



City of Longview

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

Agenda

Planning Commission

Wednesday, November 1,
2023

7:00 PM

City Hall

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

Please click the link below to join the webinar:

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1-646-876-9923		

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1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
23-001655 PC minutes of October 4, 2023
3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**
4. **DECLARATION OF EX-PARTE COMMUNICATIONS AND APPEARANCE OF FAIRNESS**
5. **PUBLIC HEARINGS**
23-001654 Cottage Housing Ordinance
23-001656 Shared Driveways Ordinance
23-001657 Mt. Solo Place Phase 5 Final Plat - PULLED
6. **NON-PUBLIC HEARING ITEMS**
7. **OTHER BUSINESS**
8. **PLANNER'S REPORT**
23-001653 Sunrise Village
Blue Thistle Vila

Catlin & Main
Divert
250 Industrial Way Graymont-Ecology Voluntary Site Remediation

9. **ADJOURNMENT**



Minutes

Agenda

Planning Commission

Wednesday, October 4, 2023

7:00 PM

City Hall

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1. **ROLL CALL**

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

Present: Member Craig Collins, Member Jeff Rauth, Member Ramona Leber, Member Joanna Lee

Excused: Member Kalei LaFave, Member Stacy Dalgarno

Absent: Member Trey Davis

Staff Present: Chris Collins, Assistant Public Works Director; Dana Gigler, City Attorney; Mac Kosar, Planner; Lisa Vertrees, Administrative Assistant

2. **APPROVAL OF MINUTES**

23-001528 PC Minutes of September 6, 2023

A motion was made by Member Ramona Leber, seconded by Member Jeff Rauth to approve the meeting minutes of September 6, 2023. The motion passed unanimously.

3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

Communication received regarding public hearing items and will be read into the record at the appropriate time.

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

Read into record.

5. **PUBLIC HEARINGS**

23-001547 Public Hearing - PC 2023-10 636 California Way

Mr. Kosar reviewed the staff report and read received correspondence into the record. Staff is recommending a Special Property Use designation.

Chairman Collins opened the public hearing.
The following citizens spoke:
Jeff Trass - nearby property owner
Jeffrey Lam - property owner
Sheila Soto - property manager
Hearing no further speakers, Chairman Collins closed the public hearing.

A motion was made by Member Ramona Leber, seconded by Member Jeff Rauth, to accept staff recommendations and forward the zoning code amendments to City Council for approval. The motion passed unanimously.

23-001548 Public Hearing - PC 2023-9 5824 Ocean Beach Hwy

Mr. Kosar reviewed the staff report.
Chairman Collins opened the public hearing. Hearing no speakers, Chairman Collins closed the public hearing.

A motion was made by Member Jeff Rauth, seconded by Member Ramona Leber, to forward a recommendation of approval to the City Council for the proposed Comprehensive Plan Future Land Use Map and Zoning Map amendments. The motion passed unanimously.

23-001549 Public Hearing - PC 2023-11 Mt. Solo Phase 3B and 4 Final plat

Mr. Kosar reviewed the staff report.
Chairman Collins opened the public hearing. Hearing no speakers, Chairman Collins closed the public hearing.

A motion was made by Member Jeff Rauth, seconded by Member Ramona Leber, to approve the plat as conforming and recommend the City Council approve the application. The motion passed unanimously.
A motion was made by Member Jeff Rauth, seconded by Member Ramona Leber, to schedule Mt. Solo Phase V final plat for a public hearing on November 1, 2023. The motion passed unanimously.

6. NON-PUBLIC HEARING ITEMS

23-001550 Cottage Housing draft language

Mr. Kosar reviewed the draft zoning code language.
Cottage housing would provide maximum density per lot, while limiting building size, among other standards.

A motion was made by Member Ramona Leber, seconded by Member Joanna Lee, to schedule the cottage housing draft code language for a public hearing on November 1, 2023. The motion passed unanimously.

23-001551 Shared Access Agreement language

Mr. Kosar reviewed the staff report, noting the added footnote to the code language.
Member Ramona Leber noted some confusing language in 19.XX.050 #2 with the number of lots and the 150' length. Member Craig Collins favored keeping the language "all weather driving surface" consistent throughout.
Staff is directed to break the language into a diagram or table and bring the item back to the Planning Commission before scheduling a public hearing.

7. OTHER BUSINESS

None at this time.

