Huhta

RESOLUTION NO. 2576

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT EXTENSION (3 YEARS) WITH MOTOROLA SOLUTIONS FOR BODY WORN CAMERAS

WHEREAS, the City Council recognizes the importance of transparency, accountability, and trust between the Longview Police Department and the community; and

WHEREAS, the adoption of body-worn camera technology enhances officer safety, provides an accurate and objective record of law enforcement interactions, and strengthens public confidence; and

WHEREAS, the City has identified Motorola Solutions as the preferred vendor to provide body-worn cameras, related equipment, and associated services,

WHEREAS, funding for the purchase will be appropriated in the General Fund or other potential funding source, and the total cost of the initial purchase is not to exceed \$166,636.66; and

WHEREAS, the City Council finds that the purchase of body-worn cameras 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, AS FOLLOWS:

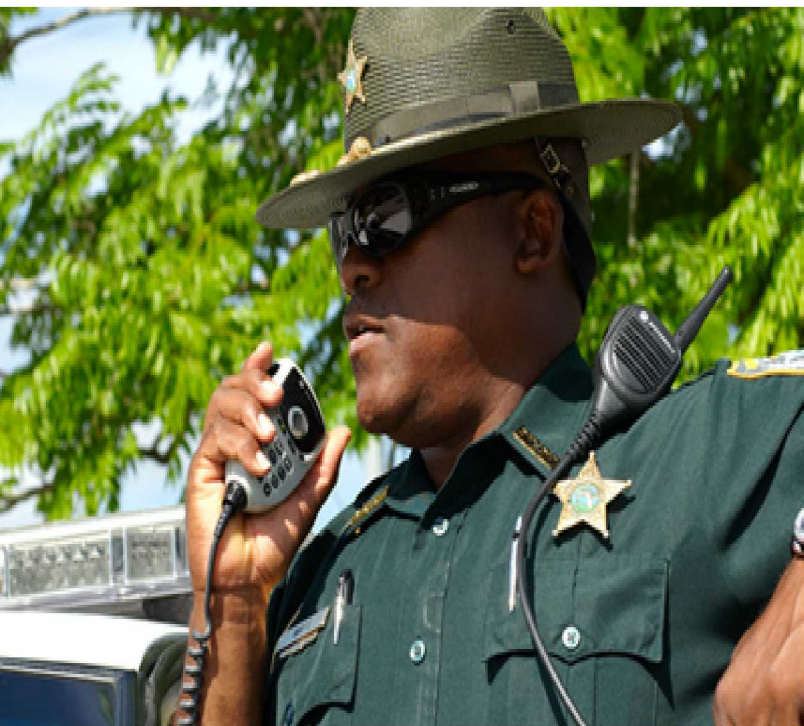
Section 1. The City Manager is hereby authorized and directed to execute the contract extension by and between the City of Longview and Motorola Solutions.

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

Mayor

ATTEST:

City Clerk



LONGVIEW POLICE DEPT

(3 YR) Contract Extension

11/06/2024

11/06/2024

LONGVIEW POLICE DEPT
1351 HUDSON ST
LONGVIEW, WA 98632

RE: Motorola Quote for (3 YR) Contract Extension

Dear Chris Blanchard,

Motorola Solutions is pleased to present LONGVIEW POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide LONGVIEW POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Kelsey Thompson at Kelsey.Thompson@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Kelsey Thompson

Billing Address:
LONGVIEW POLICE DEPT
1351 HUDSON ST
LONGVIEW, WA 98632
US

Quote Date:11/06/2024
Expiration Date:05/28/2025
Quote Created By:
Kelsey Thompson
Kelsey.Thompson@
motorolasolutions.com

End Customer:
LONGVIEW POLICE DEPT
Chris Blanchard
chris.blanchard@ci.longview.wa.us
360.442.5800

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Summary:

- **This Contract Extension would not go into effect until your current contract ends (4/10/27)**
- **At "Year 6" Another BWC Refresh would be sent to you**
- **At "Year 6" Billing would resume with a locked-in price of today's rate**
- **Warranty/Software Enhancements Included**

****At the start time of this Contract Extension, if a newer model after the V700 is available, Longview PD will receive the latest and greatest.**

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-BWC-XYR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - VIDEO-AS-A-SERVICE	62	3 YEAR	\$2,484.00	\$154,008.00	
2	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS	62	3 YEAR	Included	Included	
3	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	62		Included	Included	3 YEAR



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
4	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT	62	3 YEAR	Included	Included	
5	SWV07S03593A	SOFTWARE ENHANCEMENTS	62	3 YEAR	Included	Included	
6	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	19		Included	Included	
7	WGA00668-KIT	V700 LOCKING MOLLE MNT WITH BWC BOX	43		Included	Included	

Grand Total \$154,008.00(USD)



Pricing Summary

	Sale Price
Year 6 Subscription Fee	\$51,336.00
Year 7 Subscription Fee	\$51,336.00
Year 8 Subscription Fee	\$51,336.00
Grand Total System Price (Inclusive of Upfront and Annual Costs)	\$154,008.00

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Current Contract:

- Start Date - 4/11/2022
- End Date - 4/10/2027

Contract Extension:

- Start Date - 4/11/2027
- End Date - 4/10/2030





City of Longview

Agenda Summary

POLICE DEPARTMENT 2024 ANNUAL REPORT

DATE: August 26, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Enhance public safety & emergency response

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Longview Police Chief Robert Huhta will present the 2024 Annual Report for the Longview Police Department. It will include the department's Mission Statement and Core Values, Police Accomplishments, BHU Stats, Crisis Calls, Street Crimes Unit, Patrol Highlights, Criminal Investigations Unit, Offense Rates, Clearance Rates, Traffic Stats, Calls for Service Stats, and Employee Awards.

RECOMMENDED ACTION:

For information only.

STAFF CONTACT:

Police Chief Robert Huhta

Attachments:

1. ANNUAL REPORT 2024 - FINAL

2024 Annual Report

The background of the slide is a dark, out-of-focus photograph of a police vehicle at night. The car's emergency lights, consisting of red and yellow strobes, are illuminated, creating a bokeh effect with soft, glowing circles of light. The car's body is dark and indistinct against the night background.

Chief Robert Huhta

Longview Police Department Mission Statement and Core Values



Longview Police Department Mission Statement:

The mission of the Longview Police Department is to lead our community's fight against crime and injustice, enforce the law impartially, preserve the peace and protect the rights of all.

