



City of Longview

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

Agenda - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Council Member Mary Jane Melink
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin

Thursday, May 26, 2016

7:00 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 Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

2. INVOCATION*/FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

[MN 16-0337](#) COUNCIL MINUTES, MAY 12, 2016

STAFF CONTACT:

Kaylee Cody, City Clerk

Attachments: [05122016 Minutes Draft for Approval](#)

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

[16-4359](#) PRESENTATION OF COMCAST SPONSORSHIP

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Comcast, with the help of Tess Fields, will be partnering with the Longview

Parks and Recreation Department by sponsoring this year's Movies in the Park Series, Turkey Trot Fun Run, and Breakfast with Santa. This year Comcast has graciously donated \$4,500.00 for these events. The department would like to thank Comcast for their continued support of our programs and their involvement within the community.

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

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

7. A **FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**

8. **PUBLIC HEARINGS**

[16-4371](#) **PUBLIC HEARING: 2016 HOME PROJECT ALLOCATIONS**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT

This public hearing is to allocate 2016 HOME Investment Partnership Program funding, and Document Recording Fee project funding. The Public Hearing will be held to review and consider affordable housing projects submitted for funding and receive public comment for allocations.

Three (3) HOME projects and two (2) Document Recording Fee projects have been received. All project designs have been made available for Council review. Public Review has been made available at the Community Development Office and on the City's HOME Website.

Funding for 2016 for the Longview-Kelso HOME is at \$244,413 of which Longview's portion is \$128,316.83

2016 Document Recording Fee funding from Cowlitz County totaling \$28,000 and will be available for low-moderate housing, below 50% income, and shelters.

The HOME projects are:

2016 Longview HOME Project Summaries

Amount Available: \$128,316.83 Amount Requested: \$179,614

Rehabilitation of Low-Income Homes and Tenant Based Rental

Assistance - Rehabilitate 5 homes to a standard of eligibility for weatherization assistance (**\$60,023**) and provide tenant based rental assistance for rapid rehousing program (**\$31,935**).

Lower Columbia Community Action Program **\$91,958**

Foundation for the Challenged Longview - Rehabilitate one home for 3 developmentally disabled adults to reside in.
Life Works sponsored through Foundation for the Challenged **\$45,000**

Homeless Recovery Rental Assistance - Provide tenant based rental assistance for up to 6 households
Community House on Broadway **\$42,656**

The Document Recording Projects are:

2016 Longview Document Recording Fee

Amount Available: \$28,000 Amount Requested: \$31,000

Continued Operation Funding for Community House on Broadway -
Operational support for the area's homeless rehabilitation center. Community House on Broadway **\$22,000**

Domestic Violence Shelter Program - Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter. Emergency Support Shelter **\$9,000**

Each year, 5% of the HOME program funds are set aside for operating costs for a community housing development organization:

Consortium Community Housing Development Organization (CHDO) Request for Funding

CHDO 5% Operating Costs

To support the Consortium's Community Housing Development Organization (CHDO) Lower Columbia Community Action Program (Housing and Energy Division) operating and capacity building costs including salaries and benefits, training, department pro-rated cost allocations (rent, phone, etc.), equipment, materials, supplies and tools. The amount will be 5% of the 2016 HOME allocation.

Lower Columbia Community Action Program \$12,220.65

Requires approval from Consortium Partners (Longview and Kelso City Councils)

RECOMMENDED MOTION(s)

- 1) Motion to award 2016 HOME program funds as follows: Community House on Broadway TBRA in the amount of \$21,328 and Foundation for the Challenged in the amount of \$45,000 and Lower Columbia CAP in the amount of \$61,988.83.
- 2) Motion to award 2016 Document Recording Fees projects to the Emergency Support Shelter for \$8,000 and the Community House on Broadway for \$20,000.
- 3) Motion to approve Lower Columbia Community Action Program as the recipient of the Consortium Community Housing Development Organization set-aside and operating costs funds for 2016.

