



City of Longview

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

City Council

*Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz*

Tuesday, August 9, 2022

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 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. **WORKSHOP**
22-000484 ACCESSORY DWELLING UNIT CODE UPDATES WORKSHOP (TIME ESTIMATE 60 MINUTES)
5. **APPROVAL OF MINUTES**
22-000487 JULY 26, REGULAR MEETING MINUTES
6. **CHANGES TO THE AGENDA**
7. **PRESENTATIONS & AWARDS**
8. **CONSTITUENTS' COMMENTS (Thirty Minutes)**
9. **PUBLIC HEARINGS**
10. **BOARD & COMMISSION RECOMMENDATIONS**
11. **ORDINANCES & RESOLUTIONS**
12. **MAYOR'S REPORT**
13. **COUNCILMEMBERS' REPORTS**

14. CONSENT CALENDAR
22-000486 APPROVAL OF CLAIMS
15. CITY MANAGER'S REPORT
16. MISCELLANEOUS
17. EXECUTIVE SESSION
18. 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:

NEXT COUNCIL WORKSHOPS:



City of Longview

Agenda Summary

ACCESSORY DWELLING UNIT CODE UPDATES WORKSHOP (TIME ESTIMATE 60 MINUTES)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Address quality of place issues

SUMMARY STATEMENT:

This workshop will review the code amendments for Accessory Dwelling Units recommended by the Planning Commission. During first consideration of the proposed amendments on April 28, the City Council asked questions and indicated changes are desired to the proposed code before adoption. Staff has prepared a Q & A document to address some of the questions raised and provides a presentation and documents with changes to the draft code for City Council consideration.

At the April 6, 2022 regular meeting, the Planning Commission held a public hearing on proposed zoning code amendments affecting accessory dwelling units. The zoning code addresses this use under LMC [19.22.020 Accessory dwelling units](#). The Planning Commission voted unanimously to forward a recommendation that the City Council adopt new standards and requirements to potentially allow accessory dwelling units on more residential properties. To arrive at this recommendation, the Planning Commission held three workshops an open house and public hearing on the topic. A webpage was developed for the outreach effort:

<https://storymaps.arcgis.com/stories/432aeac4a84648c8bf5729c3613f13b1>

Accessory Dwelling Units Code Update Process

- 2019 Comprehensive Plan- Housing Goal: "Promote the use of accessory dwelling units to meet housing needs."
- 2020-2021 Planning Commission held three workshops, an open house and a public hearing.
- A webpage was developed for the outreach effort: <https://arcg.is/0yzD5W>
- April 6, 2022 Planning Commission voted unanimously to recommend City Council adoption.
- On April 28, 2022 the City Council was presented with the Planning Commission recommendation.
- August 9, 2022 City Council Workshop on ADU's

FINANCIAL SUMMARY:

N/A

STAFF CONTACT:

Adam Trimble, Planning Manager

Attachments:

1. Presentation for packet ADUs
2. Accessory Dwelling Unit Code Updates August 9 workshop comparison table
3. Accessory Dwelling Units proposed code- Q A document fv
4. PC 2021-4 Accessory Dwelling Units amendments CC edits August 2022 wksp

Accessory Dwelling Units zoning code updates

PLANNING COMMISSION RECOMMENDATION

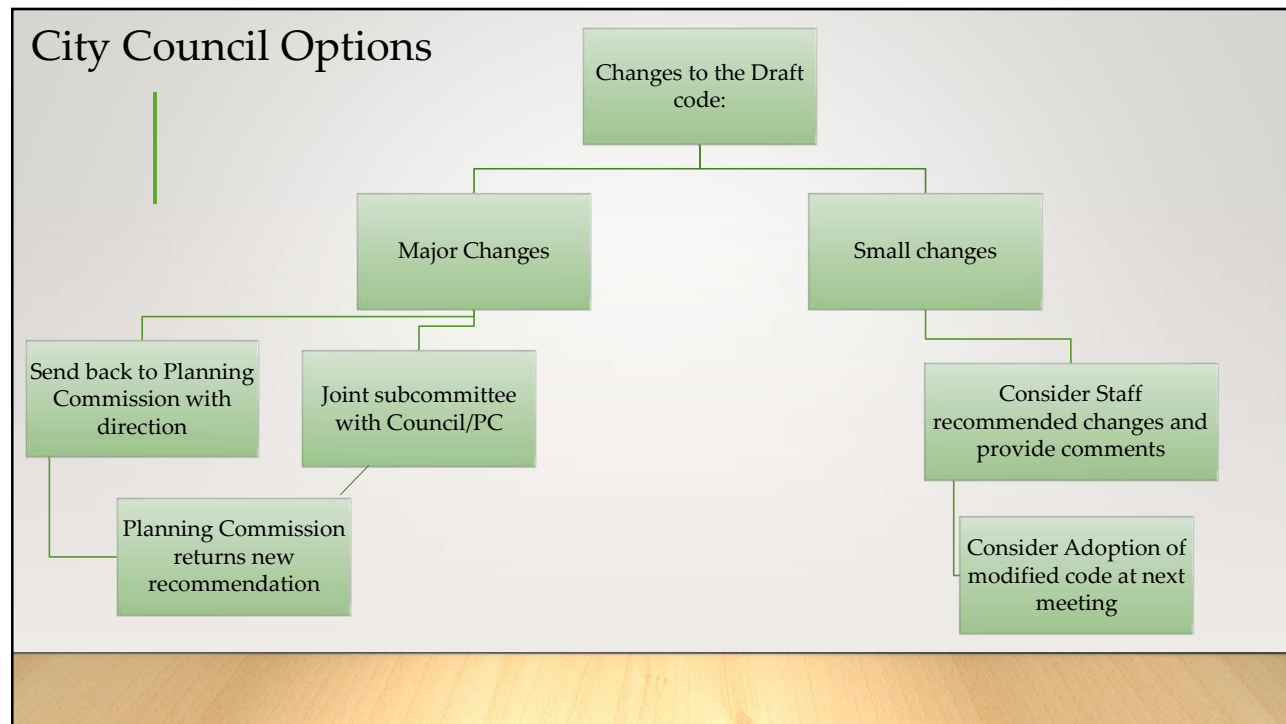
AUGUST 9, 2022 CITY COUNCIL WORKSHOP MEETING

1

Accessory Dwelling Units Code Update Process

- 2019 Comprehensive Plan- Housing Goal: “Promote the use of accessory dwelling units to meet housing needs.”
- 2020-2021 Planning Commission held three workshops, an open house and a public hearing.
- A webpage was developed for the outreach effort: <https://arcg.is/0yzD5W>
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- August 9, 2022 City Council Workshop on ADU's

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Council Options Continued

- If major changes are desired, the draft can be sent back to Planning Commission
 - Examples: changes that would affect what properties are eligible to apply for an ADU (minimum lot size or visibility), changes to the owner occupancy rule, changes to the process for applying for an ADU.
- If smaller changes are desired, staff has proposed alternatives for City Council to consider making before adoption.
 - Review the proposed changes and provide feedback to staff to prepare for consideration at a regular meeting.