Core Values

- **Integrity** without compromise
- **Courage** in adversity
- **Teamwork** above self
- **Service** above all

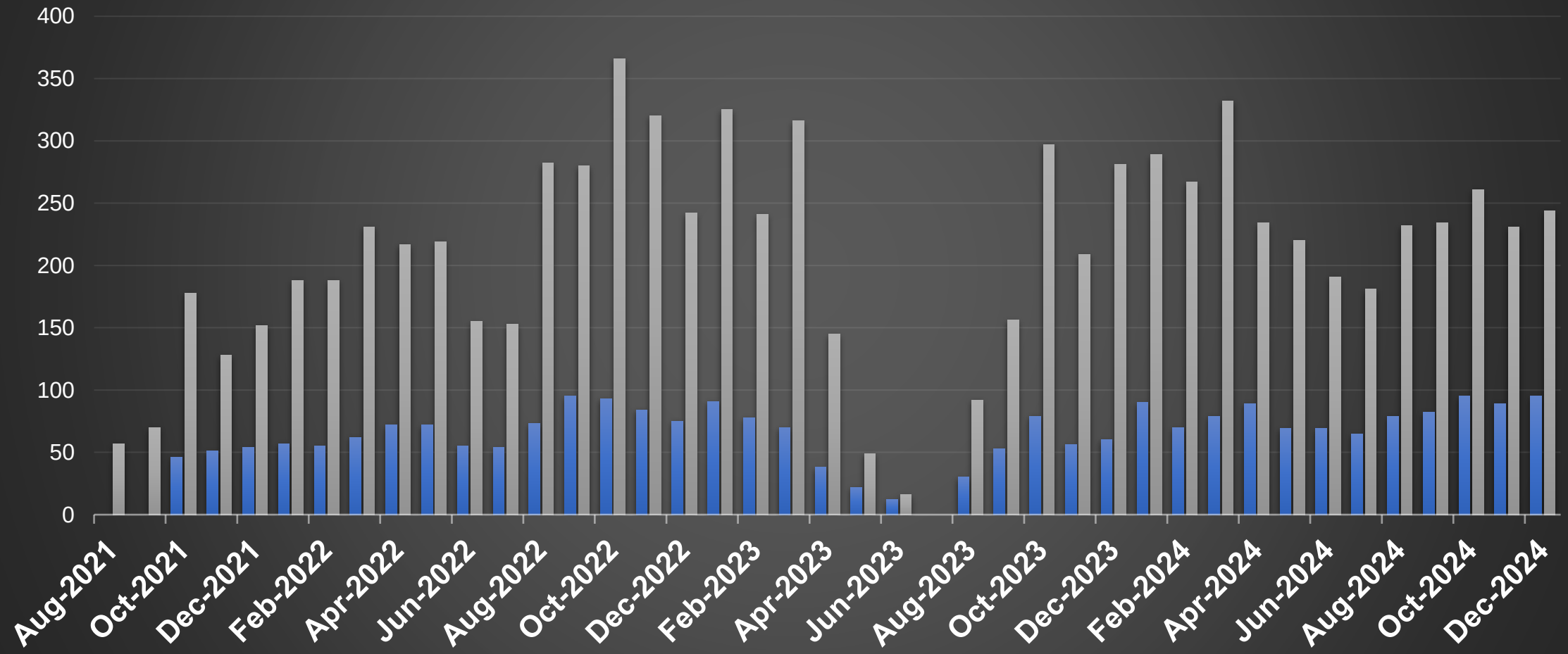


2024 POLICE ACCOMPLISHMENTS

- LPD officers selected as (part-time) instructors to teach at the Southwest Washington Regional Basic Law Enforcement Academy
- Longview Police Department's Behavioral Health Unit expansion – (BHU Sergeant and Community Outreach Coordinator)
- New Officer readiness program (pre & post-academy training for new officers)
- Police Training Simulator purchase, training of instructors and department wide training
- Police Wellness team expansion (wellness dog, online yoga, financial wellness, department-wide suicide prevention training)
- Police equipment expansion – drones & additional drone pilots
- Start up of Animal Control Program (hiring, training, equipping staff to respond to animal calls for service)
- Continuation of Peer Support Team

BHU: CONTACTS VS INDIVIDUALS CONTACTED

■ Individuals Contacted ■ Total Contacts



CRISIS CALLS FOR SERVICE

NATURE	2017	2018	2019	2020	2021	2022	2023	2024
ITA	147	199	175	166	100	146	171	178
MENTAL	357	472	454	488	657	696	634	799
OD	112	92	87	94	108	126	150	118
SUICI	211	234	164	156	166	165	122	82
WELF	1803	1729	1590	1525	1711	1606	1741	1594
DISORD	740	800	745	613	780	939	750	612
UNWANT	1014	1155	1317	906	1194	1767	1603	1328
TOTAL	4384	4681	4532	3948	4716	5445	5171	4711

COCAINE

330.44 GRAMS

METH

20.81 LBS

HEROIN

66.6 GRAMS

FENTANYL

3.02 LBS

OTHER DRUGS

1.14 LBS

GUNS

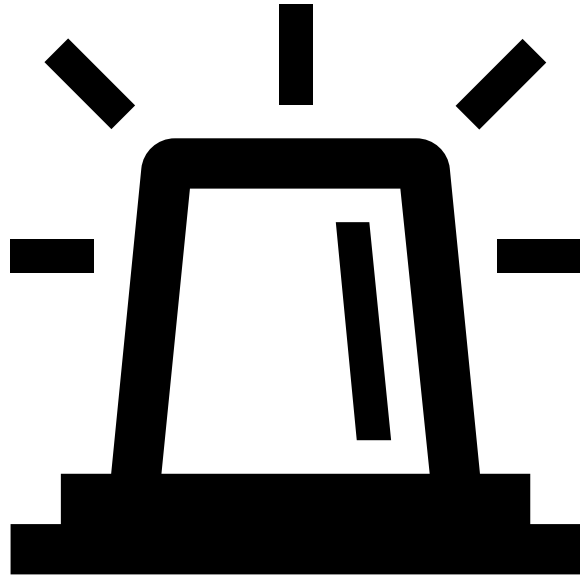
26

CURRENCY

\$21,369

STREET CRIMES UNIT

- Known drug dealer arrested twice in one week
- Search warrant leads to drug and firearm removal
- Search warrant results in multiple arrests



PATROL HIGHLIGHTS

- Shooting results in suspect apprehension and victim survival due to officers' quick actions
- Sledgehammer used to cause damage to doors and windows at Longview PD
- Suicide interrupted by officers

