



City of Longview

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

Agenda

'Hybrid' virtual or in-person meeting

Please click the link below to join the

webinar: <https://us02web.zoom.us/j/86788038944>

Or for audio only, use Telephone: US: +1 253 215

8782 or +1 408 638 0968

Webinar ID: 867

8803 8944

Planning Commission

Wednesday, October 6, 2021

7:00 PM

City Hall

1. **ROLL CALL**

2. **APPROVAL OF MINUTES**

21-000978 Minutes of the September 1 2021 regular meeting.

3. **AUDIENCE PARTICIPATION OF CORRESPONDENCE**

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

5. **PUBLIC HEARINGS**

21-000976 PC 2021-8 Joint Public Hearing City of Longview/Department of Ecology on: Longview Shoreline Master Program (SMP) periodic review draft amendments to keep the SMP current with changes in state law, changes in other Longview plans and regulations, and other changed local circumstances. All materials relating to the SMP update are online at: <https://www.mylongview.com/159/Shoreline-Master-Program>

Recommended Action: Motion to recommend the City Council adopt the proposed amendments to the SMP.

21-000977 PC 2021-9 Application to modify an approved subdivision or planned unit development: The Village at Overlook PUD, to allow vehicle access to City View Blvd for lot 14 .

Recommended Action: Motion to adopt the findings and recommendations of the staff report and pass on a recommendation to the City Council to approve the proposed subdivision plat amendment.

6. **NON-PUBLIC HEARING ITEMS**

21-000975 PC 2021-9 Request to initiate zoning code amendments to allow the Community Development Department to require pre-application conferences for development proposals and set a new fee.

Public Works Director/Interim Community Development Director Ken Hash is proposing the City adopt pre-application meeting requirements similar to those of other cities in the region. The purpose will be to improve permit review times and customer service, and provide projects with certainty to move forward with design. Similar to other cities, staff propose adding a fee to the zoning code fee schedule that will be charged for every pre-application meeting. The fee and required meeting add further value to developers by demonstrating that the city will stand behind the answers provided during such meetings. Official minutes will be kept and distributed after the meeting. Attached are examples of the application forms for pre-application meetings from Lacey WA and Woodland WA.

Recommended Action: Motion to initiate zoning code amendments to require pre-application conferences for development proposals and set a new fee and direct staff to bring draft amendments for discussion at a future meeting or workshop.

7. **OTHER BUSINESS**

21-000974 Set workshop date for accessory dwelling units code amendments: October 20th 6pm proposed.

8. **PLANNER'S REPORT**

9. **ADJOURNMENT**



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Longview, WA 98632
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Minutes

Agenda

In-person or Virtual Meeting Use this link to attend the meeting on
Zoom.us <https://us02web.zoom.us/j/86788038944>
Or Telephone: Dial (for higher quality, dial a number based on your current location):US: 253 215 8782 or 408-638-0968 Webinar ID: 867 8803 8944

Planning Commission

Wednesday, September 1,
2021

7:00 PM

City Hall

1. ROLL CALL

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

Present: Member Craig Collins, Member Trey Davis, Member Ramona Leber, Member Shawn Marvin, Member Kalei LaFave, Member Stacey Dalgarno

Absent:

Staff Present: Christopher Eastwood, COL Attorney; Adam Trimble, Planner; Lisa Vertrees, Administrative Assistant

2. APPROVAL OF MINUTES

A motion was made by Member Stacey Dalgarno, seconded by Member Ramona Leber, to Approve the regular meeting minutes of August 4, 2021. The motion carried by the following vote:

Ayes: Member Craig Collins, Member Trey Davis, Member Ramona Leber, Member Shawn Marvin, Member Kalei LaFave, Member Stacey Dalgarno

Nays: None

21-000927 Minutes of the August 4, 2021 regular meeting

3. AUDIENCE PARTICIPATION OF CORRESPONDENCE

Several email/letters were received and were published to the agenda. Hard copies were provided for Planning Commission members present.

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

Read in to the record.

5. PUBLIC HEARINGS

21-000819 PC 2021-7 Public Hearing for Final Plat approval of Mt. Solo Place Phase 2a, for 16 lots and an extension of Bethany Street to connect to recently completed Phase 1, Schneider Drive.

Recommended Action: Motion to recommend the City Council approve the Final Plat with the condition that occupancy shall not be given for any home until the Mt. Solo Place sewer pumpstation is complete and in-service. .

Mr. Trimble read the staff report.

Chairman Collins opened the public hearing.

The following citizens spoke:

Spencer Boudreau

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

A motion was made by Member Ramona Leber, seconded by Member Kalei LaFave, to recommend City Council approve the Final Plat of Mt. Solo Place Phase 2a for 16 lots and extension of Bethany St. to connect recently completed Phase I, Schneider Dr. The motion carried by the following vote:

Ayes: Member Craig Collins, Member Trey Davis, Member Ramona Leber, Member Shawn Marvin, Member Kalei LaFave, Member Stacey Dalgarno

Nays: None

21-000926 PC 2021-5 Public Hearing for proposed amendments to the zoning code to conform to new state requirements regarding the siting of transitional housing, permanent supportive housing, emergency housing, and emergency shelters as required by E2SHB 1220.

Recommended Action: motion to adopt the findings and recommendation of the staff report and forward a recommendation to the City Council to approve the proposed amendments.

Alternate Recommended Action: motion to adopt the findings and draft zoning code amendments with adjustments contained in PC memo 9-1-2021.

Mr. Trimble read the staff report, along with a staff memo that offered an alternative motion.

Chairman Collins opened the public hearing.