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Planning Commission Recommendation: What should define an Accessory Dwelling Unit

- Owner occupancy? Yes.
- Size? or Scale? Limit to 60% of primary house, between 300 and 1,500 sq ft
- Number of bedrooms? 2 max
- Design standards? Yes- with additional criteria for detached.
 - **Attached** ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory
 - All proposed **detached** ADU's shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.

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Planning Commission Recommendation:

Some things stay the same:

- The Owner must live in the home or the ADU.
- Attached ADU's are permitted, Detached ADU's require a Special Property Use public hearing.
- Where a lot has an ADU, day care centers and adult family homes are not allowed.
- Number of bedrooms limited to 2
- Only 1 ADU per lot.

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Planning Commission Recommendation: 1/4

Key Changes:

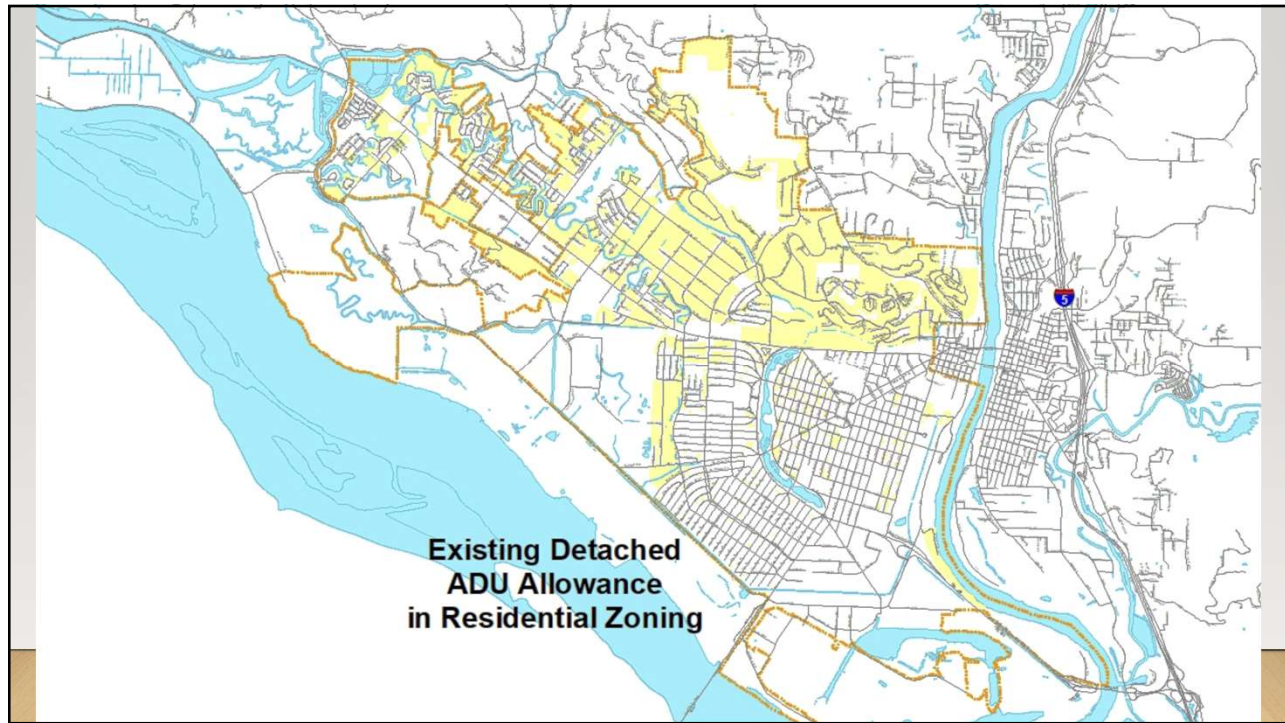
- Detached ADU's permitted on every residential lot size (but may not be feasible on every lot depending on lot coverage, parking, setbacks, and privacy for neighbors).
- ADU size increased to help small homes have ADU's
- Required measures to provide privacy for neighboring homes backyards.
- Requirements to ensure emergency responders can find the unit from the street via a well-marked path leading to the unit.
- Neighbors are invited to Public Hearing to comment on all proposed detached ADU's measures to protect privacy or impacts to any solar/photovoltaic collection devices on adjacent properties.



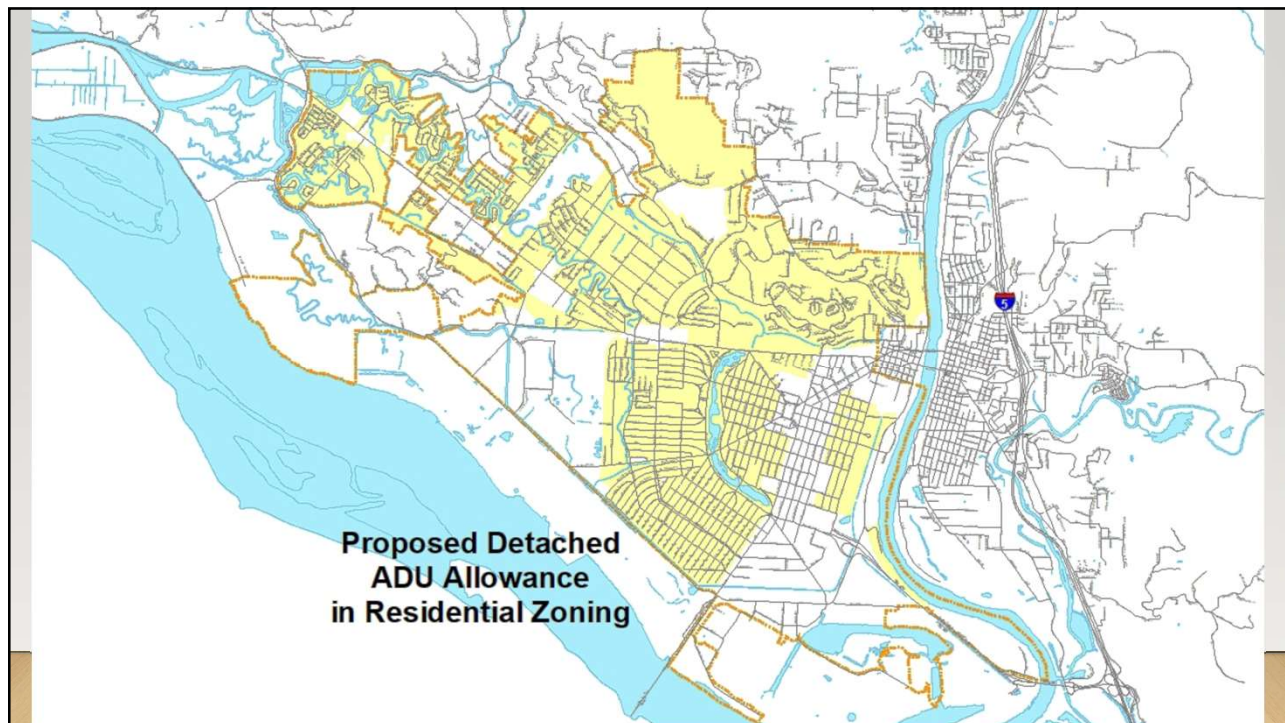
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	Old Code	New Code
Parking Required:	1 for the ADU. Existing homes typically provide or are required to provide 2 parking spaces so 2+1 for the ADU.	1 for the ADU with exceptions: No parking spaces are required for an ADU in areas with on-street parking available <i>and</i> the existing home has parking for 2 cars. One parking space is required for the ADU if on-street parking is not available.
Number of ADU's	1	1
Attached ADU's	Permitted- no special approval	Permitted- no special approval
Detached ADUs	Special Property Use hearing, 10,000 sq ft lot, 85 ft width, 25 ft visibility for the ADU required.	Special property use required (a public hearing process). Screening, landscaping and privacy measures required.
Size relative to primary home:	40% max	60% max
Unit size min & max	300-1,200	300-1,500
Max Number of bedrooms	2	2
Max occupancy	4 persons	4 Adults, plus children. 6 persons
Owner occupancy required?	Yes	Yes
Minimum Lot size?	N/A for attached, 10,000 sq ft min for detached	No minimum.
Maximum Height	Not specified [20' zoning]	Not specified [20' zoning]