8. PLANNER'S REPORT

** Sunrise Village - submitted for public comment*

** Kelso's Blue Thistle Villa - submitted for public comment*

**Divert at the Mint Farm update*

Public Works

** RFPs out for Columbia Heights road, waterline at Mt. Solo*

** Working on grant applications*

** Downtown signal upgrades*

** Washington Way repaving out for bid; includes signal/pedestrian upgrades, signal removal at 20th/Washington Way*

9. ADJOURNMENT

The next regular Planning Commission meeting is scheduled for November 1, 2023 at 7 p.m.

With no further business to discuss, Chairman Collins adjourned the meeting at 8:30 p.m.

Lisa Vertrees, Recorder



Chapter 19.XX

COTTAGE HOUSING

Sections:

- 19.XX.010 Title.
- 19.XX.020 Purpose and intent.
- 19.XX.030 Applicability.
- 19.XX.040 Authority and administration.
- 19.XX.050 Development standards and requirements.
- 19.XX.060 Enforcement.
- 19.XX.070 Severability.

19.XX.010 Title.

This chapter shall be known and may be cited as the “City of Longview Cottage Housing Ordinance.” [Ord. XXXX]

19.XX.020 Purpose and intent.

It is the intent of this chapter to:

- A. Support the city’s goals for economic development and associated housing;
- B. Encourage the efficient use of land in areas of existing public services;
- C. Provide diverse housing options;
- D. Encourage affordability, creativity and variety in housing design and site development;
- E. Promote a variety of housing choices to meet the needs of a population with a variety of individual needs;
- F. Allow for a higher residential density than otherwise permitted given the smaller than average home size. [Ord XXXX.]

19.XX.030 Applicability.

The regulations contained in this chapter shall apply in areas classified as “Residential” in the Longview Comprehensive Plan. [Ord. XXXX.]

19.XX.040 Authority and administration.

All applications under this chapter shall be made to the City of Longview Building and Planning/Community Development department. The Director or his/her designee shall administer, interpret, and enforce the provisions of this chapter and shall provide such forms and establish such procedures as may be necessary to administer this chapter. [Ord. XXXX.]

19.XX.050 Development standards and requirements.

- A. Two options exist for review of cottage housing development:

- 1. Cottage housing may be located on an individual lot by creating individual platted lots, which will be subject to land division application.

2. Cottage housing may be located on a common parcel, with access to shared amenities, which will be subject to review as a planned unit development under Chapter Longview Municipal Code. The minimum site area standards of LMC 19.66 shall not apply.

B. Cottage housing developments shall contain a minimum of four dwelling units.

C. Cottage housing shall be developed in clusters with a maximum of 12 units in each cluster, provided that the overall development may contain more than one cluster.

D. Cottage housing developments may be allowed up to 200 percent of the maximum density of the underlying zoning district.

E. Attached housing types are allowed in cottage housing within the density allowances otherwise provided.

F. Accessory dwelling units shall not be allowed in cottage housing developments.

1. For cottage developments reviewed through land division, a plat restriction shall be included on the face of the final plat prohibiting accessory dwelling units.

2. For cottage developments not subject to land division, a covenant shall be recorded with the Cowlitz County Auditor's Office prohibiting accessory dwelling units.

G. Minimum lot area and lot dimension standards of the underlying zone shall not apply.

H. The following setbacks shall apply, in addition to those found in the underlying zone:

1. Ten feet from public rights-of-way or private street easements.

2. Ten feet minimum space between buildings (including accessory structures).

3. Twenty feet minimum from a street for garage doors; except this may be reduced to five feet where a garage is accessed via an alley.

I. Parking shall be provided as outlined in LMC 19.78. Parking may be clustered in common parking lots or detached or attached garages or carports.

J. Cottages shall have a minimum habitable space as allowed by state law and the City of Longview Building Code (LMC Chapter 16) and a maximum habitable space of 1,200 square feet.

1. For cottage developments reviewed through land division, a plat restriction shall be included on the face of the final plat prohibiting development/expansion of habitable space beyond 1,200 square feet.

2. For cottage developments not subject to land division, a covenant shall be recorded with the Cowlitz County Auditor's Office prohibiting development/expansion of habitable space beyond 1,200 square feet.

K. The maximum building height for cottages and accessory structures within the cottage development shall be 25 feet.

L. Each cottage shall provide a covered entry feature with minimum dimensions of six feet by six feet facing a street, pathway or common open space.