Attachments: [2016 HOME Entitlement Funding](#)
[CAP Housing Rehabilitation and tenant based rental assistance](#)
[Foundation for the Challenged home for disabled adults](#)
[Community House tenant based rental assistance](#)
[Community House Document Recording Fee for operations](#)
[Emergency Support Shelter Document Recording Fee for operations](#)

9. **BOARD & COMMISSION RECOMMENDATIONS**

[PC 2016-1](#)
[5/26/16](#)

PROPOSED NEW ZONING CODE CHAPTER TO ALLOW FARMERS' MARKETS ON RELIGIOUS ESTABLISHMENT OR SCHOOL GROUNDS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods, address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the March 2016 meeting, the Planning Commission agreed to initiate a process to examine allowing small farmer's markets to locate on church or school grounds. This was at the request of representatives from the St. Stephen's Episcopal Church. At the April regular meeting, the Planning Commission considered a staff-prepared discussion draft of possible code amendments to address the issue. The Planning Commission considered the draft, made some changes and then unanimously voted to hold a public hearing on the draft. At their May 2016 regular meeting, the Planning Commission held the public hearing. Several persons spoke in favor of the proposal, none spoke against it. Following the public hearing, the Planning Commission voted unanimously to recommend approval of draft zoning code chapter.

The purpose of the proposed zoning code amendments is to allow small local farmer's markets to be located on places of worship sites or school sites. These local markets would provide greater access for the community to healthy food; enhance the sense of community in livable neighborhoods; encourage walking instead of driving and generate economic benefit to the community. The intention is to serve local households within the neighborhood of the market. Limits on the scale of these markets are needed to avoid significant adverse impacts to individual neighborhoods. The new zoning code chapter would be applicable to the City's residential districts. The draft chapter is attached.

RECOMMENDED ACTION:

Motion to accept the Planning Commission recommendation and direct the City Attorney to prepare an ordinance for Council review and approval

STAFF CONTACT:

Steve Langdon, Planning Manager

Attachments: [Proposed new zoning code chapter](#)
[Staff report to Planning Commission](#)
[SEPA documents](#)

[PC 2015-4](#)
[5/26/16](#)

UPDATE OF WIRELESS FACILITIES CODE

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the urging of the Washington Cities Insurance Authority, the City decided to undergo an update of the city's municipal code regarding wireless facilities. The existing wireless facility code (Chapter 16.75 Wireless Communications) is outdated. The Planning Commission held their first workshop on the matter at their September 2015 regular meeting. Several workshops on the update have taken place since then. At their regular April 2016 meeting, the Planning Commission set a public hearing on the two draft chapters. At their May 4 regular meeting, the Planning Commission held a public hearing. No one spoke. Following the public hearing, the Planning Commission voted unanimously to recommend approval of the code update

The new wireless facilities chapters will be applicable citywide.

Under the proposal, the existing Chapter 16.75 will be repealed and then replaced with a new Chapter 16.75 titled "Wireless Communication Facilities." This chapter would regulate the siting of new wireless communication facilities. In addition, a new chapter will be created; Chapter 16.80 titled "Eligible Wireless Facilities Modifications." This chapter will regulate modification to existing facilities such as adding antennas to an existing cell phone tower.

RECOMMENDED ACTION:

Motion to accept the Planning Commission recommendation and direct the City Attorney to prepare an ordinance for Council review and approval

STAFF CONTACT:

Steve Langdon, Planning Manager

Attachments: [Draft Wireless facilities code-new facilities](#)
[Draft Wireless facilities code-modifications to existing](#)
[LMC reference changes for LMC 16-75](#)
[Staff report to Planning Commission](#)
[SEPA documents](#)

[16-4373](#)

RECOMMENDATION TO LIST THREE PROPERTIES TO THE LONGVIEW HISTORIC REGISTER

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and Enhance Neighborhoods

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The Longview Municipal Code, since 1987, has established a Longview Register of Historic Places under title 16.12, the Longview Historic Preservation Ordinance. The ordinance directs that: no property shall be listed in the register without the owner's written consent; and the historic preservation commission shall consider the merits of any nomination at a public meeting and evaluate the nomination according to the criteria in the historic preservation ordinance. If the commission finds that the nominated property is eligible for the Longview register of historic places, the commission shall make recommendation to the city council that the property be listed.