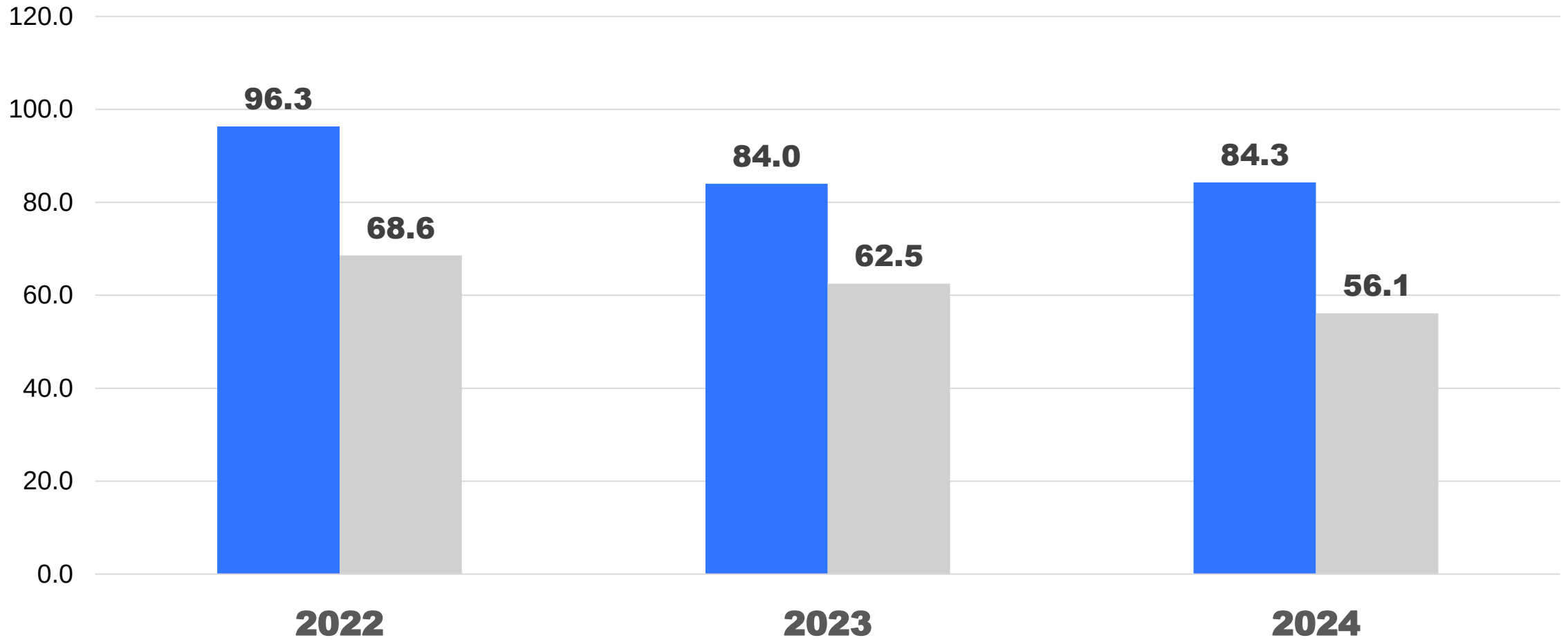
CRIMINAL INVESTIGATIONS UNIT

- Child sex suspect gets life in prison
- Fatal stabbing at local park
- Road rage incident results in stabbing