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Small Changes to Draft Code

- Add language prohibiting use of ADU's or the home they are accessory to for short-term rental (less than 30 days) or any kind of lodging or transient accommodation.
- Set the maximum occupancy of an ADU at 6 people.
- Add language to confirm that 'Family Daycare Providers' (less than 12) are allowed on properties with an ADU, but not 'Day Care Centers' (more than 12 children).
- Add language that: Detached accessory dwelling units are not permitted in townhouse, zero lot line detached housing, or attached zero lot line housing developments.
- --- Continued on following slides-----



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Small Changes to Draft Code

	Current Code	Proposed Code	Council Alternatives:
ADU Rental rules	...only one of the residences may be rented or leased.	Only one of the residences may be rented or leased.	To address concerns about short term rentals like AirBnB occurring on properties that have an ADU, the City Council may consider adding the language below: 1. Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. "Vacation (short-term) rental, transient accommodation and/or lodging" means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days."

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Planning Commission Recommendation: 2/4

Key Changes: Parking

- A minimum of two off-street parking spaces must be provided on the property where an ADU is proposed and additional parking for the ADU is required as follows:
 - One parking space is required for the ADU if on-street parking is not available.
 - No minimum on-site parking spaces are required for an accessory dwelling unit in areas with on-street parking.



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Parking Alternative Code Options

	Current Code	Proposed Code	Council Alternatives:
Parking Required:	1 for the ADU. Existing homes typically provide or are required to provide 2 parking spaces so 2+1 for the ADU.	1 for the ADU with exceptions: No parking spaces are required for an ADU in areas with on-street parking available <i>and</i> the existing home has parking for 2 cars. One parking space is required for the ADU if on-street parking is not available.	1. Keep the current code- 1 off-street parking space required for an ADU. 2. Alter the Planning Commission Recommendation to allow the parking exception in areas with on-street parking on <u>both</u> sides of the street.

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Planning Commission Recommendation: 3/4

Key Changes: Privacy for detached ADU's

- Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.
- Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.
- Windows must be staggered from neighbors.
- Neighbors are invited to a public hearing to comment on adequacy of proposed privacy measures.



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Planning Commission Recommendation: 4/4

Key Changes: Design

- Attached ADUs shall maintain the appearance of the single-family dwelling to which they are accessory and must be consistent with the existing roof pitch, siding and windows of the single-family dwelling.
- Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.
- Design Criteria for Detached ADU's:
 - Landscaping and screening proposed.
 - Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
 - Character and style of the detached ADU relative to homes in the surrounding four block area.



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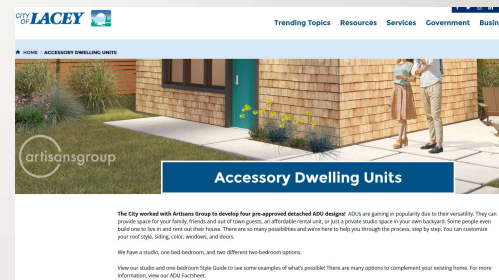
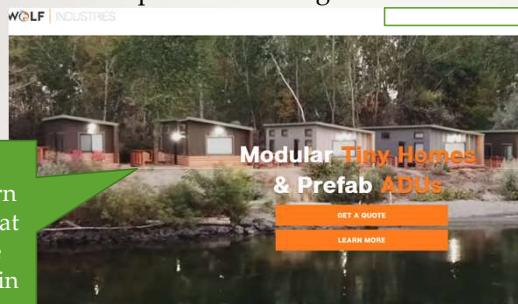
Design- Small Code Changes to Consider

	Current Code	Proposed Code	Council Alternatives:
Design-Detached ADU's	Detached ADUs shall be designed in such a manner as to blend with or complement the architectural design of the single-family dwelling to which such ADU is accessory; approval of such design shall be made by the appeal board of adjustment;	Appeal Board considers design criteria: Landscaping and screening proposed. Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating. Character and style of the detached ADU relative to homes in the surrounding four block area.	To ensure modular homes, 'kit homes' and similar modern construction is allowed as ADU's: 1. Strike height and massing from design criteria. Remove reference to character and style of homes in surrounding four block area. 2. Make changes above and direct staff to research 'pre-approved' ADU designs. See city of Lacey Example: https://cityoflacey.org/adu/

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Innovations

- [Pre-approved designs:](https://cityoflacey.org/adu/)
- Modular and pre-fab buildings.



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Design- Small Code Changes to Consider

	Current Code	Proposed Code	Council Alternatives:
Design- Attached ADU's	All ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing roof pitch, siding and windows of the single-family dwelling.	Same as current code.	Attached ADU's are administratively approved. Staff will evaluate what is 'consistent'. 1. Council may wish to strike reference to roof pitch and windows to allow more flexibility in designing an attached ADU, while still 'maintaining the appearance of the single-family dwelling.'
Design- Attached ADU's	If a separate entrance door is provided, it must be located either off the rear or side of the single-family dwelling.	Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.	The Planning Commission felt it was important to remove the driveway if a garage door was removed and replaced with an entrance or normal siding. The proposed language leaves the option open to keep the garage door and the driveway. 1. Council may desire to require removal of the driveway if no longer leading to a garage parking space and require removal of any garage door.

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Workshop Staff recommended changes for City Council adoption:

REVIEW ATTACHED TABLE WITH PROPOSED CHANGES CITY COUNCIL COULD MAKE TO THE DRAFT ORDINANCE.

A DRAFT OF THE ORDINANCE WITH POSSIBLE CHANGES BY CITY COUNCIL INTEGRATED IS ATTACHED.