The Historic Preservation Commission is recommending that the City Council list three properties on the Longview Register of Historic Places. The required notice and public meetings were held for each property by the Historic Preservation Commission as the LMC requires. The properties are:

1136 Kessler Boulevard, the Owen, J. Wayland & Martha, house
1024 Kessler Boulevard, the Rice, Lawrence B., house
and 1609 24th Avenue, the Hamilton, R.D. house

RECOMMENDED ACTION:

Motion to accept the recommendations of the Historic Preservation Commission and list 1136 Kessler Boulevard, the Owen, J. Wayland & Martha house, and 1024 Kessler Boulevard, the Rice, Lawrence B., house and 1609 24th Avenue, the Hamilton, R.D. house onto the Longview Register of Historic Places.

STAFF CONTACT: Adam Trimble, Planner/Grant Coordinator.

Attachments: [Nomination to join histoirc register 1136 Kessler Blvd](#)
[Historic inventory 1024 Kessler Blvd](#)
[Nomination form 1024 Kessler Blvd](#)
[1609 24th Ave RD Hamilton house Historic Features List, inventory](#)

10. ORDINANCES & RESOLUTIONS[16-4374](#)**ORDINANCE NO. 3320: PUBLIC SAFETY FUND****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response

Preserve and enhance neighborhoods

Improve transportation systems

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

Ordinance No. 3131 created the public safety fund and specified the purposes for which those funds might be used. The City Council now wishes to clarify and expand the permissible uses of surplus moneys in that fund in recognition that moneys expended for purposes such as law enforcement capital facilities and equipment also enhance public safety.

On May 12, 2016, Council directed the City Attorney to draft an ordinance amending LMC 3.60 to expand the eligible uses of the Public Safety fund. That ordinance is attached.

RECOMMENDED ACTION:

Motion to adopt Ordinance 3320

STAFF CONTACT:

Jim McNamara, City Attorney

Attachments: [Ord No 3320 amending LMC 360 to expand uses of traffic safety fund](#)

[16-4367](#)

ORDINANCE 3321 ADOPTING THE 2015 BUILDING CODES

COUNCIL INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Enhance public safety and emergency response

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Legislature of the State of Washington has enacted RCW Chapter 19.27 which adopted the International Building Code, the International Residential Code, the International Mechanical Code, the Uniform Plumbing Code and Uniform Plumbing Code Standards with an implementation date of July 1, 2016. The adopted codes will be applicable throughout the State of Washington in all counties and cities in substitution and replacement of all prior codes. Local amendments have been kept to a minimum in an attempt to provide for a reasonable degree of inter-jurisdictional consistency. The permit fees reflected in this code adoption are the same fees currently assessed with no increase proposed at this time.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3321 adopting Chapters 51-11C, 51-11R, 51-50, 51-51, 51-52, 51-56 and 51-57 of the Washington Administrative Code as amended and providing that this ordinance shall be in full force and effect from and after July 1, 2016.

STAFF CONTACT:

John Brickey, Director of Community & Economic Development

Attachments: [Ord 3321 2015 Building Code Adopt](#)

[16-4375](#)

ORDINANCE NO. 3322 UPDATING AND AMENDING CHAPTER 18.10 OF THE LONGVIEW MUNICIPAL CODE

COUNCIL INITIATIVE ADDRESSED:

Enhance public safety and emergency response

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

The Legislature of the State of Washington enacted RCW Chapter 19.27 which adopted the International Fire Code ("Fire Code") and made it applicable throughout the State of Washington to all counties and cities. The Fire Code is set forth in chapter 51-54A of the Washington Administrative Code ("WAC"); 2015 updates have been made to the WAC, in substitution and replacement of the 2012 Fire Code.