The following citizens spoke:

Spencer Boudreau

Jennifer Westerman - CEO Housing Opportunities of SW WA

Marilyn Melville-Irvine

Hollie

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

Brandon Robinson, CWCOC, said this is new territory for municipalities.

A motion was made by Member Kalei LaFave, seconded by Member Stacey Dalgarno, to Adopt the findings and recommendations of the staff report and forward a recommendation to the City Council to approve the proposed zoning code amendments to conform to new state requirements regarding the siting of transitional house, permanent supportive housing, emergency housing, and emergency shelters as required by E2SHB 1220.

A motion was made by Member Ramona Leber, seconded by Member Kalei LaFave to amend the original motion to include instituting operations plans for emergency shelters only.

The Planning Commission voted to adopt the original motion as presented.

Ayes: All
Nays: None

6. **NON-PUBLIC HEARING ITEMS**

21-000935 PC 2021-8 Set Joint Public Hearing for Shorelines Master program periodic update with Dept. of Ecology for October 6, 2021.

A joint public hearing for the shorelines master program periodic update with the Dept. of Ecology was set for October 6, 2021.

7. **PLANNER'S REPORT**

* New multi-family housing on Ocean Beach Hwy

* Progress on the sewer pump station of Phase 2 Mt. Solo Estates

8. **ADJOURNMENT**

The next regular Planning Commission meeting is scheduled for October 6, 2021.

With no further business to discuss, the meeting adjourned at 8:15 p.m.

Lisa Vertrees, Recorder



October 1, 2021

To: Longview Planning Commission

From: Adam Trimble, Interim Planning Manager

Subject: **Shorelines Master Program periodic update 2021 Joint Public Hearing**

At the October 6 meeting the Planning Commission will hold a joint public hearing with the department of ecology on a proposed update to the Longview Shorelines Master Program. In advance of the public hearing a 30 day comment period was held with direct invitations for comments solicited from local and regional parties. To date no comments have been received by the City as a result of this comment period. The department of Commerce was invited to review the updates but has not provided any comments to date. A separate 14 day SEPA public comment period was held and no comments were provided as a result of the notice of determination of non-significance. The lack of comments could reflect the very minor nature of the updates proposed. At this link, a summary of the review and resulting updates titled 'Summary of Proposed Updates to the SMP' is a helpful document to understand what is proposed to change and why: <https://www.mylongview.com/159/Shoreline-Master-Program> The complete 'redline' shorelines master program document and related information can also be found on the page.

Additional information: State law requires that local planning commission's exercise review and provide recommendations over both zoning and environmental laws. The City has a Shorelines Master Program 2015 (SMP) that provides for local regulations of activities occurring within 200 feet of a shoreline of the state. The Cowlitz and Columbia rivers and Lake Sacajawea are all waters of the state and subject to the shorelines ordinance. Shorelines regulations must be consistent with state laws and those laws change frequently. To address this the Shoreline Management Act (SMA) requires each city and county review, and, if necessary, revise their SMP. The state legislature set a staggered schedule that alternates with similar reviews under the Growth Management Act. This is Longview's year to produce an update.

Working with the Cowlitz-Wahkiakum Council of Governments (CWCOG) staff, and our consultant, Watershed Inc., an update to the Longview SMP has been prepared and submitted to the Department of Ecology for review. After the Planning Commission Public Hearing, a final review by Ecology will be completed and then a Planning Commission recommendation will be forwarded to the City Council.



STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

PRESENTED BY: Adam Trimble, Planner

PROJECT NAME: Preliminary Subdivision Plat: Mt. Solo Place Phases 4-5

CASE NO.: PC 2021-9

RELATED CASES:

HEARING DATE: October 6, 2021

PROPOSAL: Application to modify an approved subdivision or planned unit development: The Village at Overlook PUD [recorded at Volume 14, Page 68], to allow lot 14 to have vehicle access to City View Blvd. [Exhibit A]

LOCATION: The Village at Overlook PUD comprises lots 1-20 on Alexia Court. Addresses are Parcel No.: Parcel Number(s): 107460100, 107200100.

APPLICANT: John and Ann Lucas, owners of 42 Alexia Court, [Lot 14].

PROPERTY OWNER: Various- staff counts 13 different owners of the 20 lots.

SEPA DETERMINATION: Not required.

I. **BACKGROUND**

The application before the Planning Commission is to amend the plat of a recorded subdivision. This is a rare occurrence but is provided for in local and state law where RCW 58.17.215 lays out the procedure. The plat requested to be amended is The Village at Overlook PUD, recorded in 2007. The application is essentially a request for a second driveway onto City View Blvd for a newly built home on Alexia Ct. The original subdivision plat contains a Note that “Lots 13, 14, 15, 16, 17, 18, 19 and 20 shall have no access off City View Blvd. ‘Access to be off [Alexia Ct.] Only’”. The way the neighborhood is oriented, the lots listed above front on both Alexia Ct and City View Blvd. Staff at the time intended to make it clear what local laws now also require, that access be provided from the street with less traffic (or lower functional classification).

The applicants own lot 14 and have requested a second driveway. Exhibit B is a photo of the proposed location for the second driveway. The application states that the second driveway will be for infrequent use by hobby vehicles and this is supported by the presence of a fence with a gate across the access to match the fence across the rear yard. A pass-through garage will further supports the point that the second driveway will not be used regularly or as a sole point of access for vehicles. Staff informed the applicants that under law adopted in 2008, an administrative variance can be granted by the public works director for a second access to a property except for the prohibition on the face of the plat prevents consideration. The owners have chosen to follow the procedure to amend the plat. Exhibit C depicts the proposed amendment to the plat.