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Accessory Dwelling Unit Code Updates

AUGUST 9, 2022 WORKSHOP

At the April 28, 2022 regular City Council meeting a recommendation from the Planning Commission for changes to the Accessory Dwelling Unit (ADU) code was presented and discussed. The City Council directed that a workshop be scheduled for further consideration of proposed zoning amendments for Accessory Dwelling Units. Below is a table comparing the current law, Planning Commission proposed amendments and changes that could be made to the Planning Commission proposal based on City Council discussion points.

COMPARISON TABLE

	Current Code	Proposed Code	Council Alternatives:
Parking Required:	1 for the ADU. Existing homes typically provide or are required to provide 2 parking spaces so 2+1 for the ADU.	1 for the ADU with exceptions: No parking spaces are required for an ADU in areas with on-street parking available <i>and</i> the existing home has parking for 2 cars. One parking space is required for the ADU if on-street parking is not available.	1. Keep the current code- 1 off-street parking space required for an ADU. 2. Alter the Planning Commission Recommendation to allow the parking exception in areas with on-street parking on both sides of the street.

	Current Code	Proposed Code	Council Alternatives:
Design-Detached ADU's	Detached ADUs shall be designed in such a manner as to blend with or complement the architectural design of the single-family dwelling to which such ADU is accessory; approval of such design shall be made by the appeal board of adjustment;	Appeal Board considers design criteria: Landscaping and screening proposed. Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating. Character and style of the detached ADU relative to homes in the surrounding four block area.	To ensure modular homes, 'kit homes' and similar modern construction is allowed as ADU's: 1. Strike height and massing from design criteria. Remove reference to character and style of homes in surrounding four block area. 2. Make changes above <i>and</i> direct staff to research 'pre-approved' ADU designs. See city of Lacey Example: https://cityoflacey.org/adu/
Design-Attached ADU's	All ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing roof pitch, siding and windows of the single-family dwelling.	Same as current code.	Attached ADU's are administratively approved. Staff will evaluate what is 'consistent'. 1. Council may wish to strike reference to roof pitch and windows to allow more flexibility in designing an attached ADU, while still 'maintaining the appearance of the single-family dwelling.

Design-Attached ADU's	If a separate entrance door is provided, it must be located either off the rear or side of the single-family dwelling.	Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.	The Planning Commission felt it was important to remove the driveway if a garage door was removed and replaced with an entrance or normal siding. The proposed language leaves the option open to keep the garage door and the driveway. 1. Council may desire to require removal of the driveway if no longer leading to a garage parking space and require removal of any garage door.
	Current Code	Proposed Code	Council Alternatives:
ADU Rental rules	...only one of the residences may be rented or leased.	Only one of the residences may be rented or leased.	To address concerns about short term rentals like AirBnB occurring on properties that have an ADU, the City Council may consider adding the language below: 1. Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. "Vacation (short-term) rental, transient accommodation and/or lodging" means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days."

Questions raised during April 28, 2022 Council meeting:**1. Are tiny homes allowed:**

The proposal is to require all construction to meet the building code and that units be at least 300 square feet. Some incarnations of tiny homes (on wheels for example) cannot meet this requirement. A tiny home able to meet the building code and is at least 300 sq. ft. could be permitted.

2. Manufactured homes on cinderblock foundations and their ability to serve as ADU's?

Manufactured homes are code compliant dwellings and can be sited as accessory dwelling units but must meet the proposed ADU requirements to maintain the appearance of a single family home. Current law of the city, [16.38 Manufactured Homes – Single-Family Residences](#), provides regulations for when a manufactured home is placed as the single-family home on a lot. The law requires a double-wide and that it be 5 years or newer. This is the primary use of that property- a single family residence that happens to be a manufactured home. Staff is interpreting Accessory Dwelling Units as not being subject to LMC 16.38 as they are accessory to the primary use. The Planning Commission recommended code amendment propose “manufactured homes may be used for ADU’s but must be less than 10 years old.” A manufactured home as an ADU would need to meet the size requirements and design standards of the proposed code but would not be required to be a double-wide.

3. Did the planning commission consider opening ADU code recommendations to include modular, tiny homes, manufactured/mobile homes, as the rest of the world defines them? Or is there a reason they exclude them?

The Planning Commission recommended design standards that ADU’s match a style found within a 4-block radius. There is some risk that requiring an ADU to be in alignment with the architectural character of the neighborhood will prevent modern designs from being constructed. Urban design and innovative products like those produced by [Wolf Industries](#) in Battle Ground were discussed at length by the Planning Commission. Many of the designs for modular buildings could be constructed here. As mentioned above, a single-wide manufactured home that meets the ADU code requirements could be permitted.

Innovative ideas like purchasing a model building plan for a detached, alley adjacent backyard ADU that could be provided to the public for a minimal fee could be considered when the amendments are adopted. Every site is going to be a little different however so there is reason to let each developer figure out what works best for their property.

4. How do the proposed design standards get implemented?

The Planning Commission Recommendation is to have detached ADU’s go through a public hearing process where the Appeal Board of Adjustment will evaluate if the design takes into consideration of impacts to privacy of neighboring properties. The requirements are summarized below:

Where practical, the applicant shall locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.

In its consideration of an application, the board shall evaluate: Window locations; Height and massing relative to neighboring homes; impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating; and Character and style of the detached ADU relative to homes in the surrounding four block area.

5. The proposed changes appear to attempt to make Accessory Dwelling Units a possibility for most properties but not all properties?

The changes recommended by the Planning Commission will make it possible for residentially zoned properties with single family homes on them to apply for an detached ADU which is a big change to the current laws which limit detached ADUs to large, wide properties. At the same time, the Planning Commission recommends retaining the owner occupancy requirement and public hearing requirement for detached ADU's which can be deterrents for some owners. The recommendation also adds new requirements to ensure privacy is protected for neighboring properties. At the very beginning of the chapter, the following statement is included: "It is not the intent of these regulations to provide for ADUs on every residential property and they shall not be deemed to create a right or privilege to establish or maintain an ADU which is not strictly in compliance with these regulations."

Questions for Staff Regarding Accessory Dwelling Units (ADU) Proposed Code Changes from Council Member Christopher Ortiz:

[responses below each question]

1. Longview is a municipal code city. My understanding is changes in the ADU code are required by [HB 1220](#) and discussed in [the Governor's supplemental budget and policy highlights](#).
 - Will staff be able to provide city council with a summary of HB1220, what the city is legally required to adopt and what is the legislation's required timeline for code changes?
Staff reviewed the new law and determined the changes do not apply to Longview.
 - Is the planning department simply following the model ordinance or are the proposed code changes in alignment with the city's development master plan and tailored to our specific city?
The proposed code changes are tailored to Longview and are based on the existing law but incorporate changes to meet the goals and objectives of the Comprehensive plan. The Planning Commission reviewed several cities ADU regulations but recommended changes they determined were suited to Longview.
 - What are the consequences for the city if we do not adopt the requirements in HB 1220?
None, however staff expect additional pre-emptions of local law if cities are not permitting ADU's in increasing numbers.
2. The information provided to City Council references demographic projections based on the 2010 census. Is city staff able to provide projected housing needs and in what demographic sectors based on the 2020 census data?

