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

Thursday, October 13, 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.

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

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: ***823 9413 2374***

1. **CALL TO ORDER**

2. **INVOCATION*/FLAG SALUTE**

   22-000628 DENISE ARNOLD, GLORIA DEI LUTHERAN

3. **ROLL CALL**

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

   22-000618 SEPTEMBER 22, 2022 REGULAR MEETING MINUTES
   OCTOBER 1, 2022 SPECIAL MEETING MINUTES

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

22-000612 PROCLAMATION: DOMESTIC VIOLENCE AWARENESS MONTH, OCTOBER 2022
RECIPIENTS: JILL MATHEWS & TAMMY GRAHAM, EMERGENCY SUPPORT SHELTER

22-000650 FACILITIES CONDITION ASSESSMENT

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

22-000544 PROPOSED ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS

RECOMMENDED ACTION:
MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

22-000627 CONCERNING MILITARY HONORS IN PARKS

RECOMMENDED ACTION:
MOTION TO APPROVE THE PARKS AND RECREATION ADVISORY BOARD'S RECOMMENDATION OF THE MILITARY HONORS IN PARKS POLICY

11. ORDINANCES & RESOLUTIONS

22-000649 RESOLUTION NO. 2420 - EXPRESSING CITY COUNCIL'S SUPPORT FOR A CRIMINAL JUSTICE REGIONAL TRAINING CENTER IN SOUTHWEST WASHINGTON

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2420

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS

14. CONSENT CALENDAR

22-000613 APPROVAL OF CLAIMS

22-000620 BID REVIEW – RESERVOIR 5 ROOF REPLACEMENT

RECOMMENDED ACTION:
MOTION TO ACCEPT THE LOW BID AND AWARD TO ROTSCHY, INC. IN THE AMOUNT OF $3,168,735.30

22-000619 SET PUBLIC HEARING: PROPOSED REVENUE SOURCES FOR THE 2023 GENERAL FUND

RECOMMENDED ACTION:
MOTION TO SET PUBLIC HEARING ON THE 2023 PROPOSED CURRENT EXPENSE BUDGET REVENUE SOURCES FOR NOVEMBER 3, 2022.

15. **CITY MANAGER'S REPORT**

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

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NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, OCTOBER 27, 2022 - 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOPS:
WEDNESDAY, OCTOBER 19, 2022 - 5:30 P.M. - CONTINUED BUDGET WORKSHOP
TUESDAY, NOVEMBER 1, 2022 - 5:30 P.M. - UTILITY RATES AND UTILITY CIP REQUESTS

NEXT SPECIAL COUNCIL WORKSHOPS:
THURSDAY, NOVEMBER 3, 2022 - 6:00 P.M. (NOVEMBER 10 - VETERAN'S DAY HOLIDAY)
THURSDAY, NOVEMBER 17, 2022 - 6:00 P.M. (NOVEMBER 24 - THANKSGIVING HOLIDAY)

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Webinar ID: ***823 9413 2374***

1. CALL TO ORDER

Mayor Wallis called the meeting to order at 6:01 p.m.

2. INVOCATION*/FLAG SALUTE

22-000543 MARK SCHMUTZ, NORTHLAKE CHURCH

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

3. ROLL CALL

***Present**: Mayor Wallis, Mayor Pro Tem Wallin (by Zoom), Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Councilmember Boudreau, Councilmember Ortiz*

***Staff Present**: City Manager Kurt Sacha, City Attorney Jim McNamara, Assistant City Manager Kris Swanson, City Clerk Tiffany Ostreim, Deputy City Clerk Elizabeth Halili, Public Works Director Ken Hash, Community and Economic Development Director Ann Rivers, Parks & Recreation Director Jen Wills, Fire Chief Jim Kambeitz; Police Chief Robert Huhta, Parks and Urban Forestry Manager Joanna Martin*

4. WORKSHOP

22-000596 CONSIDERATION OF ALABAMA STREET, GERHART GARDENS & MEMORIAL PARK DRIVE FOR AN EMERGENCY HOSTED SHELTER AND MANAGED SITE FOR UNSHELTERED HOMELESS ADULTS

Assistant City Manager Kris Swanson started the presentation. Gave an update on the remediation of site on Alabama Street. Gave an update on the Council directives - good neighbor policy, resident's obligations, and increased security and law enforcement presence. In order to purchase shelters from Pallet Inc, it is required to have a location within one mile of an active transportation hub or basic services and have restrooms and showers.

Parks and Urban Forestry Manager Joanna Martin shared the criteria for site evaluation. City-owned properties were compared and with updated criteria, 28 properties qualified during site evaluation process as possible sites. Sites for consideration include 1451 Alabama, Gerhart Gardens Park, south parking lot and right of way SE of 3750 Memorial Park Drive. Gerhart Gardens Park lacks infrastructure needed to meet the November 15 deadline and does not currently meet Pallet requirements. Installation and ongoing cost estimates were presented.

Assistant City Manager Kris Swanson explained the next steps - seeking the Council's decision on site for a hosted site with 50 shelters for Pallet Inc. and approval of a new city position for Homeless Outreach Coordinator. If a site is selected, staff will place shelter order with Pallet inc., secure an organization to host and manage site operations, and send an interlocal agreement to the county for funding assistance. Estimate for 50 pallet shelters, including hygiene trailers, shipping and assembly, is $533,000 and they were asked for a 50% down payment. Pallet is interested in success and requires dignity standards. Homeless Outreach Coordinator, including salary and benefits, may be around $90,000 depending on the category it is placed in.

Council discussed the code of conduct and good neighbor policy; fire and building codes; sanitary sewer and lack of water supply at Gerhart Gardens; enforcement of rules; cost of bus route; and background checks.

A motion was made by Councilmember Boudreau to remove all sites from consideration, close the current camp after current cleanup and offer an additional $1 million to police officers for patrol officers and community service officers. The motion failed for lack of a second.

Council continued discussion on Memorial Park Drive, a public road; property in the Mint Farm; property owned by the Longview School District; additional police offers; impact on neighbors and residents; lack of shelter beds; cost of cleanup at Alabama Street; and location like fairgrounds with large exhibition halls that could be used as dorms during the winter months.