The City of Longview adopted the Fire Code under chapter 18.10 of the Longview Municipal Code. Local amendments to the International Fire Code are also set forth in that same chapter, to clarify and standardize those sections of the Fire Code that are not specific or otherwise addressed. This ordinance updates chapter 18.10 to reflect the 2015 updates of the Fire Code and to make any other necessary changes to the local amendments. The permit fees will remain the same as currently assessed with no increase proposed at this time.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3322 and providing that this ordinance shall be in full force and effect from and after July 1, 2016.

STAFF CONTACT:

Jim Kambeitz, Fire Marshal

[Attachments: Ordinance No 3322](#)

[16-4364](#)

JAG GRANT RESOLUTION NO. 2181**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve Public Safety

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

An Interlocal Agreement with Cowlitz County is required as part of the FY 2016 Justice Assistance Grant application. A resolution is required in order for the City Manager to sign the agreement. The Justice Assistance Grant funding (\$16,389.00) will be used towards the Longview School Officer Program.

The public will be given the opportunity to comment on the use of these grant funds at this meeting.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2181 and authorize the City Manager to sign the Interlocal Agreement with Cowlitz County.

Attachments: [JAG Grant Resolution No 2181](#)

[JAG Application 2016](#)

[MOU - 2016](#)

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

11. A MAYOR'S REPORT

11. B COUNCILMEMBERS' REPORTS

12. CONSENT CALENDAR

[16-4362](#)

APPROVAL OF CLAIMS

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

SECOND HALF MAY 2016 ACCOUNTS PAYABLE: \$3,157,236.32

FIRST HALF MAY 2016 PAYROLL:

\$2,631.23, checks no. 206616-206618

\$664,313.23, direct deposits

\$444,151.97, wire transfers

\$1,111,096.43Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

[16-4361](#)

LIABILITY CLAIMS/LAWSUITS

The claim(s)/lawsuit(s) listed below was/were received by the City. Where applicable, the claim(s)/lawsuit(s) have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA). The claim(s)/lawsuit(s) status is/are as follows:

NEW:

Sesily Corder, DOI: 03/25/2016. Claimant alleges that a police vehicle struck and killed her dog in the parking lot of Western World. \$5,000.00 claimed.

Betty Perko, DOI: 04/10/2016. Claimant alleges physical injuries caused by a broken park bench at Roy Morse Park. Amount unspecified.

SETTLED:

Craig Collins, DOI: 11/11/2015. Claimant alleges costs incurred to clear sewer line when problem was on city side. \$1,132.92 paid.

Kenneth Hudson Sr., DOI: 04/07/2016. Claimant alleges costs incurred to repair broken sewer line. \$967.22 paid.

STAFF CONTACT:

Kaylee Cody, City Clerk

[16-4369](#)

PROPOSAL REVIEW - LONGVIEW PUBLIC LIBRARY CAT5E CABLE INSTALLATION**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

SUMMARY STATEMENT:

The project involves supplying and installing additional CAT5E computer cable at the Longview Public Library.

After soliciting proposals from qualified firms, one proposal was received as follows:

Empower Digital Solutions, Inc.; McMinnville, Oregon

Labor Budget: \$10,400.40

Material Budget: \$ 6,279.15

Total: \$16,679.55

The proposal received was determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the Office Equipment Replacement Fund

RECOMMENDED ACTION:

Motion to accept the proposal and award a contract to Empower Digital Solutions, Inc., in the amount of \$16,679.55

STAFF CONTACT:

Todd Dodgin, Information Technology Director

[16-4368](#)

BID REVIEW - MARK MORRIS TRAFFIC SIGNAL**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

SUMMARY STATEMENT:

The project involves installing a fully functional traffic signal at the intersection of 15th Avenue and Mark Morris Court.