The 2019 Comprehensive Plan did use 2010 census data but also relied on more current 2017 data from the Runstad center and U.S. Census Bureau, 2012-2016 American Community Survey(s) 5-Year Estimates. Keep in mind the Comprehensive Plan is intended to address needs over a 20 year period. The 2020 American Community Survey 5-Year Estimates are now out so it is possible to access updated information from the 2016 American Community Survey. The 2020 Census reported the City of Longview population as:

Population, Census, April 1, 2020 37,818

Population, Census, April 1, 2010 36,648

The Cowlitz-Wahkiakum Council of Governments is currently working on a housing needs assessment across the county. This site provides their most updated estimate of housing needs:

<https://storymaps.arcgis.com/stories/0e03c6a7e3a743b2805af9afc6ab7191>

The table below is an excerpt, forecast for Longview.

Forecast Demand for New Dwelling Units	
Longview	
Projected 2025 Population	41,530
Projected 2020 Population	38,350
Total population change	3,180
Minus change in persons in group quarters*	990
	2,190
Average Household Size	2.23
New Occupied Dwelling Units**	982.3
Times aggregate vacancy rate***	4.99%
Equals Vacant Dwelling Units	49.0
Total new dwelling units (2020-2025)****	1,031.3
Annual Average of New Dwelling Units*	206.3

The comprehensive plan which relied in part on 2010 Census Data assumes a slow rate of growth but also identifies how the lack of recent housing development has resulted in an immediate need for more housing: 579 units needed in 2020 according to table 3-15 on page 54, growing to 1,011 units needed by 2025. So with updated data CWCOC estimates the units needed by 2025 as 1,031.3 and the Comprehensive plan put that number at 1,011.

- Report mentions increased inquiries about ADUs by home owners. Can city planning staff provide information on how many inquiries and date range of those inquiries so city council can gauge interest. How many of those inquiries resulted in applications under current ADU codes?

Inquiries increased from about 1 a month in 2016-2018 to one a week 2019-2022. The current ADU code allows very few detached ADU's due to the lot size and width requirements so the answer to almost every inquiry is no. There were 3 detached ADU applications between 2012 and 2020. In 2021 there were 3. Five in 2022 so far and three serious inquiries where an application is anticipated.

- Can city staff provide information for the past ten years on how many applications for ADUs have been submitted, the number of ADU permits granted, and projection of how many applications might be anticipated as a result of the code changes?

There were three detached ADU permits issued between 2012 and 2020 and 3 plus 1 pending between 2021 and 2022. Attached ADU's are more difficult to track as they are permitted outright so permit data needs to be searched to determine this answer.

For projections: If 48 inquiries are made per year and 1/4 meet the criteria, pay the hearing fee and follow through with a project, then 12 applications could be expected per year. Staff continues to expect that most applications will be for detached ADU's.

- How will the city provide for additional code enforcement and monitoring of pieces such as the landscaping requirement? Does the building department have enough staff to inspect and monitor the new ADUs? Is there a plan for this?

Staff will do an initial review and provide comments back to each applicant on where landscaping is acceptable versus more permanent privacy design solutions like fences, opaque windows or screens. Since the landscaping and screening requirements are subject to approval through a public hearing there will also be opportunity for the 5 ABA members and the public to weigh in as to where permanent privacy measures such as screening or window placement are used vs. landscaping. The city will not monitor the landscaping requirement once final inspection is granted but will respond to complaints and has a fast and effective process for achieving compliance. Any conditions of approval for a detached ADU will be listed in a required deed restriction recorded

against a property with a detached ADU. This will ensure subsequent owners are informed of the requirements for maintaining an ADU on the property.

6. How do the proposed code changes account for manufactured homes, Fifth Wheels or RVs sited permanently or temporarily? Are those permitted? How does enforcement work for those types of living structures?
 - a. Laws of the city do not allow occupancy of RV's or trailers outside of RV parks. Occupancy of these is a frequent focus of code enforcement and that will not change as a result of the proposed code changes. All ADU's shall meet the requirements of the building code for permanent dwellings. Manufactured homes are code compliant dwellings and can be sited as accessory dwelling units but must meet the proposed ADU requirements to maintain the appearance of a single family home. Current law of the city, [16.38 Manufactured Homes – Single-Family Residences](#), provides regulations for when a manufactured home is placed as the single-family home on a lot. The law requires a double-wide and that it be 5 years or newer. This is the primary use of that property- a single family residence that happens to be a manufactured home. Staff is interpreting Accessory Dwelling Units as not being subject to LMC 16.38 as they are accessory to the primary use. The Planning Commission proposes to allow “manufactured homes may be used for ADU's but must be less than 10 years old.” A manufactured home as an ADU would need to meet the size requirements and design standards of the proposed code but not be required to be a double-wide.
7. I have heard complaints about parking from constituents in their neighborhoods. The code changes noted in the comparison document mention no parking restrictions. How will the code changes address this concern of residents about impact of an ADU in their block or near their home?

The proposed amendments attempt strike a balance between accommodating new dwellings in the city and allowing flexibility where opportunity for street parking exists. The approach taken is similar to the approach adopted by City Council in 2018 when on-street parking was allowed to count toward minimum parking requirements under certain circumstances for new multi-family developments. In Longview neighborhoods such as CVG where on-street parking is not provided, the property will provide 3 spaces on site: two for the home and 1 for the ADU. In neighborhoods with alleys and on-street parking on one side, the property will need to provide 2 spaces minimum on site- even if only 1 was provided when the property was developed. In neighborhoods without alleys the Longview development codes have required two spaces on-site and streets with room for parking cars on both sides. These neighborhoods rarely have congested street parking as a result. These properties also do not typically have room to park cars beside or in back of the home. While the proposed amendments provide a minimum for required parking, residents developing ADU's will take into account the street parking situation and consider whether providing enough on-site parking to meet their needs is important.

In general when staff is engaged in problem solving with residents asking to add more parking, choices being made by the resident have limited parking by filling a garage with storage, declining to consider adding parking spaces off an alley or reluctance to ‘stack’ cars in a driveway to avoid use of the street.

8. Has city staff looked at what other municipalities are doing in terms [of innovations](#) in developing ADUs? For example, [the Los Angeles Innovation](#) team has come up with a lot of promising ideas and some successful projects.

Staff has followed the conversations and trends around ADU's and is aware of what other municipalities are doing but has not seen the two examples linked above until now. Cowlitz County recently undertook a similar The City of Portland has been a leader in ADU laws and urban design as has Washington cities like Seattle and Bellingham. Urban design and innovative products like those produced by [Wolf Industries](#) in Battle Ground were discussed at length by the Planning Commission. The proposed ADU amendments may limit which designs of those modular buildings could be built here but in general modular homes/modular

ADU's which meet the building code can be built here. Staff provided the Planning Commission with numerous resources and information on ADU's to start this effort. Publications by American Planning Association on accessory dwelling units were reviewed.