A motion was made by Councilmember Kendall, seconded by Councilmember Wean, to utilize the Alabama Street site as a hosted encampment.
Ctizen spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.

Mike spoke to the motion.
Citizen spoke to the motion.
Pastor Liz Kearny spoke to the motion.
Alan Ledgwood spoke to the motion.
Citizen spoke to the motion.
Jeff Wilson spoke to the motion.
Cal Bartell spoke to the motion.
Citizen spoke to the motion.
Ctizen spoke to the motion.
Joanne Clemenson spoke to the motion.
Heather Hughes Lindsey spoke to the motion.
Tim Vance spoke to the motion.
Eddie Lane spoke to the motion.
Jaylee Malone spoke to the motion.
Citizen spoke to the motion.
Anna Bate spoke to the motion.
Krystal spoke to the motion.
Ruth Orka spoke to the motion.
Doug Lane spoke to the motion.
Eric Strausner spoke to the motion.
Jaja Floyd spoke to the motion.
Rick Dahl spoke to the motion.
Rob Gibbs spoke to the motion.
Citizen spoke to the motion.
CItizen spoke to the motion.
Eric Halverson spoke to the motion.
Dr. Rick Still spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.
Brianna spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.
Ronda Walker spoke to the motion.
George Paradis spoke to the motion.
Citizen spoke to the motion.
Patrick Pistacio spoke to the motion.
Tricia Junker Rodman by phone spoke to the motion.
Kevin Wingert by phone spoke to the motion.
Jiminy Cricket by phone spoke to the motion.
Nikki Mogush by phone spoke to the motion.
Kirsten Markstrom by phone spoke to the motion.
Dawn by phone spoke to the motion.
Sierra by phone spoke to the motion.
Bill Josh by phone spoke to the motion.
Mary Lyons by phone spoke to the motion.

Motion to utilize the Alabama Street site as a hosted encampment moved by the following vote:
Ayes - Councilmember Kendall, Councilmember Strobel, Councilmember Wean, Councilmember Wallin.
Nayes - Councilmembet Boudreau, Councilmember Ortiz and Mayor Wallis.

The Council recesessed at 9:25 p.m. and reconvened at 9:30 p.m. with all members present.

Assistant City Manager Kris Swanson expressed the need for a City position for Homeless Outreach Coordinator.
Council discussed; would like to see a job description and scope of work. Would also like to see a cost option of contracting out with the Salvation Army or another reputable organization.

A motion was made by Councilmember Ortiz, seconded by Councilmember Boudreau, to receive monthly reports once the hosted site is set up to include police crime report, security, individual staffing and monitoring of the site with accurate metrics.
Councilmember Kendall and Councilmember Strobel stated the regular review was part of the plan including a Board to oversee the encampment.
The motion carried unanimously.

5. APPROVAL OF MINUTES

22-000539 AUGUST 23, 2022 REGULAR MEETING MINUTES
SEPTEMBER 8, 2022 REGULAR MEETING MINUTES

A motion was made by Councilmember Strobel, seconded by Councilmember Wean, to approve.
Councilmember Ortiz commented on the security vote taken at the last council meeting; the way it was rolled out was very confusing; he and Councilmember Boudreau would have voted in favor. Requested amended motions be written and projected on the screen in the future.
The motion carried unanimously.

6. CHANGES TO THE AGENDA

Councilmembers concurred on changes to the agenda.
Item 22-000541 - 2023 Southwest Washington Regional Airport Budget moved to Presentations and Awards.
Item 22-000544 - Proposed zoning code amendments for accessory dwelling units - moved to regular council meeting of October 13, 2022
Item 22-000595 - Development of an arterial traffic plan - moved to Consent Calendar.

7. PRESENTATIONS & AWARDS

22-000555 PROCLAMATION: FIRE PREVENTION WEEK, OCTOBER 9-15, 2022

Mayor Wallis presented the proclamation to Fire Chief Jim Kambeitz.

22-000541 2023 SOUTHWEST WASHINGTON REGIONAL AIRPORT BUDGET

RECOMMENDED ACTION:
MOTION TO ADOPT THE 2023 SOUTHWEST REGIONAL AIRPORT BUDGET

Southwest Washington Regional Airport Manager Chris Paolini, presented by zoom the 2023 operating and capital budget for the airport.
A motion was made by Councilmember Ortiz, seconded by Councilmember Wallin to approve. The motion carried unanimously.

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

Michael P. provided public comment.
Jane Still provided public comment.
Shannon provided public comment.
Jason Still provided public comment.
Jeff Wilson provided public comment.
Rob by phone provided public comment.
Eric Halverson, Longview, provided public comment.

Citizen provided public comment.
Citizen provided public comment.
Keenan Harvey by phone provided public comment.
Dawn by phone provided public comment.
Mayor Wallis read Derek Fine's public comment.
Kelly B by phone provided public comment.

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

22-000544 PROPOSED ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS - MOVED TO THE CITY COUNCIL AGENDA OF OCTOBER 13, 2022

11. ORDINANCES & RESOLUTIONS

22-000581 ORDINANCE 3464 PERIODIC UPDATE TO CHAPTER 17.24 FLOOD DAMAGE PREVENTION

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE 3464

Community Development Director Ann Rivers presented.
A motion was made by Councilmember Strobel, seconded by Councilmember Ortiz, to adopt the ordinance. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis provided a report.

13. COUNCILMEMBERS' REPORTS

Councilmember Strobel provided a report.
Councilmember Wean provided a report.
Councilmember Boudreau provided a report.
Councilmember Kendall provided a report.
Councilmember Ortiz provided a report.
Councilmember Wallin provided a report.

14. CONSENT CALENDAR

A motion was made by Councilmember Strobel, seconded by Councilmember Kendall to approve the items on the Consent Calendar as though acted on individually.