A. **GENERAL SITE INFORMATION**

<i>Zoning District:</i>	R-2 PUD (planned unit development)
<i>Comprehensive Plan Designation:</i>	Medium Density Residential
<i>Adjacent Land Uses:</i>	<u>North:</u> Single family homes, and vacant lots on City View Blvd. <u>East:</u> Open space for the subdivision, steep slopes <u>South:</u> City of Longview reservoirs <u>West:</u> Single family homes
<i>Adjacent Zoning Designations:</i>	R-1 Residential, R-2 PUD Residential.
<i>Parcel Size (square feet):</i>	Typical lots on Alexia Ct. are between 7,000 and 8,500 sq. ft. in area.
<i>Existing Vegetation:</i>	The subdivision has some open space with large trees on the east side. The built lots are landscaped while vacant lots remain stripped in preparation for construction
<i>Existing Structures:</i>	None.

<i>Geologic Hazards:</i>	Not applicable to this request.
<i>Shoreline Designation:</i>	N/A
<i>Floodplains:</i>	No mapping indicators
<i>Frequently Flooded Areas:</i>	No mapping indicators
<i>Wetlands:</i>	None.
<i>Steep Slopes:</i>	Not applicable to this application
<i>Unstable Soils:</i>	Not applicable to this application
<i>Soils Description:</i>	N/A
<i>Soil Characteristics:</i>	N/A
<i>Gradient of Soils on-site:</i>	Alexia Ct is estimated to be 8 feet higher than City View Blvd at lot 14.
<i>Seismic Liquefaction:</i>	N/A
<i>Critical Area Recharge Areas:</i>	N/A

B. LAND USE HISTORY

The Village at Mt. Solo was granted final plat in 2007 and then sat vacant for the next 10 years. There are now 10 homes on the 20 lots and permits pending for three more. The related subdivision north of this property, Overlook PUD likewise has seen new homes built in the last 10 years after a period of no activity.

C. KEY ISSUES

Access Management

D. Applicable laws: *Staff response in italics*

RCW [58.17.215](#)

Alteration of subdivision—Procedure.

When any person is interested in the alteration of any subdivision or the altering of any portion thereof, except as provided in RCW [58.17.040](#)(6), that person shall submit an application to request the alteration to the legislative authority of the city, town, or county where the subdivision is located. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered.

There are 13 different owners in the subdivision. Exhibit A contains the signatures of 7 different owners in the subdivision representing a majority.

If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant,

the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.

The application did not include any covenants or agreements to alter any covenants. As covenants are private restrictions staff accepts the application with the warning that the applicant proceeds at their own risk if any covenants are in effect.

Upon receipt of an application for alteration, the legislative body shall provide notice of the application to all owners of property within the subdivision, and as provided for in RCW [58.17.080](#) and [58.17.090](#). The notice shall either establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen days of receipt of the notice.

Notice was mailed to all owners in the subdivision per the requirements of the Longview Subdivision Code, the City View Right of Way adjacent to the property was posted with a notice of public hearing and a notice of public hearing appeared in The Daily News 10 days and 3 days prior to the public hearing [Exhibit D].

The legislative body shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration.

Staff has proposed a finding that for this particular lot 14, the public interest in limiting a property to one access from the minor street is outweighed by the interest in providing a property the opportunity to request an administrative variance for a second driveway given their private interest and or unique circumstances.

If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties.

There is land in the alteration that contains a dedication to the general use of persons residing in the subdivision: Open Space Tract A containing a narrow, steep embankment from the right-of-way line up to the level surface of all the lots on City View Blvd will be crossed by the proposed second approach. The ownership of the land in Tract A is currently attributed to City of Longview, likely due to the 10 year delay in forming a homeowners association for this and nearby subdivisions. The City intends to vacate or dispose of property in Tract A, with land returning to adjacent properties.

After approval of the alteration, the legislative body shall order the applicant to produce a revised drawing of the approved alteration of the final plat or short plat, which after signature of the legislative authority, shall be filed with the county auditor to become the lawful plat of the property.

This section shall not be construed as applying to the alteration or replatting of any plat of state-granted tide or shore lands.

E. APPLICABLE CODE SECTIONS

The Longview Access management ordinance provides LMC **12.60.060 Access standards:**

(a) Number of Driveways per Property. Property owners shall be granted one access per property. Variance requests for additional driveways must be supported by a transportation impact analysis. Any such access proposed through the variance process shall conform to these

standards. If the property has frontage along two streets, access shall be from the lower classification street. Final approval of access (per property) is made by the director.

F. STAFF DISCUSSION

As noted above, the subdivision was approved in 2007 with the note prohibiting access to City View Blvd for certain lots. In 2008 the City adopted an access management ordinance which also prohibits access to City View Blvd but provides the opportunity to request an administrative variance. In this instance, for lot 14 which is both closer to City View Blvd and has a shallower slope to City View Blvd than surrounding lots, staff has concluded that an request for a variance to allow a second approach for a limited use driveway would likely be approved. City View Blvd has 36' feet of pavement providing four lanes of width and is generally flat and straight at the location where the driveway is requested.

II. STAFF FINDINGS

1. For lot 14, the public interest in limiting the properties in The Village at Overlook PUD vehicle access only onto Alexia Ct. is outweighed by the interest in providing a property the opportunity to request an administrative variance for a second driveway recognizing there are private interests and unique circumstances that may need the remedy.
2. One year after approval of the subdivision in question, in 2008, the City adopted an access management ordinance which also prohibits access to City View Blvd but provides the opportunity to request an administrative variance to allow such access.
3. City View Blvd has 36' feet of pavement providing four lanes of width and is generally flat and straight at the location where the driveway is requested.
4. For lot 14 which is both closer to City View Blvd and has a shallower slope to City View Blvd than surrounding lots, staff has concluded that a request for a variance to allow a second approach for a limited use driveway would likely be approved.