Innovative ideas like purchasing a model building plan for a detached, alley adjacent backyard ADU that could be provided to the public for a minimal fee could be considered when the amendments are adopted. Every site is going to be a little different however so there is reason to let each developer figure out what works best for their property.

- Are there any cities in Washington state with innovative approaches both in terms of code and housing already built? Puget Sound has [a good overview](#) with important questions to address when developing code revisions. [Additional information from Tern Center](#) also has some important considerations and discussion of innovations. Some of my questions reflect those.

The Puget Sound resource was among those listed under the MRSC resource page provided to the Planning Commission and the ADU code development process did consider the factors raised in the guidance. The City Lacy is listed as having a resource for 'using pre-approved' ADU designs which is an innovative approach to encouraging ADU's but also ensuring the development meets local requirements. The Planning Commission reviewed Accessory Dwelling Units: A Flexible Free-Market Housing Solution, R Street Policy Study No. 89, March 2017 <http://www.rstreet.org/wp-content/uploads/2017/03/89.pdf>, which is a similar discussion to the Tern Center report linked above. Staff notes that sometimes innovation means removing rules that delineate single-family neighborhoods and will result essentially in allowing duplexes and higher densities in single family zones. The Planning Commission discussed this concept at length and ultimately decided the issue being addressed by these amendments is owners/residents who want to add a unit to their property where they live.

- How can city staff address some of those questions as part of supporting documentation for city council to make an informed decision on staff code revision proposals?

City Council has options to proceed: For more time with the proposed amendments 1) a council workshop. 2) send it back to Planning commission for revisions with a motion to that effect or 3) city council can modify the proposal before adopting it. For more information generally, the planning commission meetings on this topic are a good source: the meetings are recorded on KLTv and agenda packets and minutes of the meetings are published which contain more information and links to references. Staff can also do a sit-down meeting or phone call if that would help.

9. Will ADUs be required to meet ADA requirements? Can our code require that ADUs be ADA compliant?

The residential building code is updated every other year and addresses ADA requirements. In general, residential buildings [one unit or duplexes] do not need to meet the commercial building standards for ADA. The current and proposed laws do not require ADU's to be built to a commercial standard that would be ADA compliant nor do they require versions of these standards such as 'accessible unit' or 'universal design.' Many owners developing the units may have an interest in constructing accessible units, however that is left up to the individuals to decide. City staff is prepared with information and resources to assist persons interested in accessible design for residences.

10. The municipal code changes do not provide any language on how quality of ADUs will be ensured: consistency of construction, requirement to blend into the neighborhood and be aligned with the character and architectural character of the neighborhood and surrounding housing? Puget Sound has [a good overview](#) with important questions to address when developing code revisions.

The point is well made however the longstanding approach in Longview has been that standards for design which do not spell out exact requirements outweigh more complex approaches of *design guidelines and design review* which require a design manual and design review board for implementation. As written, the Appeal Board of Adjustment will weigh questions of how the standards for design and privacy are proposed to be met for detached ADU's. There is some risk that requiring alignment with architectural character of the neighborhood will prevent modern designs from being constructed.

The proposed amendments do provide the following requirements for design and character (in addition to privacy not listed here):

- Attached ADUs shall maintain the appearance of the single-family dwelling to which they are accessory and must be consistent with the existing roof pitch, siding and windows of the single-family dwelling.
- Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.
- Design Criteria for Detached ADU's:
 - Landscaping and screening proposed.
 - Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
 - Character and style of the detached ADU relative to homes in the surrounding four block area.

Full text:

2. Standards for Attached ADUs.

- a. All attached ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing roof pitch, siding and windows of the single-family dwelling. Any additions to an existing structure or building shall not exceed the allowable lot coverage or encroach into the required setbacks.
- b. Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.

3. Standards for Detached ADU's. In the event that the appeal board of adjustment grants a special property use permit for the construction of a detached ADU (i.e., an ADU that is not added to or created within the single-family dwelling) in accordance with LMC 19.12.055, all of the provisions of this chapter shall be applicable thereto. In addition, the following provisions shall be applicable to such detached ADUs:

- a. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.
- b. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.

4. Special Property Use Hearings.

- a. All proposed detached ADUs shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.
- b. In its consideration of an application, the board shall evaluate:
 - i. Compliance with section 7. (a)&(b) above.
 - ii. Window locations
 - iii. Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
 - iv. Character and style of the detached ADU relative to homes in the surrounding four block area.

This is a complete re-write of the existing Accessory Dwelling Units ordinance, recommended by the Planning Commission. **For the City Council Workshop-** this draft incorporates changes the City Council may consider making to the Planning Commission recommendation (Underlined text is added, strike-through is

Purpose: The director shall have the authority to approve attached accessory dwelling units (ADUs) which are consistent with single-family neighborhood character and the regulations and provisions herein. The Appeal Board of Adjustment shall have the authority to approve detached accessory dwelling units (ADUs) which are consistent with single-family neighborhood character and the regulations and provisions herein. It is not the intent of these regulations to provide for ADUs on every residential property and they shall not be deemed to create a right or privilege to establish or maintain an ADU which is not strictly in compliance with these regulations.

1. Requirements. Accessory dwelling units (ADUs) ~~shall~~ may be permitted in residential districts R-1, R-2, R-3, R-4 and TNR as accessory to single-family dwellings, subject to the requirements that follow:
2. Site requirements.
 - a. A certification from the Public Works Director that existing water and sewer facilities serving the property are adequate is required.
 - b. Only one ADU shall be permitted (attached or detached) as accessory to a single-family dwelling unit.
 - c. An accessory dwelling unit may not be sold as a separate piece of property, or as a condominium unit, unless allowed by the existing zoning on the property.
 - d. Parking. A minimum of two off-street parking spaces must be provided on the property where an ADU is proposed and additional parking for the ADU is required as follows:
 - i. No minimum on-site parking spaces are required for an accessory dwelling unit in areas with on-street parking available on both sides of the street.
 - ii. One parking space is required for the ADU if on-street parking is not available.
 - iii. On-street parking is defined as parking spaces legally available for parking of vehicles. Posted time- or day-restricted parking spaces are not considered as available for purposes of this section.

Alternative: d. Parking: A minimum of one off-street parking space shall be provided for each ADU in addition to the off-street parking space required for the single-family dwelling. [Strike i,ii,iii from above]

3. Building requirements:
 - a. Accessory Dwelling Units must be on the same lot as the single-family dwelling to which they are accessory. They may be attached (added to or created within) the existing single-family dwelling as provided for in LMC 19.22.020 (6) below, or detached as provided for in LMC 19.22.020(7).
 - b. All housing and building codes and standards shall be applicable to all ADUs including, but not limited to, the building code, the plumbing code, the electrical code, the

mechanical code, the fire code, and all requirements of the Cowlitz County health department. Note, manufactured homes may be used for ADU's but must be less than 10 years old.