22-000542 APPROVAL OF CLAIMS

22-000538 PROJECT COMPLETION – OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

RECOMMENDED ACTION:
MOTION TO ACCEPT AS COMPLETE THE OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

22-000595 DEVELOPMENT OF AN ARTERIAL TRAFFIC PLAN

RECOMMENDED ACTION:
DIRECT STAFF TO DEVELOP AN ARTERIAL TRAFFIC PLAN THAT MEETS THE NEEDS OF THE CITY OF LONGVIEW TODAY AND ACCOUNTING FOR GROWTH IN RESIDENTS AND INDUSTRY. IDENTIFY NEEDED CAPITAL PROJECTS TO DELIVER SAID PLAN.

15. CITY MANAGER'S REPORT

22-000582 PROJECT UPDATE – WASHINGTON WAY COMPLETE STREET PROJECT

RECOMMENDED ACTION:
NONE – INFORMATION ONLY
Public Works Director Ken Hash presented.

22-000597 RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2023-2024 TOURISM FUNDS

RECOMMENDED ACTION:
MOTION TO APPROVE THE RECOMMENDATIONS OF THE LODGING TAX ADVISORY COMMITTEE AND TO INCLUDE IN THE 2023-2024 TOURISM FUND BUDGET THE OUTSIDE AGENCY REQUESTS AND THE AMOUNTS AS PRESENTED IN THE SUMMARY STATEMENT ABOVE. COUNCIL MAY EITHER APPROVE OR REJECT THE RECOMMENDED INDIVIDUAL AMOUNTS IN FULL, OR REFER ANY RECOMMENDATION BACK TO THE LTAC FOR FURTHER CONSIDERATION, BUT CANNOT INCREASE OR DECREASE AN INDIVIDUAL AMOUNT.
City Manager Kurt Sacha presented.
Councilmember Boudreau and Councilmember Kendall recused themselves on the appearance of fairness.
Ariel Large' with the Broad Strokes Project, provided public comment by phone.
Reed Hadley provided public comment.
Mike Woods provided public comment.
A motion was made by Councilmember Strobel, seconded by Councilmember Ortiz, to approve the recommendations of the Lodging Tax Advisory Committee and include in the 2023-2024 Tourism Fund Budget. The motion carried unanimously.
Councilmember Boudreau and Councilmember Kandall returned to the council chambers.

22-000598 2022 MID YEAR GENERAL FUND 2ND QUARTER FINANCIAL REVIEW
City Manager Kurt Sacha presented.

16. MISCELLANEOUS

17. EXECUTIVE SESSION

18. ADJOURNMENT
The meeting was adjourned at 11:22 p.m.

Tiffany Ostreim, City Clerk

Approved:_____
Mayor

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NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, OCTOBER 13, 2022 – 6:00 P.M.
THURSDAY, OCTOBER 27, 2022 – 6:00 P.M.

NEXT REGULAR WORKSHOP:
THURSDAY, OCTOBER 13, 2022 – 6:00 P.M. – UTILITY RATES

NEXT SPECIAL COUNCIL WORKSHOP:
SATURDAY, OCTOBER 1, 2022 – 10:30 A.M. – BUDGET WORKSHOP

NEXT SPECIAL COUNCIL MEETINGS:
THURSDAY, NOVEMBER 3, 2022 – 6:00 P.M. (NOVEMBER 10 – VETERAN'S DAY HOLIDAY)
THURSDAY, NOVEMBER 17, 2022 – 6:00 P.M. (NOVEMBER 24 – THANKSGIVING HOLIDAY)

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Council Member Hillary Strobel
Council Member Christopher Ortiz

Saturday, October 1, 2022 | **10:30 AM** | **2nd Floor, City Hall**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Training Room, 1525 Broadway, Longview, on Saturday, October 1, 2022 at 10:30 a.m. The topic of discussion follows. Final disposition shall be taken on no other matter.

https://us02web.zoom.us/j/85814306485

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1-564-217-2000
1-646-876-9923

Webinar ID: 858 1430 6485

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1. **CALL TO ORDER**
   Mayor Wallis called the meeting to order at 10:40 a.m.

2. **FLAG SALUTE**
   The flag salute was recited.

3. **ROLL CALL**

***Present**: Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall (by zoom), Councilmember Wean, Councilmember Strobel, Councilmember Boudreau, Councilmember Ortiz*

***Staff Present**: City Manager Kurt Sacha, Assistant City Manager Kris Swanson, City Clerk Tiffany Ostreim, Parks & Recreation Director Jen Wills, Police Chief Robert Huhta, Library Director Jacob Cole (by zoom first hour)*

4. WORKSHOP

22-000602 2023/2024 BUDGET WORKSHOP

RECOMMENDED ACTION:
PRIORITIZE PRELIMINARY GENERAL FUND REVENUES, EXPENDITURES, ENHANCEMENT REQUESTS, AND CAPITAL PROJECT FUNDS CIP REQUESTS

City Manager Kurt Sacha stated expenditures exceed revenue; need to be mindful of revenue streams.

Ariel Large' made a proposal for a City-funded Downtown Staff position.

Fiscal Manager, Budget and Payroll Lisa Wolff presented the fund summaries for Enhancements and Capital Projects.

Assistant City Manager Kris Swanson presented other potential governmental revenue sources; councilmanic approved and voter approved.

Fiscal Manager, Budget and Payroll Lisa Wolff explained the expectations and outcomes. Statute requires the City to file a preliminary budget and budget message with City Council 60 days before the ensuing fiscal year (November 1).

The council recessed at 12:30 pm and reconvened at 12:40 p.m.

Fiscal Manager, Budget and Payroll Lisa Wolff presented the 2023-2024 General Fund summary. Also presented the proposed budget enhancements for the 2023-2024 biennial budget.