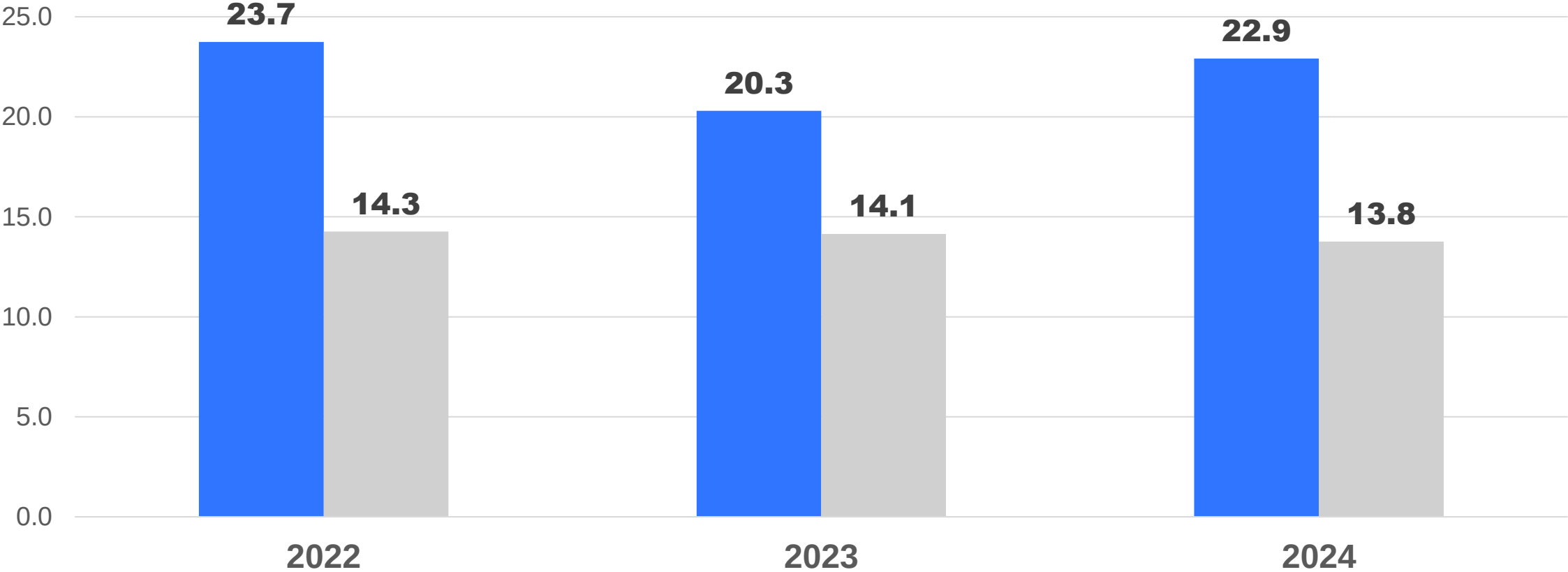
GROUP A OFFENSE RATE PER 1000

■ LONGVIEW ■ WASHINGTON



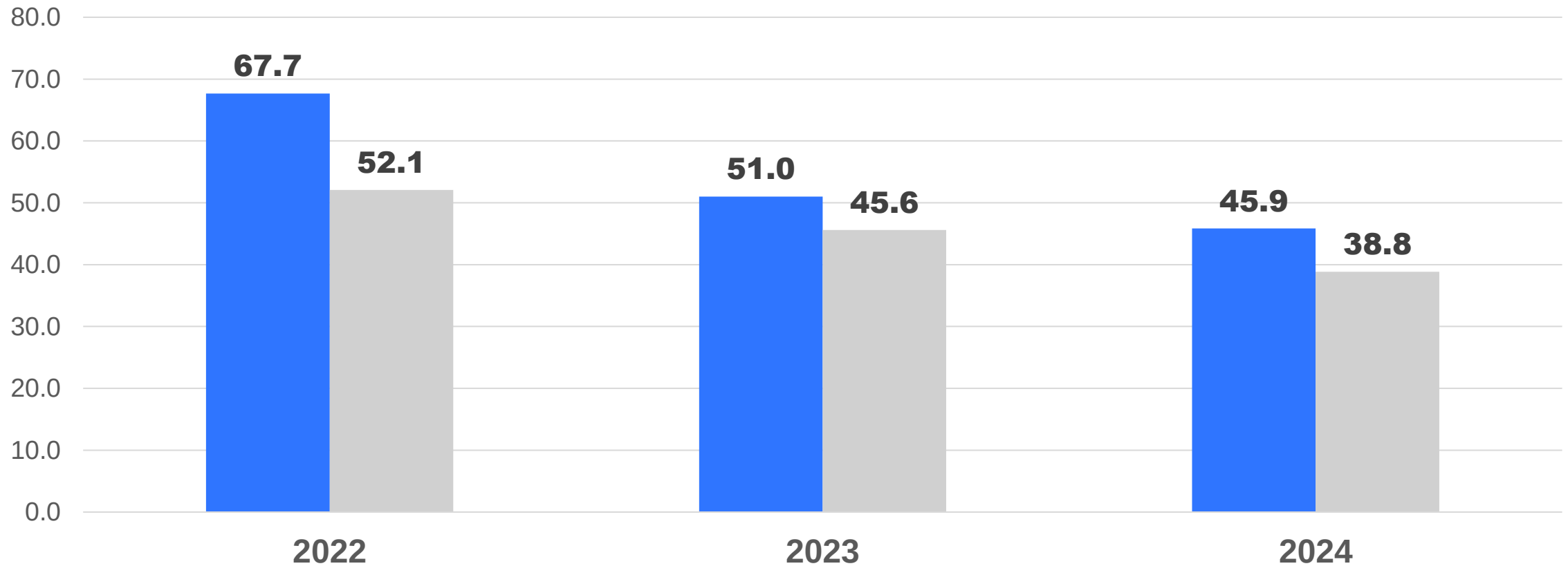
GROUP A OFFENSE RATE: PERSON CRIMES PER 1000

■ LONGVIEW ■ WASHINGTON



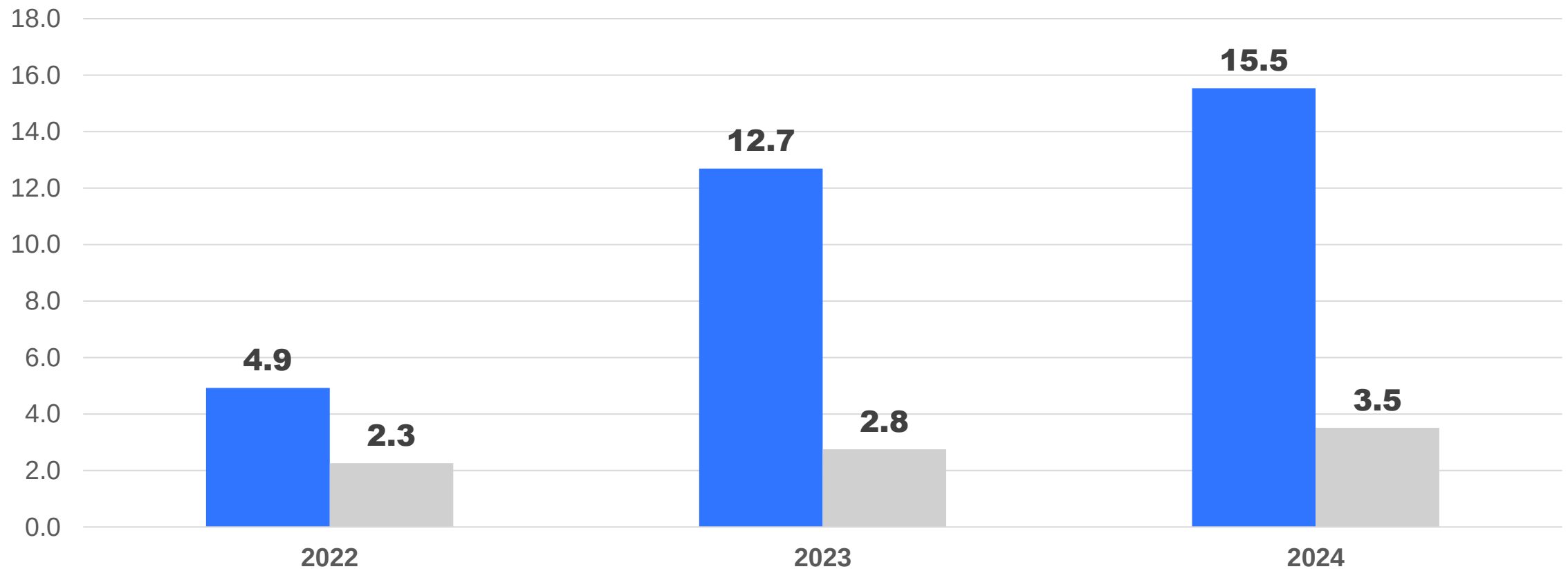
GROUP A OFFENSE RATE: PROPERTY CRIMES PER 1000