- c. ADUs are not required to have separate independent utility connections and solid waste collection.
- d. The square foot size of any ADUs, excluding any garage area, shall not exceed 60 percent of the square foot size of the single-family dwelling to which it is accessory; it shall be of not less than 300 square feet nor in excess of 1,500 square feet, and it shall contain no more than two bedrooms.
- e. Street-facing entrances may be allowed. Exterior entrances can be located no closer than 10 feet to an adjoining property line.
- f. Any exterior stairs shall be placed in the rear or side yard and no closer than 10 feet to an adjoining property line.
- g. All ADUs shall have separate street addresses that are visible from both the street and alley that clearly identify the location of the ADU.
- h. A street/sidewalk entrance in the form of a walkway, landscaping features, mailbox post and similar construction to direct visitors to the ADU will be required per the determination of the Community Development Director upon recommendation by the Fire Marshal.

4. Occupancy:

- a. No ADU may be the residence of more than four persons over 18 years of age.
- b. The owner of the property or immediate family member of the property owner, or contract purchaser of record, of the single-family dwelling to which an ADU is accessory, shall reside either in the single-family dwelling or the ADU as a permanent place of residence (must occupy one of the dwelling units on the property for more than six months of each calendar year).
- c. Only one of the residences may be rented or leased.
- d. Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. "Vacation (short-term) rental, transient accommodation and/or lodging" means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days."
- e. The ownership of ADUs may not be separated from ownership of the single-family dwelling to which they are accessory.
- f. Before issuance of the certificate of occupancy for an accessory dwelling unit, the homeowner must provide a copy of a statement recorded with the Cowlitz County Auditor.
 - i. The statement must read: *An application for a permit for an accessory dwelling unit has been submitted to the city of Longview by the owner of this property. Future owners are advised that the owner of the property must comply with all requirements of the Longview Zoning Code, as amended, if the accessory dwelling unit is to be occupied or rented.*

- ii. If an accessory dwelling unit is to be removed, appropriate permits and inspections must first be received from the city. If a homeowner wants to remove the statement as required by subsection (15)(i) of this section from the property's title, then the city shall issue an appropriate release upon evidence that the accessory dwelling unit has been removed. The release shall be recorded by the homeowner with the county Auditors office and a copy of the recorded release shall be provided to the city.
- g. No day care centers or adult family homes shall be permitted in ADUs or in single-family dwellings to which they are accessory. Note that family daycare providers as defined in LMC 19.09 may be allowed.
- h. The following permit and inspection requirements shall be met:
 - i. No ADU may be added to, created within, or constructed upon the same lot as a single-family dwelling without a permit having been issued by the community development department;
 - ii. All applications for ADU permits shall be on forms provided by the community development department, and the fee for such permit shall be as provided in the building code;
 - iii. No ADU may be occupied unless the owner of record of the single-family dwelling to which it is accessory possesses a current certificate of occupancy for such ADU;
 - iv. Before any permit for the creation or construction of an ADU is granted, the proposed site thereof and the plans and specifications therefor shall be inspected by the building official to assure that the provisions of this chapter are not violated; and
 - v. The building official may inspect all ADUs at least once biannually (every two years) after giving proper notice, or at such time as a complaint alleging non-compliance with this chapter or the property maintenance code, Title 16.30, is received by the city. The purpose of such inspection shall be to determine if such ADU is in compliance with the requirements of this chapter. If such inspection reveals that such ADU is in compliance, the building official shall issue a certificate of occupancy for said ADU which shall be valid for a period of two years from its date. If the inspection reveals the ADU is not in compliance, the building official shall not issue a certificate of occupancy for said ADU, and shall notify the owner or contract purchaser of the single-family dwelling to which said ADU is accessory that said ADU must be vacated and not occupied until it is re-inspected by the building official and a certificate of occupancy is issued found to be in compliance, or the ADU removed.
- 5. Standards for Attached ADUs.
 - a. All attached ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing ~~roof pitch, siding and~~

- ~~windows~~ of the single-family dwelling. Any additions to an existing structure or building shall not exceed the allowable lot coverage or encroach into the required setbacks.
- b. Where garage space is converted to living space the garage door ~~may~~ must be replaced with materials that match the exterior of the house. ~~so long as~~ The portion of the driveway leading to the former garage shall also be removed.
6. Standards for Detached ADU's. In the event that the appeal board of adjustment grants a special property use permit for the construction of a detached ADU (i.e., an ADU that is not added to or created within the single-family dwelling) in accordance with LMC 19.12.055, all of the provisions of this chapter shall be applicable thereto. In addition, the following provisions shall be applicable to such detached ADUs:
- a. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.
 - b. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.
 - c. Detached accessory dwelling units are not permitted in townhouse, zero lot line detached housing, or attached zero lot line housing developments.
7. Special Property Use Hearings.
- a. All proposed detached ADUs shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.
 - b. In its consideration of an application, the board shall evaluate:
 - i. Compliance with section 7. (a)&(b) above.
 - ii. Window locations
 - iii. ~~Height and massing relative to neighboring homes,~~ impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
 - iv. ~~Character and style of the detached ADU relative to homes in the surrounding four block area.~~
8. Existing Illegal ADU's
- a. Application may be made for any accessory dwelling unit existing prior to January 1, 2022, to become legally permitted, pursuant to the provisions of this section.
 - b. An application to legalize an existing ADU shall include an application for an ADU permit and a building permit application, showing changes made to the main residence or detached accessory building to accommodate the ADU. Approval shall be consistent with the ADU regulations and process outlined in this section. The ADU shall be reviewed using the current editions of building codes in place at the time its owner brings the unit forward for permit.

19.22.020 Accessory dwelling units. *Proposed ordinance with potential City Council changes*

- c. Nothing in this section shall require that the city permit existing ADUs that are determined to be dangerous.



City of Longview

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

Minutes

City Council

*Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz*

Tuesday, July 26, 2022

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a regular meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Tuesday, July 26th at 6:00 p.m. The topics of discussion follow.

<https://us02web.zoom.us/j/86254594698>

Telephone options (dial any of the following numbers):

**1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923**

Webinar ID: 862 5459 4698

1. CALL TO ORDER

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

2. INVOCATION*/FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

***Present:** Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Councilmember Boudreau, Councilmember Ortiz*

***Staff Present:** City Manager Kurt Sacha; Assistant City Attorney Christopher Eastwood; City Clerk Pro Tem Nancy Vandehey; Admin Assistant Elizabeth Halili; Public Works Director Ken Hash; Community and*

Economic Development Director Ann Rivers; Parks & Recreation Director Jen Wills; Police Captain John Reeves; Assistant City Manager Kris Swanson

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

22-000474 JULY 12, 2022 REGULAR MEETING MINUTES

On a motion duly made and passed, the reading of the minutes, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

**22-000473 PROCLAMATION: PARK & RECREATION MONTH - JULY 2022
RECEIVED BY RAYLEEN AGUIRRE, PARKS & RECREATION BOARD**

Mayor Wallis presented the proclamation to Rayleen Aguirre, who accepted on behalf of the Parks and Recreation Board. Jen Wills thanked Council.