Council supported including the following enhancement requests in the 023-2024 biennial budget:
IT - Business Systems Analyst
Police - 6 Patrol Officers
Police - 1 Evidence Technician
Police - 2 Community Service Officers
Fire - Apply for a Safer Grant
Traffic - Traffic signal maintenance supplies
Traffic - Street light maintenance materials
Street - Fund with Transportation Benefit District (TBD)
Engineering - 1 Project Engineer
Engineering - 1 Office Assistant (shared with CED)
CED - Grant Administrator
CED - Community Outreach Coordinator (Fund at LPD Guild rate)
CED - 1 Office Assistant (shared with Engineering)
Library - Digital services
Library - wireless hotspots
Recreation - PT wage correction
Parks - 1 Maintenance Supervisor
Parks - 2 PT Maintenance Staff
Downtown Parking - 50% Office Assistant/Records Specialist and 50% Parking Enforcement Officer
Downtown Parking - Parking Software/Hardware Replacement
Equip Rental Ops - 25% Administrative Assistant (shared with Facilities Maintenance)
Facilities Maintenance - 75% Administrative Assistant (shared with Equip Rental Ops)
Facilities Maintenance - 2 Facilities Maintenance Technicians

Facilities Maintenance - New Vehicles/Tools (2 - 2024)

Paula Stepenkowski spoke in support of the Mobile Library Program. There was not a majority of the council in support:
Ayes - Councilmember Kendall, Councilmember Strobel, and Councilmember Wean.
Nays - Councilmember Ortiz, Councilmember Boudreau, Councilmember Wallin and Mayor Wallis.

The council was interested in funding half of Parks positions out of Urban Forestry. The council was interested in the cost of paying outside entity versus inhouse for facilities maintenance. The council was interested in councilmanic and voter-approved revenue sources; requested staff bring back recommendations and a plan for any voter-approved revenue sources.

5. CONSTITUENTS' COMMENTS

None.

6. ADJOURNMENT

The special budget workshop was recessed at 3:40 p.m. and will reconvene October 19, 2022 at 5:30 p.m.

Tiffany Ostreim
City Clerk

Approved:_____
Mayor

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Proclamation

City of Longview, Washington

Domestic Violence Action Month

October 2022

***WHEREAS**, domestic violence occurs among people of all races, ages, socioeconomic classes, religious affiliations, occupations and educational backgrounds; and*

***WHEREAS**, nearly one in three women and one in four men in the United States have suffered severe physical violence by an intimate partner. Victims are deprived of their autonomy, liberty, and face tremendous threats to their health and safety; and*

***WHEREAS**, more than 15 million children are exposed to domestic violence each year in the United States, and children who witness domestic violence are twice as likely to abuse their own partners and children when they become adults; and*

***WHEREAS**, on a typical day more than 20,000 phone calls, an average of 15 per minute, are placed to domestic violence hotlines nationwide. Police departments as well as domestic violence hotlines across the country have reported an increase in calls during the COVID-19 pandemic; and*

***WHEREAS**, only a coordinated-community effort will put a stop to this heinous crime; and*

***NOW, THEREFORE**, I, MaryAlice Wallis, Mayor of the City of Longview, Washington, do hereby proclaim the month of October 2020 as **Domestic Violence Action Month** in the City of Longview. During this time we reaffirm our dedication to building a community where no one suffers the hurt and hardship that domestic violence causes—and we recommit to doing everything in our power to uphold the basic human right to be free from violence and abuse. I urge all citizens to actively participate in the scheduled activities and programs sponsored by the Emergency Support Shelter to work toward the elimination of personal and institutional violence.*

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 13th day of October 2022.

_____

MaryAlice Wallis, Mayor

City of Longview

Agenda Summary

PROPOSED ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS

RECOMMENDED ACTION:
MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Preserve and enhance neighborhoods
Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
The Longview Comprehensive Plan adopted in 2019 includes goals, objectives and policies to encourage use of accessory dwelling units (ADU's) to meet housing goals. ADU's, like infill, take advantage of areas where infrastructure is already in place and where there are fewer environmental constraints. The Longview Planning Commission developed recommended zoning code amendments that will allow more accessory dwelling units on more properties and with fewer restrictions to achieve the goal of the Comprehensive Plan to address housing needs.

The Planning Commission recommended ADU amendments have been reviewed by City Council and now incorporate several changes requested by City Council members at an August 9, 2022 City Council workshop. Council members discussed and provided comments regarding size limits, design elements and ADU certification requirements. Concerns about use of ADU's for short term rentals, occupancy standards and limits, number of bedrooms and use as a home day care were also heard. The attached ordinance incorporates comments made during the workshop. Consideration of the draft ordinance during this regular meeting will provide an opportunity for City Council to either vote to adopt the changes as written or adopt with additional city council amendments proposed during the meeting.

Staff has prepared a presentation and the draft code for City Council consideration. A Question & Answer document to address some of the questions raised at previous meetings is also attached.

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
- October 13, 2022, draft proposed amendments for review and acceptance before an ordinance is drafted.
- October 27, 2022 City Council meeting: vote on ADU ordinance.

RECOMMENDED ACTION:
Motion to direct the City Attorney to prepare an ordinance to adopt the proposed Accessory Dwelling Unit zoning amendments.

STAFF CONTACT:
Adam Trimble, Planning Manager

Attachments:
1. ADU code updates presentation October 2022
2. Proposed Accessory Dwelling Units Zoning Code Amendments October 2022
3. Accessory Dwelling Units workshop Q&A document

Accessory Dwelling Units zoning code updates

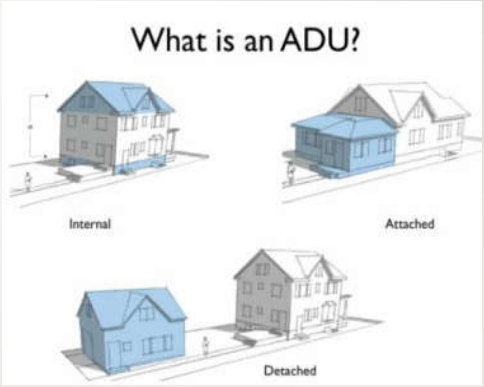
PLANNING COMMISSION RECOMMENDATION WITH CITY COUNCIL REVISIONS

OCTOBER 13, 2022 CITY COUNCIL MEETING

1

What are Accessory Dwelling Units (ADU's)?