■ LONGVIEW ■ WASHINGTON

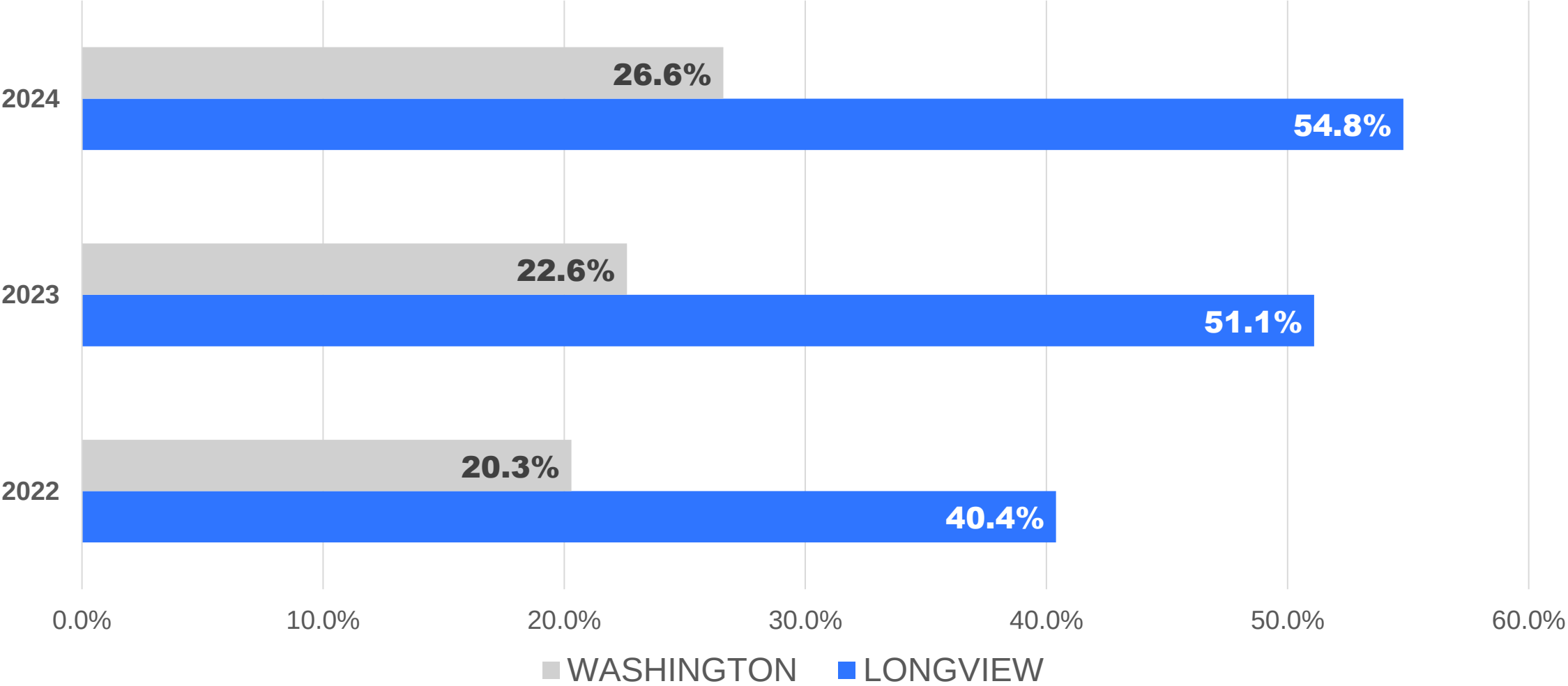


GROUP A OFFENSE RATE: SOCIETY CRIMES PER 1000

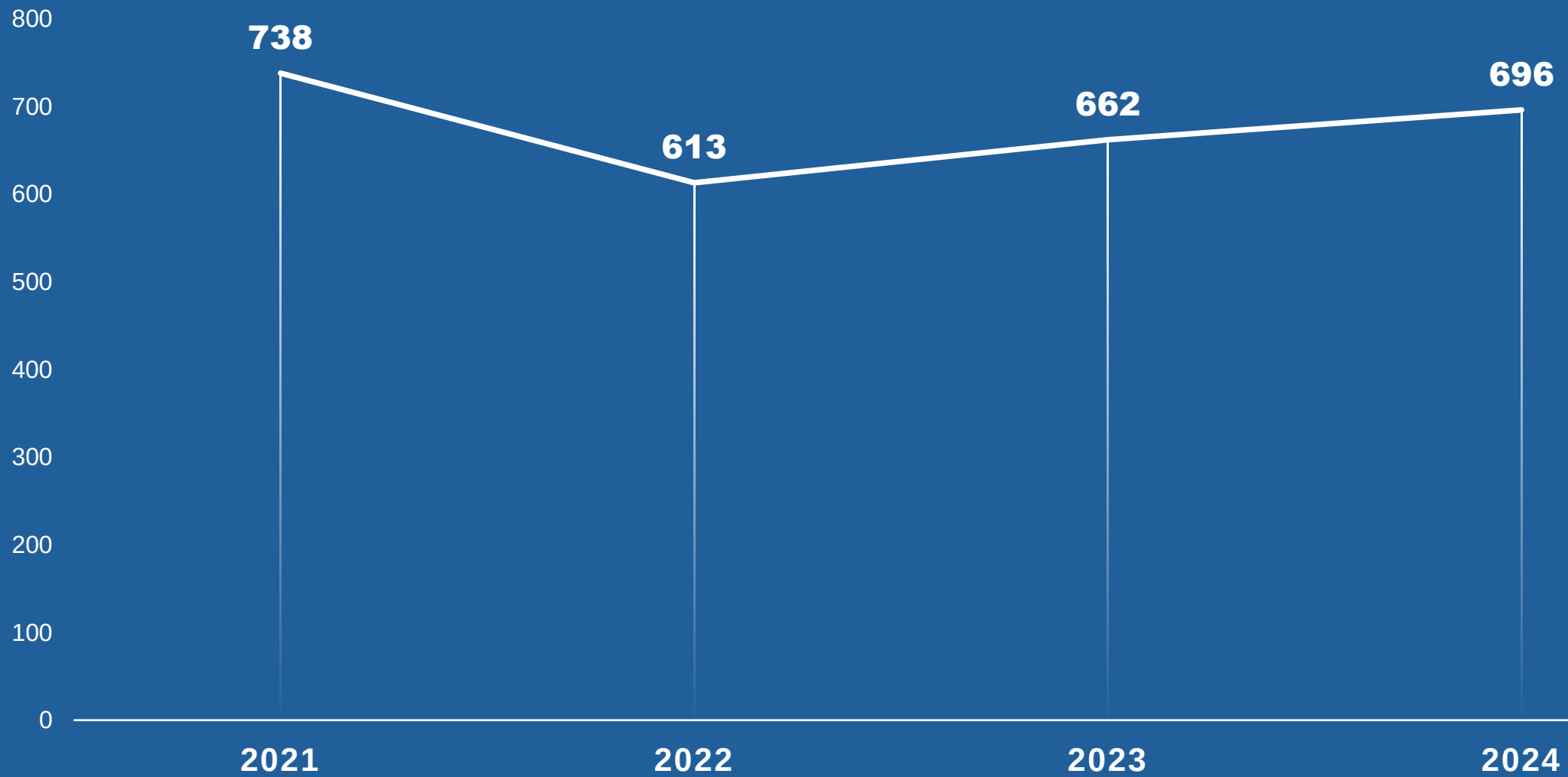
■ LONGVIEW ■ WASHINGTON



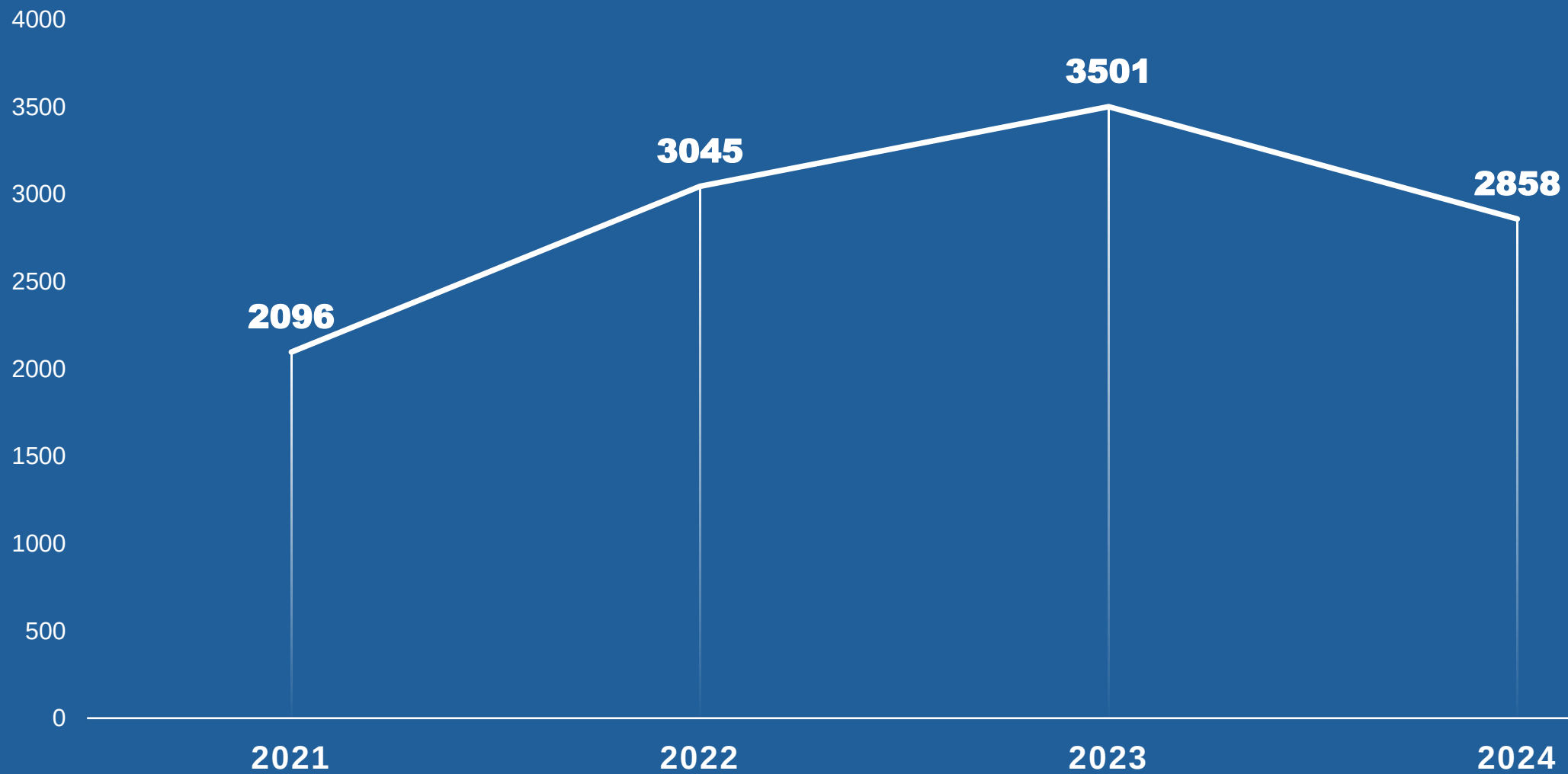
GROUP A CLEARANCE RATES



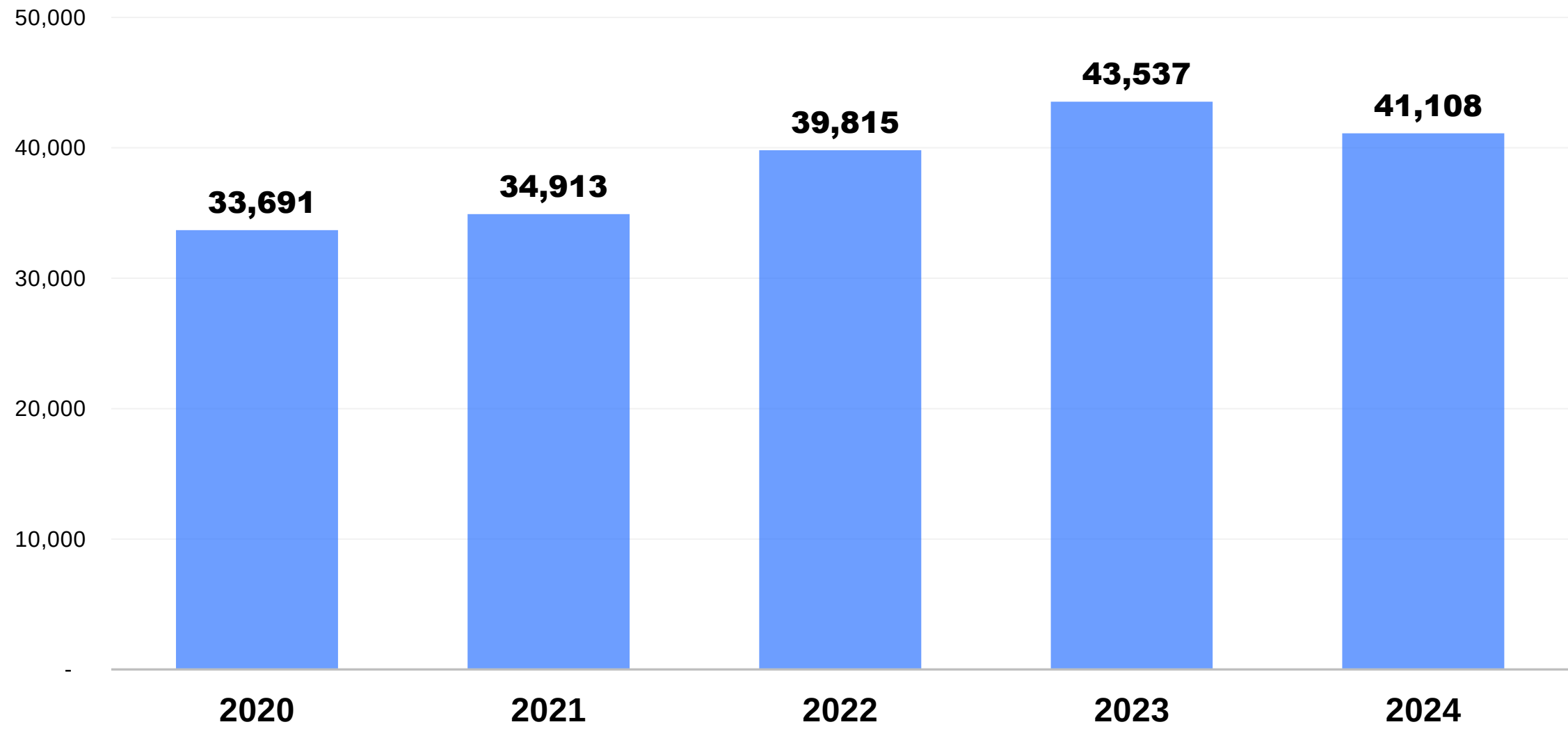