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

Gerald Mickelsen provided public comment.

Jane Still provided public comment.

Briana Mickelsen provided public comment.

Shannon Gillman provided public comment.

Jason Still provided public comment.

Jim Myren provided public comment.

Vickie Echerd provided public comment.

Tina Smith provided public comment.

9. **PUBLIC HEARINGS**

10. **BOARD & COMMISSION RECOMMENDATIONS**

11. **ORDINANCES & RESOLUTIONS**

22-000460 RESOLUTION 2416: A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH COWLITZ COUNTY REGARDING THE 2022 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD.

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2416 AND AUTHORIZE THE CITY MANAGER TO SIGN THE INTERLOCAL AGREEMENT WITH COWLITZ COUNTY.

A motion was made by Councilmember Wallin, seconded by Councilmember Boudreau, to adopt Resolution 2416 and authorize the City Manager to sign the Interlocal Agreement with Cowlitz County. The motion carried unanimously.

22-000435 RESOLUTION NO. 2417: UTILITY RATE REDUCTION PROGRAM FOR LOW-INCOME SENIOR CITIZENS OR LOW-INCOME CITIZENS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2417 PROVIDING FOR THE UTILITY RATE REDUCTION PROGRAM FOR LOW-INCOME SENIORS AND DISABLED CITIZENS.

Jason Still provided public comment.

Assistant City Manager Kris Swanson spoke on this item.

A motion was made by Councilmember Wean, seconded by Councilmember Boudreau, to adopt Resolution No. 2417 providing for the utility rate reduction program for low-income seniors and disabled citizens. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis thanked staff for all of the assistance with current changes.

13. COUNCILMEMBERS' REPORTS

22-000477 BRANDING, COMMUNICATIONS AND COMMUNITY ENGAGEMENT AUDIT

RECOMMENDED ACTION:

THE CITY COUNCIL DIRECT THE CITY MANAGER TO ENGAGE THE SERVICES OF A PROFESSIONAL COMMUNICATIONS AND MEDIA RELATIONS FIRM TO PROVIDE AN AUDIT AND RECOMMENDATIONS, INCLUDING INCORPORATION OF THE WORK OF THE PROJECT LONGVIEW GROUP ON DEVELOPING A CITY FLAG, FOR BRANDING, COMMUNICATIONS AND COMMUNITY ENGAGEMENT.

Councilmember Ortiz and Councilmember Boudreau spoke on this item.

Jason Still provided public comment.

Shannon Gillman provided public comment.

*A motion was made by Councilmember Ortiz, seconded by Councilmember Boudreau, to direct the City Manager to engage the services of a professional communications and media relations firm to provide an audit and recommendations, including incorporation of the work of the Project Longview Group on developing a city flag, for branding, communications and community engagement. . The motion failed by the following vote:
Ayes - Councilmember Boudreau, Councilmember Ortiz
Nayes - Mayor ProTem Wallin, Councilmember Wean, Councilmember Kendall, Councilmember Strobel*

Councilmember Ortiz provided a verbal report.

Councilmember Kendall provided a verbal report.

Councilmember Boudreau provided a verbal report.

Councilmember Wean provided a verbal report.

14. CONSENT CALENDAR

Public Works Director Ken Hash was asked to provide additional information on the Pavement Preservation item. The item stayed on the Consent Calendar.

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

22-000471 APPROVAL OF CLAIMS

22-000461 PROJECT COMPLETION – MAIN RESERVOIR TO CASCADE WAY WATERLINE REPLACEMENT EMERGENCY PROJECT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE MAIN RESERVOIR TO CASCADE WAY WATERLINE REPLACEMENT EMERGENCY PROJECT

22-000462 SET PUBLIC HEARING AUGUST 23, 2022 FOR ORDINANCE ON PAVEMENT PRESERVATION ON NEW STREETS

RECOMMENDED ACTION:

MOTION TO SET THE CITY COUNCIL MEETING ON AUGUST 23, 2022, AS THE DATE AND TIME FOR A PUBLIC HEARING FOR ORDINANCE ON PAVEMENT PRESERVATION ON NEW STREETS

15. CITY MANAGER'S REPORT

22-000459 SET PUBLIC HEARING AUGUST 23, 2022 FOR ALLOCATION OF AMERICAN RESCUE PLAN (ARP) HOME FUNDS

RECOMMENDED ACTION:

MOTION TO SET PUBLIC HEARING FOR THE ALLOCATION OF HOME AMERICAN RESCUE PLAN FUNDS FOR AUGUST 23, 2022.

Planning Manager Adam Trimble presented.

Jason Still provided public comment.

A motion was made by Councilmember Boudreau, seconded by Councilmember Kendall, to set public hearing for the allocation of HOME American Rescue Plan funds for August 23, 2022. The motion carried unanimously.

22-000475 HAZARD MITIGATION PLAN ADOPTION FOLLOW UP

RECOMMENDED ACTION:

INFORMATIONAL ONLY.

Public Works Director Ken Hash read his memo into record.

22-000476 APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH GORDON THOMAS HONEYWELL FOR STATE GOVERNMENTAL AFFAIRS/LEGISLATIVE LOBBYING SERVICES

RECOMMENDED ACTION:

MOTION TO AUTHORIZE THE CITY MANAGER TO SIGN THE ATTACHED PROFESSIONAL SERVICES AGREEMENT WITH GORDON THOMAS HONEYWELL FOR STATE GOVERNMENTAL AFFAIRS/LEGISLATIVE LOBBYING SERVICES

City Manager Kurt Sacha spoke on this item.

Jason Still provided public comment.

A motion was made by Councilmember Kendall, seconded by Councilmember Boudreau, to authorize the City Manager to sign the attached professional services agreement with Gordon Thomas Honeywell for State Governmental Affairs/Legislative lobbying services. The motion carried unanimously.

City Manager Kurt Sacha provided a verbal report.

Shannon Gillman provided public comment.

16. MISCELLANEOUS

17. EXECUTIVE SESSION

18. ADJOURNMENT

The meeting was adjourned at 7:39 p.m.

*Nancy Vandehey
City Clerk Pro Tem*

*Approved: _____
Mayor*

*** 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:
TUESDAY, AUGUST 9, 2022 – 6:00 P.M
TUESDAY, AUGUST 23, 2022 – 6:00 P.M.**



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

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

SECOND HALF JULY 2022 ACCOUNTS PAYABLE: \$2,384,741.00

Check numbered 37517 - 37580.

SECOND HALF JULY 2022 PAYROLL:

\$370,110.82 checks no. 1381 - 1404

\$883,712.82 direct deposits

\$799,597.25 wire transfers

\$2,053,420.89 Total

STAFF CONTACT:

John Baldwin, Accountant

Dana Beck, Payroll Specialist

Attachments: None