III. RECOMMENDATION

Based on the analysis of the issues and findings of fact, staff recommends that the Planning Commission forward a recommendation of approval to the City Council for the amendment requested to The Village at Overlook PUD plat to:

1. remove Lot 14 from 'Note B' on page 2, and
2. Correct the street name Mignonne to Alexia Court, and
3. Adjust or vacate Open Space Tract A as determined by the Public Works Director.

IV. EXHIBITS

- A. Application
- B. Photo
- C. Proposed amendment

D. Public Notice

Report date: October 1, 2021



Subdivision Plat Alteration Application

Community Development Department ♦ 1525 Broadway, P.O. Box 128 ♦ Longview, WA 98632 ♦ 360.442.5086 Fax 360.442.5953

Application to Alter an approved Subdivision or Planned Unit Development

LMC 19.80.200, 19.66.130(3) & RCW 58.17.215

Case Number:

Related Case Number:

THIS SECTION FOR OFFICE USE ONLY:

Application is hereby made to the Longview Planning Commission for a Plat Alteration pursuant to Section **19.80.200 or 19.66.130(3)** of the Longview Municipal Code.

19.80.200 Alteration or vacation of approved subdivisions.

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

19.66.130 PUD amendments.

(3) Modification to an approved PUD shall be reviewed in accordance with the plat alteration standards set forth in this title and Chapter 58.17 RCW as applicable. In addition, all modifications to an approved PUD shall be reviewed for compliance with this chapter, including the hearing and notice provisions. (Ord. 3033 § 2, 2007).

The following required information must be furnished and filing fee paid before this application will be accepted by the City of Longview for a public hearing before the Longview Planning Commission.

Applicant: JOHN & ANN LUCAS

Phone: 360-562-5665
360-431-5826

Mailing Address: 42 ALEXIA COURT
(Street or PO Box)

Fax: N/A

City: LONGVIEW

Email:

State: WA

Zip: 98632

lucasclan@comcast.net

Subdivision for which plat alteration is proposed: VILLAGE AT OVERLOOK PUD

LOT # 14

PARCEL # 103660814

THE VILLAGE AT OVERLOOK PUD, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 14 OF PLATS, AT PAGES 68 THRU 71, UNDER AUDITORS FILE NO. 3353896 RECORDS OF COWLITZ COUNTY, WASHINGTON, SITUATE IN THE COUNTY OF COWLITZ, STATE OF WASHINGTON

State what alterations are proposed to be made to the subdivision or PUD:

ADDITION OF A LIMITED USE DRIVEWAY AT THE REAR OF PROPERTY ONTO CITYVIEW BLVD. INCLUDING REMOVAL OF SIDEWALK, CUTTING OF CURB AND REPLACEMENT OF SIDEWALK/APPROACH ACCORDING TO CITY STANDARDS & REQUIREMENTS

DRIVEGATES TO MATCH FENCE TO BE INSTALLED ACROSS DRIVEWAY.

NOTES ON PRE-APPROVED SUBDIVISION (SEE ATTACHED EXHIBIT "A") STATES THAT "LOTS 13-20 SHALL HAVE NO ACCESS OFF CITYVIEW BLVD. ACCESS TO BE OFF MIGNONNE COURT ONLY." MIGNONNE COURT WAS CHANGED LATER TO ALEXIA COURT. THIS RESTRICTION WAS INTENDED TO ENSURE HOMES WERE BUILT TO FACE MIGNONNE COURT. (ALEXIA)

(Attach additional sheets, if necessary)

(Attach an altered plat map with application)

State your reason(s) for applying to alter the subdivision or PUD Plat:

- FOR LIMITED ACCESS TO PROPERTY AND GARAGE DOOR AT REAR OF GARAGE FROM CITYVIEW BLVD. PRIMARILY FOR A "COLLECTOR VEHICLE".
- DUE TO THE STEEP GRADE OF GIBBS LANE, WHICH GIVES ACCESS TO ALEXIA COURT FROM CITYVIEW BLVD., THE PROPOSED DRIVEWAY WITH DIRECT ACCESS TO CITYVIEW BLVD. WOULD PROVIDE SAFER ACCESS DURING SNOW/ICE WEATHER CONDITIONS.
- TO PROVIDE A SAFER APPROACH/DEPARTURE TO PROPERTY DURING TIMES OF CONGESTION OR HIGH TRAFFIC IN CULDESAC WITH ONGOING CONSTRUCTION ON ALEXIA COURT.

NOTES TO APPLICANT/OWNER:

1. If the City Council, Planning Commission or City Staff determine that additional and/or revised information is needed, and/or if other unforeseen circumstances arise, any dates outlined for processing the application may be rescheduled by the City.
2. All items shall be completed as determined by the Community Development Department prior to the application being deemed complete for processing.
3. All costs incurred by the City in reviewing this application shall be paid prior to any public hearings.
4. The applicant or authorized representative must attend the Planning Commission and City Council public hearings.

Comments:

SIGNATURES:

I/we understand that if it is determined the application is not complete, the City shall immediately reject the application and identify in writing what is needed to make the application complete for a public hearing. No public hearings will be scheduled on this application until all outstanding issues have been resolved and the application is considered complete.

The information provided is "said to be true under penalty of perjury by the Laws of the State of Washington."