- Accessory Dwelling Units or ADUs are a form of secondary housing units, like a backyard cottage, basement apartment, or "granny flat" that is part of the same property as the primary home. ADUs are not located on their own individual or separate lot and cannot be bought or sold apart from the primary home. In accordance with Longview's Development Code, the owner of the primary home on a site is also the owner of the ADU.



2

What is not an ADU

- RV's (recreational vehicles, trailers or tiny homes on wheels):
  - 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 local requirements to have either a permanent foundation or cinderblock foundation to maintain the appearance of a single family home.
- A home with a second 'canning kitchen' in the basement, or a shop with a bathroom does not contain the independent living facilities for sleeping, cooking, and sanitation that would define a second dwelling.
- A room rented out within a home. When all residents are their doing their cooking on the premises exclusively as one household whether a group of roommates, renters or family members it is not an accessory dwelling unit situation.

3

Why do homeowners build ADUs?

Homeowners build ADUs for additional long-term housing options and additional sources of income. Other reasons include:

- Keeping aging parents closer to home and providing more affordable senior living options
- Providing more affordable housing options for young adult children
- Downsizing and aging in place, while keeping their main house
- Potential rental opportunities
- Long-term family or guest accommodations
- Potential increases in property values and long-term investment
- Passive income from rental property or retirement income

"A Detached Accessory Dwelling Unit in Victoria, BC" by Sightline Institute is marked with CC BY 2.0. To view the terms, visit https://creativecommons.org/licenses/by/2.0/?ref=openverse

4

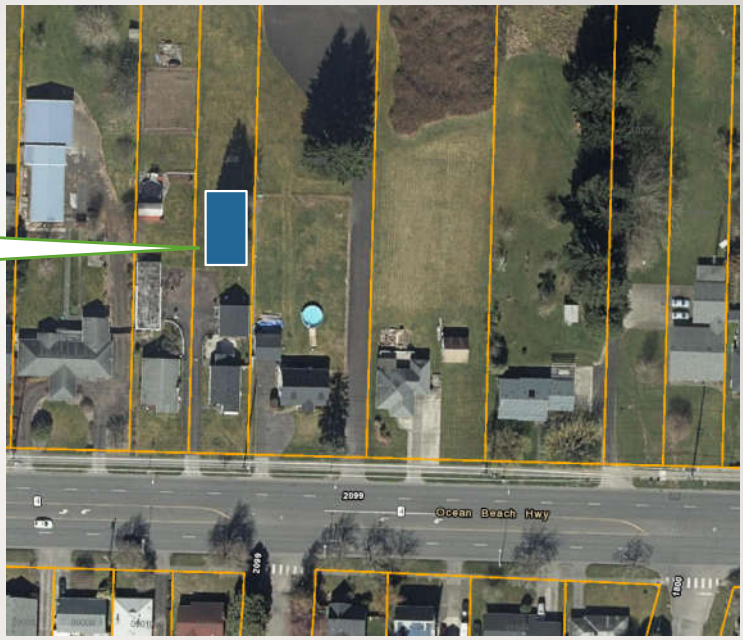
Longview Examples

5

6

7

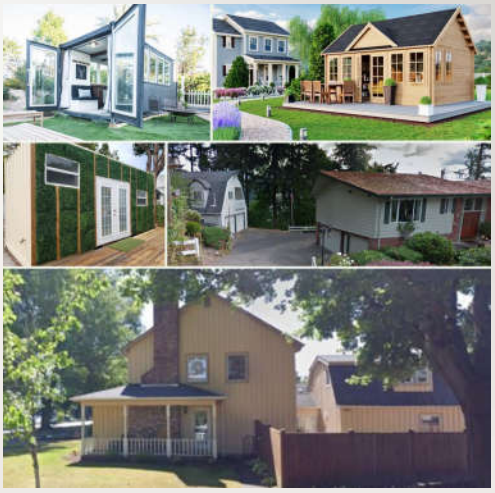
How current law works



8

Current Accessory Dwelling Unit Laws in Longview

- Allowed in all residential zones
- Only one ADU shall be permitted (attached or detached) as accessory to a single-family dwelling unit.
- Size is limited to 40% of the home size, must be 300 sq ft and max 1,200 sq ft.
- The 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; only one of the residences may be rented or leased



9

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 adoption.
- On April 28, 2022, the City Council was presented with the Planning Commission recommendation.
- August 9, 2022, City Council Workshop on ADU's
- October 13, 2022, City Council meeting- vote on proposed amendments
- October 27, 2022, Vote on ordinance

10

Final Draft ADU Amendments: What should define an Accessory Dwelling Unit

- Owner occupancy? Yes.
- Size? or Scale? Limit to between 300 and 1,500 sq. ft.
- Number of bedrooms? 2 max
- Design standards, with additional criteria for detached ADU's.
  - **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.

11

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 (more than 12 children) and adult family homes are not allowed.
- Number of bedrooms limited to 2.
- Only 1 ADU per lot.

12

City Council Changes to Draft Code

- Prohibit short-term rentals.
- 'Family Daycare Providers' are allowed on properties with an ADU, but the maximum number of children under care is limited to the maximum occupancy of the ADU [4].
- Remove bi-annual inspection language.
- Allow driveways to remain when garages are converted.
- Remove some design and style approval criteria.
- Remove size limitation relative to existing home(60%).