TRAFFIC COLLISIONS

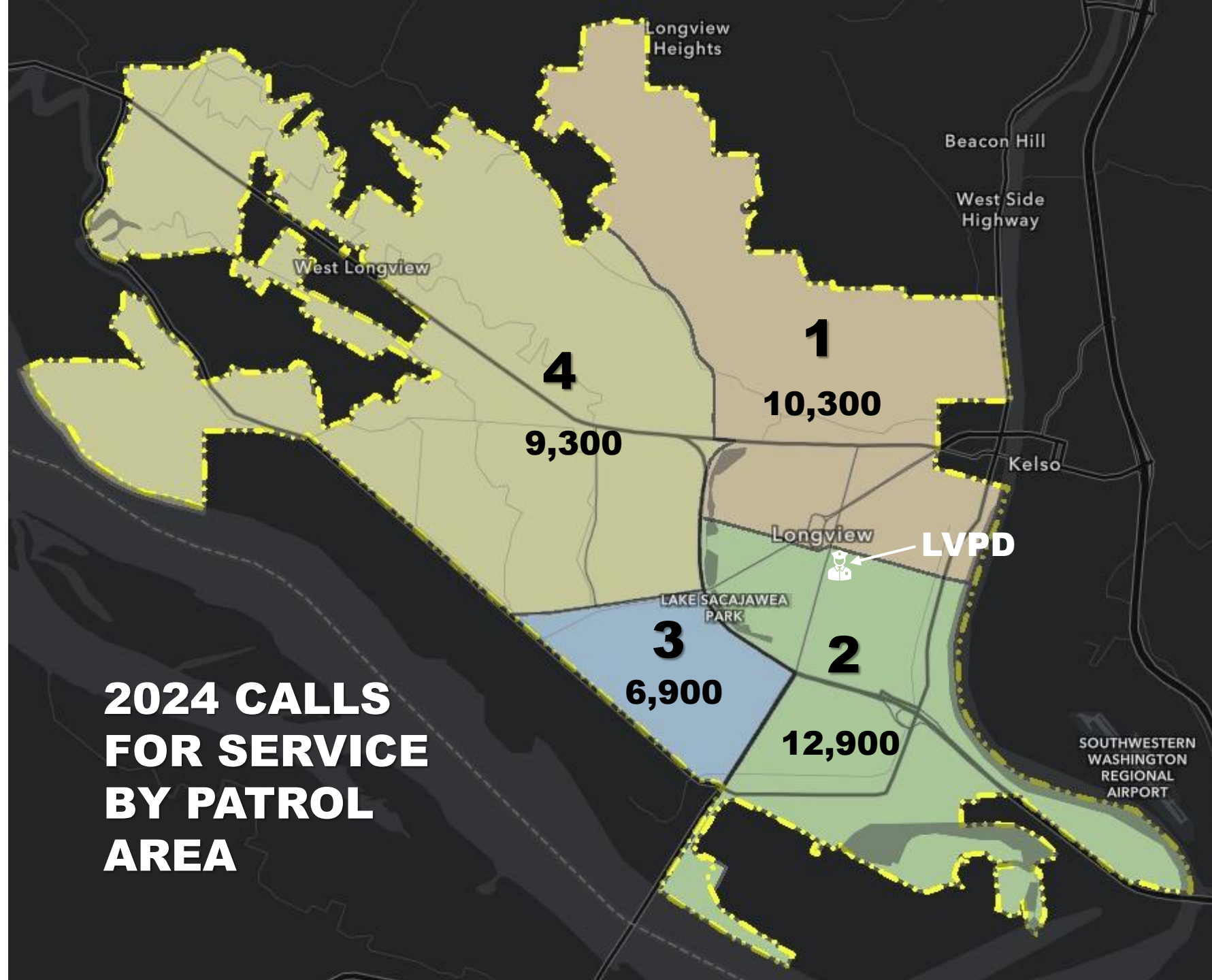


TRAFFIC VIOLATIONS



CALLS FOR SERVICE 5 YEAR TREND





2024 EMPLOYEE AWARDS

- **SUPERVISOR OF THE YEAR**
 - SGT KYLE SAHIM
- **OFFICER OF THE YEAR**
 - OFC MATT HARTLEY
- **CIVILIAN EMPLOYEE OF THE YEAR**
 - KAYCE SETTLEMIER; COMMUNITY OUTREACH COORDINATOR
- **CADET OF THE YEAR**
 - SIERRA CHRISMAN
- LIFESAVING AWARD – NARCAN ADMINISTRATION (30)
- LIFE SAVING AWARDS (2)
- COMMUNITY SERVICE AWARD
- EXEMPLARY PERFORMANCE AWARD (15)
- CHIEF'S AWARDS (7)
- MERITORIOUS SERVICE AWARD (15)

QUESTIONS?