Signature of Property Owner:



Date: 6-14-2021

Signature of Property Owner:



Date: 6-14-2021

Signature of Applicant:

Date:

(If different than property owner)

FOR STAFF USE

FILING FEES:

Public Hearing Fee:

Per LMC 19.06.060

SEPA Review Fee:

Per LMC 17.02.070

Total Fees:

\$

Comments:

LONGVIEW PLANNING COMMISSION:

Public Hearing Scheduled: Date:

7:00 PM

Comments:

LONGVIEW CITY COUNCIL:

Public Hearing Scheduled: Date:

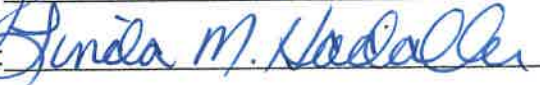
7:00 PM

Comments:

Rev. 4/2012

Signatures for Approval of Request for Alteration of Subdivision for 42 Alexia Court Longview, WA

Signed:  Date 2-17-21

Signed:  Date 2-17-21

Name: John E. Hadaller & Linda M Hadaller
Address: 7 Alexia Court Longview, WA 98632
Parcel Number: 103660802 Lot #2

Legal Description: Lot 2, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signed:  Date 2-16-21

Signed:  Date 2-16-21

Name: Darren R. Joy & Karen K. Joy
Address: 12 Alexia Court Longview, WA
Parcel Number: 103660820 Lot #12

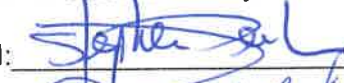
Legal Description: Lot 12, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

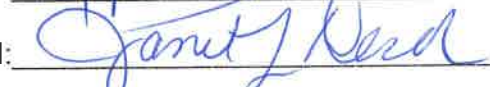
Signed: _____ Date _____

Signed: _____ Date _____

Name: Richard W. Carns & Linda L Wilson
Address: 18 Alexia Court Longview, WA 98632
Parcel Number: 103660819 Lot #18

Legal Description: Lot 18, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signed:  Date 6/14/21

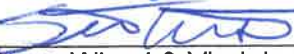
Signed:  Date 6/14/21

Name: Stephen J Devlin & Janet Louise Devlin
Address: 26 Alexia Court Longview, WA 98632
Parcel Number: 103660118 Lot #26

Legal Description: Lot 26, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signatures for Approval of Request for Alteration of Subdivision for 42 Alexia Court Longview, WA

Signed:  Date 6/14/21

Signed:  Date 6/14/21

Name: Steve Wisuri & Virginia Wisuri

Address: 30 Alexia Court (Empty Lot)

Parcel Number: 103660117 Lot #17

Legal Description: Lot 17, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signed:  Date 2-16-2021

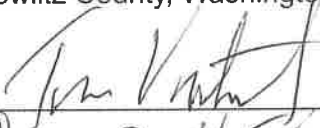
Signed:  Date 16 FEB 2021

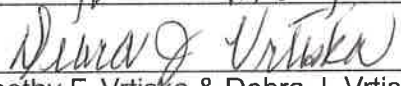
Name: Dennis Perry & Jean Perry

Address: 34 Alexia Court Longview, WA 98632

Parcel Number: 103660816 Lot #16

Legal Description: Lot 16, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signed:  Date 2/16/2021

Signed:  Date 02/16/2021

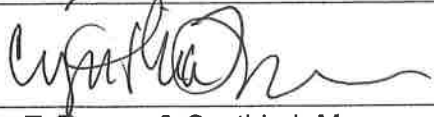
Name: Timothy F. Vrtiska & Debra J. Vrtiska

Address: 38 Alexia Court Longview, WA 98632

Parcel Number: 103660815 Lot #15

Legal Description: Lot 15, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington

Signed:  Date 2-16-2021

Signed:  Date 2/16/21

Name: Alex T. Fromm & Cynthia I. Moore

Address: 46 Alexia Court Longview, WA 98632

Parcel Number: 103660813 Lot #13

Legal Description: Lot 13, The Village At Overlook PUD, according to the plat thereof,
Recorded in volume 14 of Plats, at pages 68 thru 71, under Auditor's File No. 3353896
Records of Cowlitz County, Washington, Situate in the County of Cowlitz, State of Washington



- 4) PLAT OF "CITY VIEW TERRACE NO. 1" IN VOL. 11, PAGE 59
5) SURVEY FILED IN VOLUME 27, PAGES 83-84 BY LS 29269

NOTE:

"A"

THIS UTILITY PARCEL IS A TRACT OF LAND HEREBY CONVEYED TO THE CITY OF LONGVIEW FOR THE PURPOSES OF OPERATING AND MAINTAINING A STORMWATER DETENTION FACILITY.

"B"

LOTS 13, 14, 15, 16, 17, 18, 19 AND 20 SHALL HAVE NO ACCESS OFF CITY VIEW BLVD.