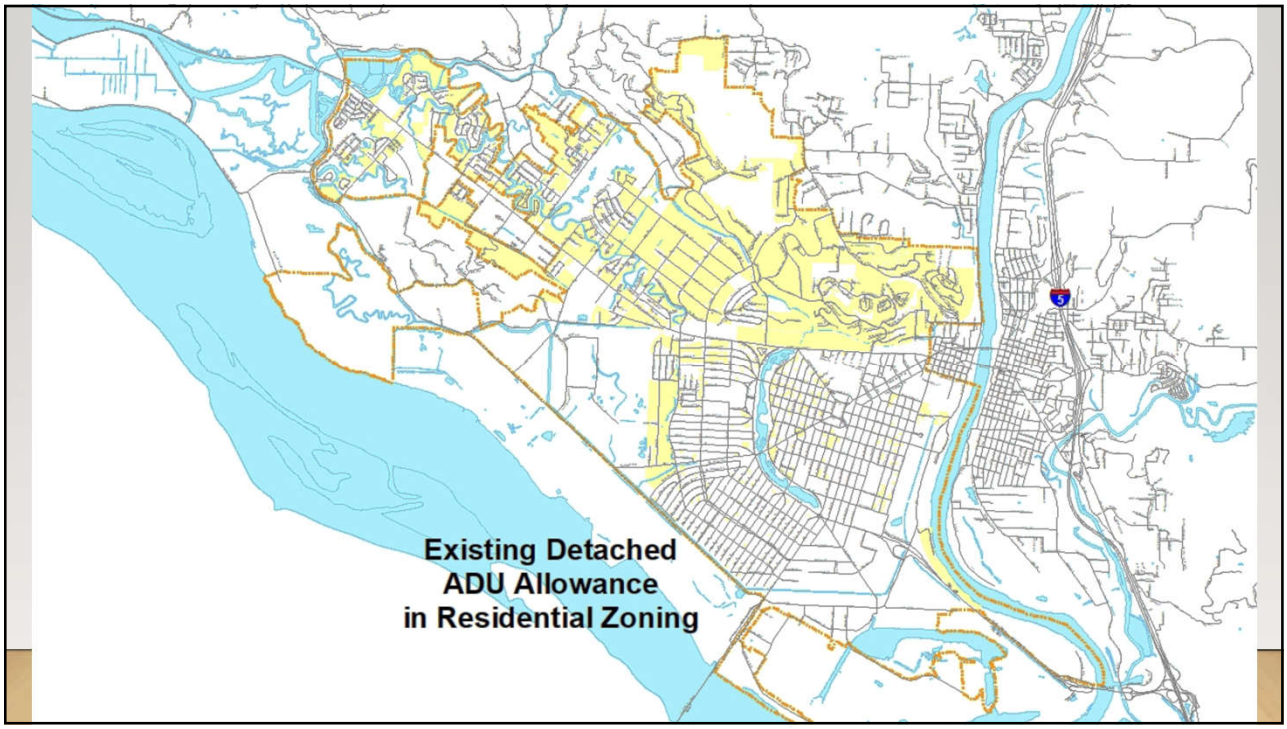
13

Final Draft Amendments: 1/4

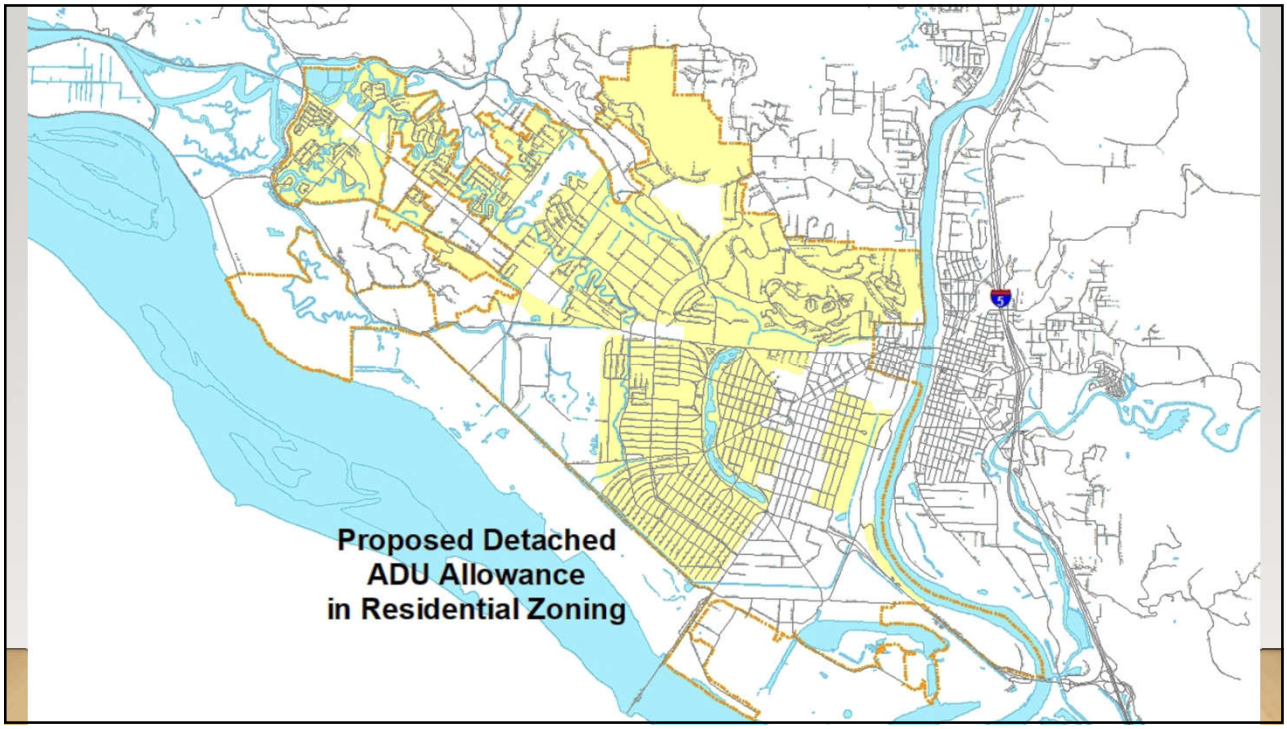
Key Changes:

- 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.
- Fire Marshal review for safety and access – includes a note that fire department access shall extend to within 150 feet of all portions of the exterior walls of the building.
- 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.

14


Existing Detached
ADU Allowance
in Residential Zoning

15


Proposed Detached
ADU Allowance
in Residential Zoning

16

Final Draft Amendments: 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.

17

Final Draft Amendments : 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.

18

Final Draft Amendments : 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 siding of the single-family dwelling.
- When garage space is converted to accessory dwelling unit living space, the portion of the driveway leading to the former garage may remain.
- Design Criteria for Detached ADU's:
  - Landscaping and screening proposed.
  - Impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.