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

AGENDA TITLE: Resolution 2561 Update

DATE: August 26, 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:

Attached is the presentation to City Council regarding update to Resolution 2561.

RECOMMENDED ACTION: Presentation to City Council

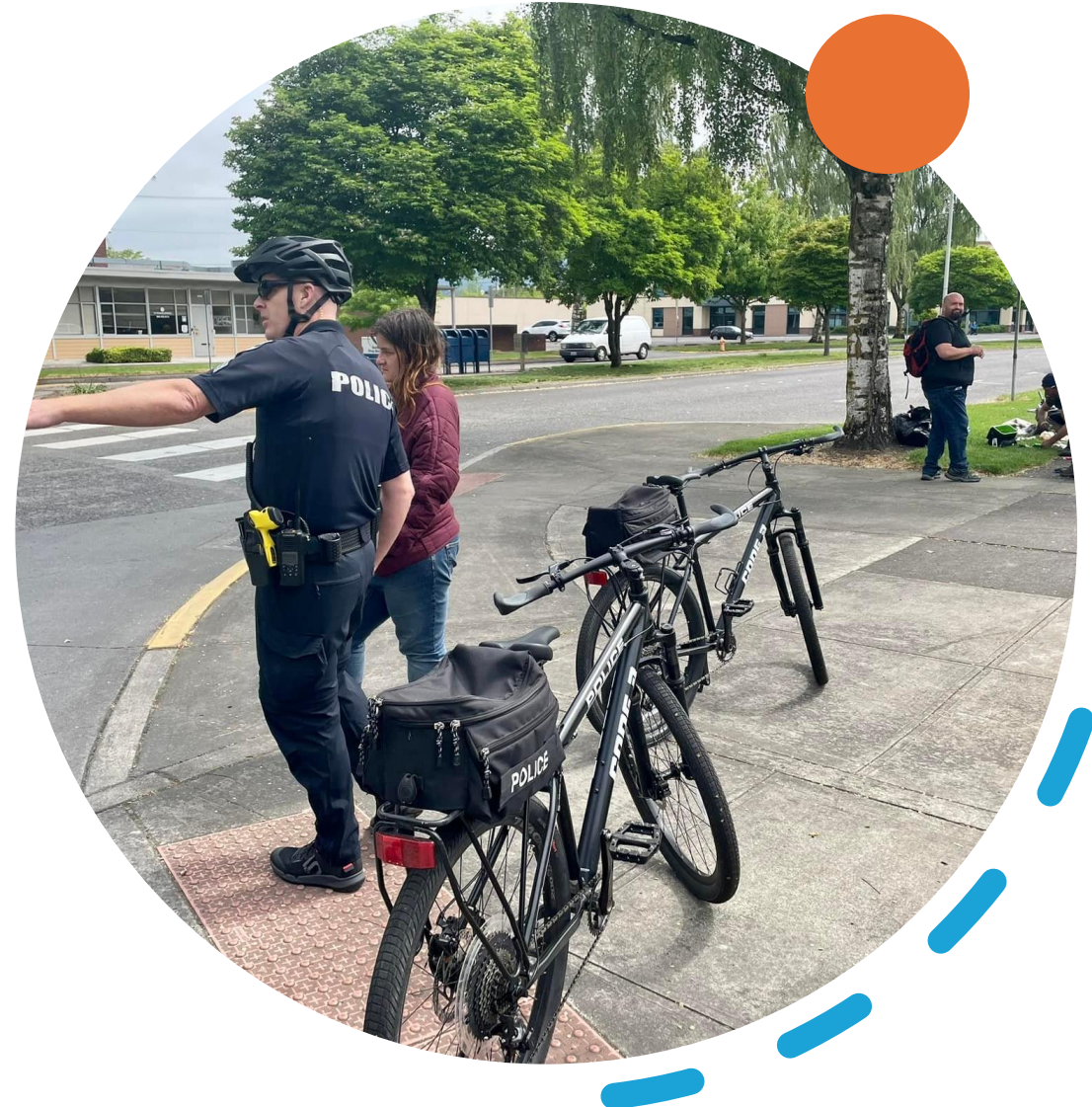
STAFF CONTACT: Police Chief Robert Huhta

Resolution 2561

June 12 – August 15th Update

Increased Patrols – Why Bike Patrol?

- High Visibility:** Bike patrol officers are more visible and approachable than officers in vehicles, which helps deter criminal activity in parks and public spaces.
- Mobility in Crowded/Restricted Areas:** Bicycles allow officers to patrol trails, parks, and encampment areas that are difficult for cars to access.
- Community Engagement:** Officers on bikes are more approachable, encouraging communication with community members, including those experiencing homelessness.
- Stealth and Observation:** Bikes allow officers to approach quietly, making it easier to observe and address open-air drug use and related activity.
- Crime Deterrence:** Frequent and visible patrols discourage drug activity, vandalism, and other disorder in public spaces.



Bike Patrols – Activity Report

In pairs of two, LPD Officers have worked 13 overtime shifts scheduled strategically during the weeks, between July 1st and August 15th.

The shifts were 4 hours long, and the time of day varied between mornings, afternoons, and nights.



Bike Patrol Statistics:

- 104 hours of overtime
- Approximately \$150/hr = \$15,600



Bike Patrol Statistics Cont.

- 211 Citizen Contacts
- 13 Arrests (unlawful camping, arrest warrants, drug possession)



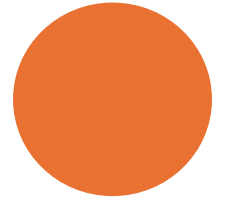
Storage of Property Ordinance:

- 4 Arrests have been made
 - One subject has been arrested twice
 - All property has been logged as evidence, in accordance with statute.
- Approximate Jail Costs: \$1149.60
 - Based on number of days/inmate @ \$95.80
 - Jail billing has not been received for this time period
 - 2 subjects are still in custody @ \$95.80 per day until released.



Additional Costs:

- Camera Trailer Rental: \$5150.37
- Drybox Purchase for Evidence Storage: \$6816.60
 - On Order, Arriving in September



Financials June 12th- August 15th

- Bike patrol-\$15,600
- Jail-\$1,149.60
- Camera-\$5,150.37
- Evidence storage-\$6,816.60

Total-\$28,716.57

Next steps...

- Amendments to LMC 7.29.010-Unlawful Camping on Public Property
- Amendments to LMC 7.29.020-Storage of Personal Property in Public Places
- Amendments to LMC 7.29.040-Definitions