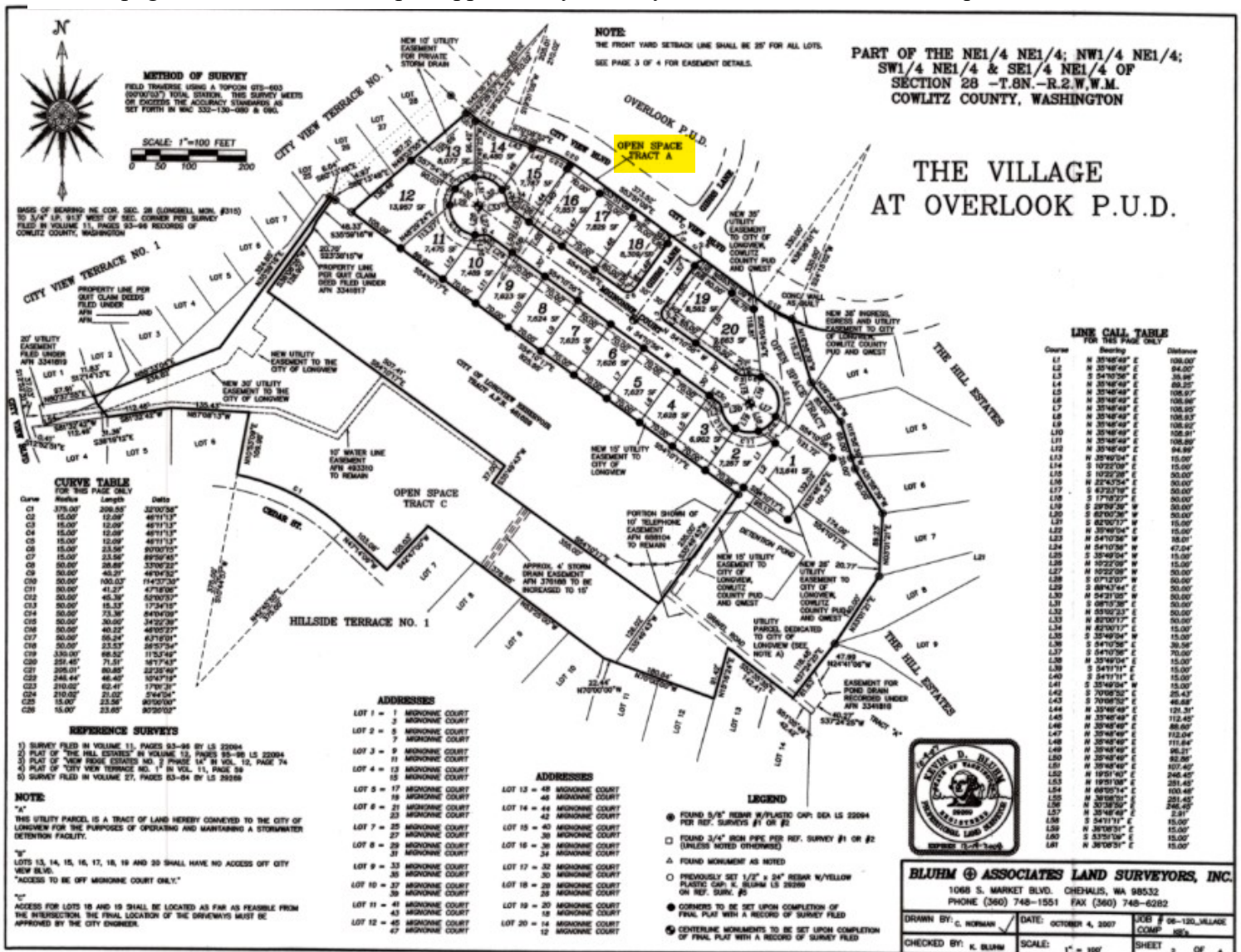
"ACCESS TO BE OFF MIGNONNE COURT ONLY."

This is the change requested.

Changed to Alexia

ACCESS FOR LOTS 18 AND 19 SHALL BE LOCATED AS FAR AS FEASIBLE FROM THE INTERSECTION. THE FINAL LOCATION OF THE DRIVEWAYS MUST BE APPROVED BY THE CITY ENGINEER.

This is page 2 of the subdivision plat approved by the City with the 'Note B' that is requested to be modified.





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

October 2, 2021

NOTICE OF PUBLIC HEARING

Longview Planning Commission

October 6, 7pm

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Longview Washington will conduct a 'hybrid' in-person and virtual public hearing in the Council Chambers located on the 2nd Floor of City Hall, 1525 Broadway, Longview, Washington, and virtually via Zoom at <https://us02web.zoom.us/j/86788038944>, beginning at 7:00 pm, Wednesday, October 6, 2021 to consider the following:

Case No: PC 2021-9

Initiator: John and Ann Lucas, owners of 42 Alexia Court, [Lot 14].

Request: Application to modify an approved subdivision or planned unit development: The Village at Overlook PUD [recorded at Volume 14, Page 68], to allow lot 14 to have vehicle access to City View Blvd.

Location: The Village at Overlook PUD comprises lots 1-20 on Alexia Court.

Why You are Receiving This Notice: You own real property located near a proposed subdivision plat modification. The Public hearing is an opportunity to provide comments for consideration by the Planning Commission. The Planning Commission will be asked to make a recommendation on the proposal to the City Council. If approved, the modification will be made.

Copies of the associated documents are available for review at the City of Longview Community Development Department, 1525 Broadway and at this link one week prior to the meeting: <https://www.mylongview.com/129/Agendas-Minutes>. You are invited to attend the public hearing to express your position regarding the proposal.

Comments: Written comments should be directed to Adam Trimble, Interim Planning Manager, P.O. Box 128, Longview, Washington 98632. Written comments must be received prior to the date and time of the public hearing. Mr. Trimble's phone number is (360) 442-5092 and his email address is adamt@mylongview.com

Public Hearing: You are invited to attend the 'hybrid' virtual or in-person public hearing to express your position regarding this proposal. You may also provide comments at this meeting.