19

	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 *and* 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	No % limit
Unit size min & max	300-1,200	300-1,500
Max Number of bedrooms	2	2
Max occupancy	4 persons	4 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]

20

Recommended Action:

MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

Draft zoning code amendments for ADU's, with changes discussed by the City Council at the August 8 workshop integrated, is attached.

21

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

This is a complete re-write of the existing Accessory Dwelling Units ordinance, recommended by the Planning Commission. **This draft incorporates changes discussed by Council members at the August 9 City Council workshop:** (Underlined text is added, strike-through is removed).

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.
        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.
    e. 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.
    f. Fire department access shall extend to within 150 feet of all portions of the exterior walls of the building as measured by an approved route. Distances in excess of 150 feet may result in additional requirements for construction as approved by the fire code official. Alleys shall not be considered for fire department access.

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.

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. <u>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."</u>
   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 day care providers as defined in LMC 19.09 may be allowed but the maximum number of children under care is limited to the maximum occupancy of the ADU.

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 and fire officials 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 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. When garage space is converted to accessory dwelling unit living space ~~the garage door may be replaced with materials that match the exterior of the house.~~ the portion of the driveway leading to the former garage ~~shall also be removed~~ may remain.

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.

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

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 CWCOG estimates the units needed by 2025 as 1,031.3 and the Comprehensive plan put that number at 1,011.

3. 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 inquires where an application is anticipated.

4. 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 ¼ 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.

5. 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.

City of Longview

Agenda Summary

CONCERNING MILITARY HONORS IN PARKS

RECOMMENDED ACTION:
MOTION TO APPROVE THE PARKS AND RECREATION ADVISORY BOARD'S RECOMMENDATION OF THE MILITARY HONORS IN PARKS POLICY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
The permitting of Military Honors in Parks is considered a special use in City of Longview Parks in conjunction with state and federal laws. This policy permits Military Honors in parks and outlines the necessary procedures to grant permission for the special use. Military Honor applicants are requested to fill out a Park Area Rental Application detailing the time, location, type of honors to be conducted, and any additional pertinent information about the event. Military Honors requests are a "zero fee" application unless the request also includes the private rental of one of the covered shelters or regularly rented areas for exclusive use.

During the application process, it is required to state if the Military Honors will or will not include a rifle volley. Rifle volleys are only allowed at R.A. Long Park. If a rifle volley is to be included, the Parks and Recreation Department is required to notify the City of Longview Police and the Police Dispatch at least 24 hours in advance.

RECOMMENDED ACTION:
Motion to approve the Parks and Recreation Advisory Board's recommendation for the Military Honors in Parks Policy

STAFF CONTACT:
Jennifer Wills, Director of Parks and Recreation

Attachments:
1. COL Military Honors in Parks

City of Longview Policies & Procedures

Policy Name: **Military Honors In Parks Permit**	Effective Date:
Originating Office: Parks and Recreation Department	Approved by: P&R Director/City Manager

PURPOSE OF THIS POLICY:
The permitting of Military Honors in Parks is considered a special use in City of Longview Parks in conjunction with state and federal laws. This policy permits Military Honors in parks and outlines the necessary procedures to grant permission for the special use.

DEPARTMENTS AFFECTED:
Parks and Recreation

WHAT ARE MILITARY HONORS:
A military funeral in the United States is a memorial or burial rite conducted by the United States Armed Forces for a Soldier, Marine, Sailor, Coast Guardsman, or Airman who died in battle, a veteran, or other prominent military figures or a president. A military funeral may feature guards of honor, the firing of volley shots as a salute, drumming and other military elements, with a flag draping over the coffin.

As of January 1, 2000, Section 578 of Public Law 106-65 of the National Defense Authorization Act mandates that the United States Armed Forces shall provide the rendering of honors in a military funeral for any eligible veteran if requested by his or her family. As mandated by federal law, an honor guard detail for the burial of an eligible veteran shall consist of no fewer than two members of the Armed Forces. One member of the detail shall be a representative of the parent armed service of the deceased veteran. The honor guard detail will, at a minimum, perform a ceremony that includes the folding and presenting of the flag of the United States to the next of kin and the sounding of Taps which will be played by a lone bugler, if available, or by audio recording.

POLICY:

WHO CAN CONDUCT MILITARY HONORS:
Composition of Funeral Honors (honor guard) shall ensure that a funeral honors detail for the funeral of a veteran consists of two or more uniformed military persons. At least two members of the funeral honors detail for a veteran's funeral shall be members of the armed forces including members in a retired status, or members of veteran's organizations.

WHO IS ELIGIBLE FOR MILITARY HONORS:
Federal law allows for military funeral honors for all veterans who were discharged under

circumstances "other than dishonorable."

Those who are eligible for military funerals and full honors in the United States include the following:

- Active duty or Selected Reserve in the United States Armed Forces.
- Former active duty or Selected Reserve who departed under conditions other than dishonorable in the United States Armed Forces.
- Former enlisted servicemen or servicewomen who completed at least one term or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable.
- Former servicemen or servicewomen who were discharged due to a disability incurred or aggravated in the line of duty.

WHERE AND WHEN CAN MILITARY HONORS TAKE PLACE:

- For Military Honors without rifle volley:
  All City owned Park Properties during open park hours – dawn to dusk
- For Military Honors with rifle volley:
  R.A. Long Park during open park hours – dawn to dusk

PROCEDURE:

PERMITTING PROCESS

Military Honor applicants are requested to fill out a Park Area Rental Application detailing the time, location, type of honors to be conducted, and any additional pertinent information about the event. Military Honors requests are a “zero fee” application unless the request also includes the private rental of one of the covered shelters or regularly rented areas for exclusive use.

During the application process, it is required to state if the Military Honors will or will not include a rifle volley. Rifle volleys are only allowed at R.A. Long Park. If a rifle volley is to be included, the Parks and Recreation Department is required to notify the City of Longview Police and the Police Dispatch at least 24 hours in advance.