On May 18, 2016, two bids were received as follows:

\$136,601.90 - Mill Plain Electric, Inc., Vancouver, WA

\$167,751.00 - Northeast Electric, LLC, Woodland, WA

\$245,000.00 - Engineer's Estimate

Both bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by a State Pedestrian and Bicycle Safety Grant, with local match funding consisting of \$18,000 from the Public Safety Fund and a \$15,000 contribution from the Longview School District.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Mill Plain Electric, Inc., in the amount of \$136,601.90

STAFF CONTACT:

Manuel Abarca, Traffic Engineer

13. CITY MANAGER'S REPORT

[16-4370](#)

PACIFIC WAY AND 30TH AVENUE TRAFFIC SIGNAL OPERATION**COUNCIL INITIATIVE ADDRESSED:**

Improve transportation systems

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

On April 28, 2016, the City Council directed staff to leave the repaired traffic signal at 30th Avenue and Pacific Way on all-way flash as a four-way stop, and present intersection information and options for discussion at the next city council meeting.

Staff has prepared the attached report describing data collection activities, opinion survey results, operations analysis comparing a four-way stop to a fully functioning traffic signal, and presenting recommendations for additional improvements.

Based on operational analysis and survey comments, staff recommends returning the signal to full operation and installing left turn lanes on Pacific Way, which requires the following actions:

- Restripe the intersection to include left-turn lanes on Pacific Way centered in the middle of the roadway
- Restripe northbound 30th Avenue from two approach lanes to one approach lane
- Install new traffic signal loops on Pacific Way and 30th Avenue
- Realign the traffic signal heads to line up with new lane configuration

FINANCIAL SUMMARY:

Staff recommended improvements total \$14,500, which would be paid from the Traffic Operations budget.

RECOMMENDED ACTION:

Motion directing staff to restore the traffic signal to full operation and install centered left turn lanes on Pacific Way.

STAFF CONTACT:

Manuel Abarca, PE, Traffic Engineer

Attachments: [Pacific Way and 30th Signal Staff Report 05192016](#)

[Survey Comments_05162016](#)

[16-4372](#)

**FOOD AND BEVERAGE VENDING AT THE CITY OF LONGVIEW LAKE
SACAJAWEA SUMMER CONCERT SERIES****COUNCIL STRATEGIC INITIATIVES ADDRESSED:**

Address Quality of Place Issues

Strengthen Economic Conditions and Create New Opportunities

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The City Council enacted a trial Lake Sacajawea Concession Policy in 2012. This policy provided for a single seasonal mobile food and beverage vendor the privilege to conduct business in the park. It was not until 2015 that the trial policy was successfully put into use. After review of the pilot season, the City Council adopted a more comprehensive policy on May 12 for future use.

The newly adopted policy provides that "The Concessionaire may not operate within the park during events where non-profit organizations have been granted the exclusive right to sell food and beverages unless *prior approval has been given by city council.*"

For well over ten years the city has partnered with the Pioneer Lions Club to provide food and beverage service to park patrons during the Lake Sacajawea Summer Concert Series. The Parks and Recreation Department recognizes it would be beneficial to expand the vendor offerings due to demand from concert goers and the wish to provide additional offerings to entice more community members to the event.

The Parks and Recreation Advisory Board recommends opening up the summer concert vending for a trial year by requesting proposals from non-profit food and beverage concessionaires and evaluating the success at the end of the series. The board recognizes the need for additional vending and would support a for-profit vendor if all non-profit opportunities have been exhausted. If for-profit vending were allowed, the board would recommend requiring, in addition to the percentage owed to the City through the vending agreement, that a percentage of the revenues generated during the concerts be designated for the Parks and Recreation Department in the form of a scholarship fund for low income families or other agreed upon way to give back to the community.

RECOMMENDED ACTION:

Provide direction or approval as to how staff should move forward with soliciting additional vendors for the Lake Sacajawea Summer Concert Series.

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

14. MISCELLANEOUS[16-4365](#)**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS*****Attachments:*** [LL-Triangle Sports Pub](#)**15. ADJOURNMENT**

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:**THURSDAY, JUNE 9, 2016****THURSDAY, JULY 14, 2016****NEXT COUNCIL WORKSHOPS:****THURSDAY, JUNE 16, 2016****THURSDAY, JUNE 30, 2016**