For further information contact Adam Trimble, at (360) 442-5092 or by email at adamt@mylongview.com

COMMUNITY DEVELOPMENT • 1525 Broadway • Longview, WA 98632
(360) 442.5086 • (360) 442.5093 fax

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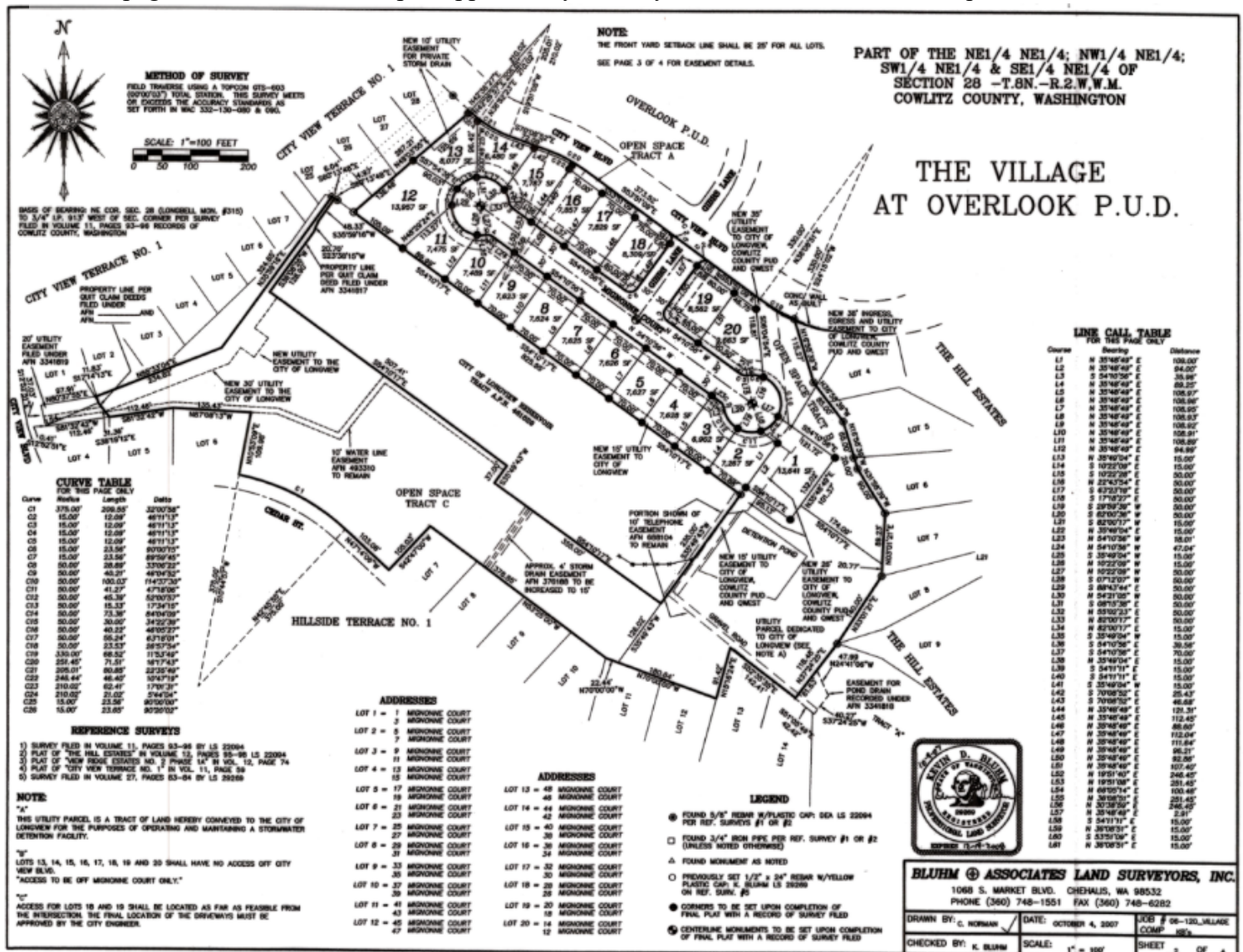
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City of Longview

Agenda Summary

PC 2021-9 Request to initiate zoning code amendments to allow the Community Development Department to require pre-application conferences for development proposals and set a new fee.

Public Works Director/Interim Community Development Director Ken Hash is proposing the City adopt pre-application meeting requirements similar to those of other cities in the region. The purpose will be to improve permit review times and customer service, and provide projects with certainty to move forward with design. Similar to other cities, staff propose adding a fee to the zoning code fee schedule that will be charged for every pre-application meeting. The fee and required meeting add further value to developers by demonstrating that the city will stand behind the answers provided during such meetings. Official minutes will be kept and distributed after the meeting. Attached are examples of the application forms for pre-application meetings from Lacey WA and Woodland WA.

Recommended Action: Motion to initiate zoning code amendments to require pre-application conferences for development proposals and set a new fee and direct staff to bring draft amendments for discussion at a future meeting or workshop.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative:

CITY ATTORNEY REVIEW: REQUIRED or N/A

SUMMARY STATEMENT:

RECOMMENDED ACTION:

STAFF CONTACT:

Attachments:

1. PRE-2_Presubmission_Application
2. Woodland WA pre-app form



CITY OF LACEY
Community & Economic Development Department
420 College Street SE
Lacey, WA 98503
(360) 491-5642

OFFICIAL USE ONLY

CASE NUMBER:
RELATED CASE NUMBERS:
PLANNER ASSIGNED:
PW ASSIGNED:

PRESUBMISSION CONFERENCE REQUEST FORM

ONE WEEK PRIOR TO REQUESTED DATE, SUBMIT VIA EMAIL TO PLANNING@CI.LACEY.WA.US, OR TO LACEY CITY HALL. NO FEE IS REQUIRED.
SUBMISSION SHOULD INCLUDE COMPLETED APPLICATION, SITE PLAN DRAWING, VICINITY MAP, AND TRAFFIC GENERATION WORKSHEET.