REFERENCES:

- U.S. Department of Veterans Affairs – Military Funeral Honors
- Military.com – Military Benefits and Funeral
- U.S. Department of Defense – Arranging Military Funeral Honors for a Veteran

City of Longview

Agenda Summary

RESOLUTION NO. 2420 - EXPRESSING CITY COUNCIL'S SUPPORT FOR A CRIMINAL JUSTICE REGIONAL TRAINING CENTER IN SOUTHWEST WASHINGTON

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2420

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Council Initiative: Enhance public safety and emergency response

CITY ATTORNEY REVIEW: Yes

SUMMARY STATEMENT:
For the past several years, law enforcement agencies throughout the region have experienced and continue to experience an increase in resignations and retirements. Several law enforcement agencies, including the Longview Police Department, estimate this trend to continue. As such, the need to recruit new law enforcement professionals in Southwest Washington creates an increased demand for a Criminal Justice Training Center Basic Law Enforcement Academy.

In July 2022, Governor Jay Inslee announced his vision to create regional police academies in an effort to attract quality individuals within a 50-mile radius who can commute to and from an academy every day and who will then serve their own communities upon graduation.

Establishing a regional public safety training academy in Southwest Washington strongly enhances the City of Longview's ability to recruit and train future law enforcement officers from Longview and surrounding communities.

RECOMMENDED ACTION:
Motion to adopt Resolution No. 2420.

STAFF CONTACT: Kurt Sacha, City Manager

Attachments:
1. CJTC Resolution (2022)

Resolution No. _2420____

A RESOLUTION expressing the City Council's support for a Criminal Justice Training Center ("CJTC") regional training campus in the Southwest Washington region.

WHEREAS, public safety and criminal justice professionals and first responders are essential to providing public safety; and

WHEREAS, for the past several years, law enforcement agencies across the county have experienced – and continue to experience – an increase in law enforcement resignations and retirements and a decrease in law enforcement professional applications and new hires; and

WHEREAS, many law enforcement agencies in our region, including the Longview Police Department, estimate large percentages of their staff will become eligible for retirement within the next few years and as a result anticipate an increased rate of retirements to continue for some time; and

WHEREAS, the need to recruit new law enforcement professional in Southwest Washington creates an increased demand for CJTC's Basic Law Enforcement Academy ("BLEA") training; and

WHEREAS, in July 2022, Governor Jay Inslee announced his vision to create regional police academies in order to attract quality people within a 50 mile radius who can commute to and from an academy every day and who will then serve their own communities upon graduation; and

WHEREAS, creating a regional public safety training academy in Southwest Washington strongly enhances the City of Longview's ability to recruit and train future law enforcement officers from Longview and nearby communities; and

WHEREAS, applicants to the existing BLEA programs must currently live far away from their families for five months while attending the program, which presents a notable barrier to some, preventing them from pursuing a career in law enforcement that they may otherwise be able to pursue; and

WHEREAS, removing this barrier for applicants would improve community engagement and outreach and would increase opportunities for individuals of various backgrounds and diverse experience to serve their communities through public safety roles made available by the close presence of a CJTC; and

WHEREAS, as Southwest Washington communities continue to grow and our population density increases, a long-term investment from the State of Washington ensures a strong CJTC relationship; and

WHEREAS, a Southwest Washington CJTC footprint would enhance capacity for local public safety agencies to provide state-mandated training, such as I-940 requirements and de-escalation training; and

WHEREAS, a Southwest Washington CJTC is an investment in our community and our law enforcement agencies, and sends a clear signal of our community's commitment to law, order, peace and safety – now and in the future.

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

The City Council hereby expresses its support for the Criminal Justice Training Commission regional police training campus in the Southwest Washington region.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this _____ day of _____, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

City of Longview

Agenda Summary

APPROVAL OF CLAIMS

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

SECOND HALF SEPTEMBER 2022 ACCOUNTS PAYABLE: $2,868,357.63
Checks no. 38708-39092

SECOND HALF SEPTEMBER 2022 PAYROLL:
$365,683.95, checks no. 1468 - 1485
$867,889.55, direct deposits
$850,505.17, wire transfers
$2,084,078.67 Total

STAFF CONTACT:
John Baldwin, Accountant
Dana Beck, Payroll Specialist

Attachments: None

City of Longview

Agenda Summary

BID REVIEW – RESERVOIR 5 ROOF REPLACEMENT

RECOMMENDED ACTION:
MOTION TO ACCEPT THE LOW BID AND AWARD TO ROTSCHY, INC. IN THE AMOUNT OF $3,168,735.30

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Provide sustainable water quality &environmental infrastructure

SUMMARY STATEMENT:
The project includes demolition of existing steel columns and wood roof structure and construction of new steel deck structure with EPDM roof membrane, reservoir inlet pipe, submersible mixer, electrical and control.

On September 27, 2022, three bids were received as follows:

$3,168,735.30 – Rotschy, Inc., Vancouver, WA
$4,525,066.00 – Ceccanti, Tacoma, WA
$4,732,321.81 – Five Rivers Construction, Longview, WA

$2,800,000.00 - Engineer's Estimate

The bid received was determined to be regular and responsive.

FINANCIAL SUMMARY:
This project is funded through the Water Construction Fund.

STAFF CONTACT:
Ivona Kininmonth, Project Engineer

Attachments: None

City of Longview

Agenda Summary

SET PUBLIC HEARING: PROPOSED REVENUE SOURCES FOR THE 2023 GENERAL FUND

RECOMMENDED ACTION:
MOTION TO SET PUBLIC HEARING ON THE 2023 PROPOSED CURRENT EXPENSE BUDGET REVENUE SOURCES FOR NOVEMBER 3, 2022.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
RCW 84.55.120 requires cities that collect regular property tax levies to hold a public hearing on the revenue sources for the following year's current expense budget. The hearing set for November 3, 2022 must include consideration of possible increases in the property tax revenues and shall be held prior to the time that the City levies the taxes or makes the request to have the taxes levied. Adoption of the 2023 property tax levy and Ad Valorem Tax Ordinance has been scheduled for November 17, 2022.

STAFF CONTACT:
Kurt Sacha, City Manager

Attachments: None