APPLICANT:

ADDRESS:	CITY:	STATE:	ZIP:
PHONE NUMBER:	EMAIL:		

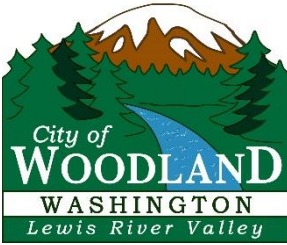
REPRESENTATIVE:

ADDRESS:	CITY:	STATE:	ZIP:
PHONE NUMBER:	EMAIL:		

PROJECT ADDRESS:		
ASSESSOR'S TAX PARCEL NUMBER(S):		
BRIEF DESCRIPTION OF PROJECT:		
TOTAL ACREAGE:	TOTAL SQ. FT OF BLDG:	ZONING:
PROPOSED LAND USE: () SINGLE-FAMILY () MULTI-FAMILY () INDUSTRIAL DUPLEX () COMMERCIAL () M.H. PARK		
EXISTING ACCESS:	PROPOSED ACCESS:	

INDICATE PREFERENCE FOR A MEETING DATE AND TIME:		
(MEETINGS ARE HELD THE 2ND AND 4TH WEDNESDAY OF EACH MONTH)	DATE:	TIME:

A presubmission conference is an opportunity for the developer and/or their representative to meet with staff to discuss preliminary studies or sketches of the proposed project. At the conference, staff will make available, pertinent information relating to the proposed development. The intent is to identify and/or eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor; however, the site drawing submitted, should have sufficient information to allow for staff review. Discussion topics will include such things as Comprehensive Plan, Street Plan, Storm Run Off & Retention, Shoreline Master Program, Zoning, Availability of Water/Sewer, Development Concepts, other requirements and permits, and the environmental impact. If the applicant owns adjacent land, the possibilities of future development will be discussed. Written information regarding process, specific requirements & related issues, will be furnished at the meeting. Staff will typically visit the site prior to the meeting and may enter the property if deemed necessary to gain a full understanding of the project.



Community Development Department

Building • Planning • Code Enforcement

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674

www.ci.woodland.wa.us

Phone: (360) 225-7299 / Fax: (360) 225-7336

Pre-Application Conference Request Form

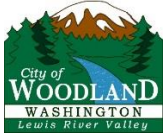
A pre-application conference is required for all developments with the exception of minor proposals such as fences, small outbuildings, and one single-family residence or duplex. The City will not accept any application for development until the pre-application conference is complete.

Pre-application conferences are scheduled on first and third Thursdays at 10:00 AM or 11:00 AM. Materials for a pre-application conference must be submitted at least two weeks prior to the requested conference day. Conference dates will only be determined once the application is considered complete. We recommend you call the Building & Planning Department at least one week prior to your scheduled conference date to confirm.

The following materials are required for your pre-application conference packet to be considered complete. Incomplete applications will not be accepted. **Please submit five (5) folded and collated copies of the following information:**

1. Completed and signed Pre-Application Conference Request form.
2. Legal description of the subject property or properties.
3. Completed and signed Request for Utility Services form, if applicable.
4. Preliminary site plan showing the existing and proposed on-site structures and improvements:
 - a. Folded and collated plans of the proposed development drawn to scale, in 11 x 17 or 8.5 x 11 format, clearly marked with the project name, vicinity map, scale, north arrow, date, applicant name, phone and fax numbers, contact person's name, phone and fax numbers.
 - b. Identify use(s) of all existing and proposed structures.
 - c. Setbacks from all property lines.
 - d. Building elevation plans on all sides for all existing and proposed buildings and structures.
 - e. Floor plans for the proposed structures.
 - f. Location and description of the environmental features.
 - g. The contours if the site has steep slopes greater than 10%.
 - h. Location of existing and proposed streets, curb, gutter, sidewalks, driveways, off-street parking, loading areas, bicycle parking, and pedestrian and bicycle pathways.
 - i. Location, dimensions and screening of proposed outdoor ground level mechanical equipment, garbage receptacle, and recycling containers.
 - j. Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveways, off-street parking, and loading areas.

- k. Location and dimensions of existing and proposed recreation areas and open space, if any.
- l. Location of existing and proposed private and public easements.
- m. Location of existing and proposed private and public utility lines.
- n. Location and dimensions of all existing and proposed above ground and below ground utilities.
- o. Location and dimensions of all existing and proposed fences.
- p. Location and dimensions of all existing and proposed signs.



Pre-Application Conference Request Form

Applicant:

Business Name:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Property Owner:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Property Address (or nearest intersection if no address):

Project Title:

Property ID Number(s):

Lot Acreage/Square Footage:

Comp Plan:

Zone:

Brief Project Description:

I/we understand that if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application complete. I/we agree that City of Woodland staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs, and to post public notices.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS SPACE – FOR OFFICE USE ONLY

FEES DUE	AMOUNT	ACCOUNT
Pre-Application	\$350.00	001 000 000 345 89 01 00

RECEIPT NUMBER	AMOUNT	DATE

Provide a Narrative or other Supporting Documents to Address the Following: (Attach additional sheets if necessary)

BACKGROUND INFORMATION: Provide case numbers and project titles of prior development and/or land use applications (e.g. Pre-Application, Subdivision name, SEPA, Conditional Use Permit, Site Plan Approval, etc.) for this site:

PROJECT DESCRIPTION:

1. Describe the proposed project in detail:

2. Describe the general physical features of the site, including current uses:

3. Describe the general environmental features of the site, including wetland, floodplain, stream, lake, river, steep slopes, etc.:

4. Do you anticipate managing/storing any chemicals, or performing other types of bulk storage at the site? If yes, please describe:

PROJECT QUESTIONS: Please list specific questions and/or issues you wish to have answered at this Pre-Application Conference:

- 1.

- 2.

- 3.