M. Cottage developments shall provide a minimum of 400 square feet common usable active open space per dwelling unit.

N. Common on-site accessible open space shall abut a minimum of 50 percent of the cottages in each cluster.

O. Each cottage shall have a minimum of 200 square feet of usable active private open space immediately adjacent to and accessible from the dwelling with no dimension less than 10 feet. [Ord. XXXX.]

19.XX.060 Enforcement.

City of Longview Department of Building and Planning/Community Development is hereby charged with enforcement of this chapter. [Ord. XXXX.]

19.XX.070 Severability.

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portion of this chapter. [Ord. XXXX.]

DRAFT



October 25, 2023

To: Washington State E.C.Y., Environmental Review Section
Cowlitz Indian Tribe Cultural Resources
Cowlitz County PUD – Right of Way
Department of Archaeology & Historic Preservation,
WSDOT
Department of Fish and Wildlife SEPA Desk
Department of Natural Resources SEPA Center
U.S. Army Core of Engineers
Consolidated Diking Improvement District No. 1
Willapa Hills Audubon Society
Clint Matthews, Cascade Natural Gas
CenturyLink
Comcast
Longview Fire Marshal
Longview Commercial Building Inspector/Building Official

From: Ann Rivers, Director of Community Development

Subject: SEPA Environmental Checklist Review – Application #E 2023-20

Project: E 2023-20– The proposed Cottage Housing ordinance is intended to support the city’s goals for economic development and associated housing; encourage the efficient use of land in areas of existing public services; provide diverse housing options, encourage affordability, creativity and variety in housing design and site development; promote a variety of housing choices to meet the needs of a population with a variety of individual needs; and allow for a higher residential density than otherwise permitted given the smaller than average home size. The Cottage Housing Ordinance would affect all residential districts in the City of Longview, but primarily undeveloped and underdeveloped lands.

Two options exist for review of cottage housing development:

1. Cottage housing may be located on an individual lot by creating individual platted lots, which will be subject to land division application.
 2. Cottage housing may be located on a common parcel, with access to shared amenities, which will be subject to review as a planned unit development under Chapter Longview Municipal Code. The minimum site area standards of LMC 19.66 shall not apply.
- Additional information on the proposed ordinance can be read directly in the ordinance or by contacting the listed staff member/applicant.

The applicant has submitted an Environmental Checklist for review under WAC 197-11, the SEPA Rules.

The site is zoned . The Comprehensive Plan classification is . Adjacent uses include wetlands to the east, Memorial Park Dr/ Parkland Subdivisions to north, and other Heavy Industrial uses to the west and south.

The SEPA Responsible Official has determined that this proposal will not likely have an adverse impact on the environment and has issued a DNS on this application. Please review the attached SEPA documents and provide your written comments to me no later than **6:00 p.m. November 8, 2023.**

If you have any questions or need additional information, please contact McAllister Kosar, Planner, at (360) 442-5083 or me at (360) 442-5080.

Thank you.

Attachments: SEPA Checklist, Site Plans.

**DETERMINATION OF NON-SIGNIFICANCE
SEPA RULES - WAC 197-11-970**

Description of Proposal: **2023-20– The proposed Cottage Housing ordinance is intended to support the city’s goals for economic development and associated housing; encourage the efficient use of land in areas of existing public services; provide diverse housing options, encourage affordability, creativity and variety in housing design and site development; promote a variety of housing choices to meet the needs of a population with a variety of individual needs; and allow for a higher residential density than otherwise permitted given the smaller than average home size. The Cottage Housing Ordinance would affect all residential districts in the City of Longview, but primarily undeveloped and underdeveloped lands.**

Proponents: McAllister Kosar, Community Development Department
City of Longview
Longview, WA 98632
Phone: 360-442-5083

Location of Proposal, Including Street Address, if any: City of Longview city limits.

Lead Agency: City of Longview, Washington

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.



The comment period for this DNS ends at 6:00 on November 8, 2023.

Responsible Official: Ann Rivers

Position/Title: Community Development Director

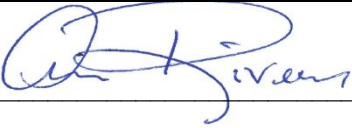
Department: Community Development

Address: PO Box 128, Longview, WA 98632

Contact Person: McAllister Kosar, Planner

Phone: (360) 442-5083

Date: October 25, 2023

Signature: 



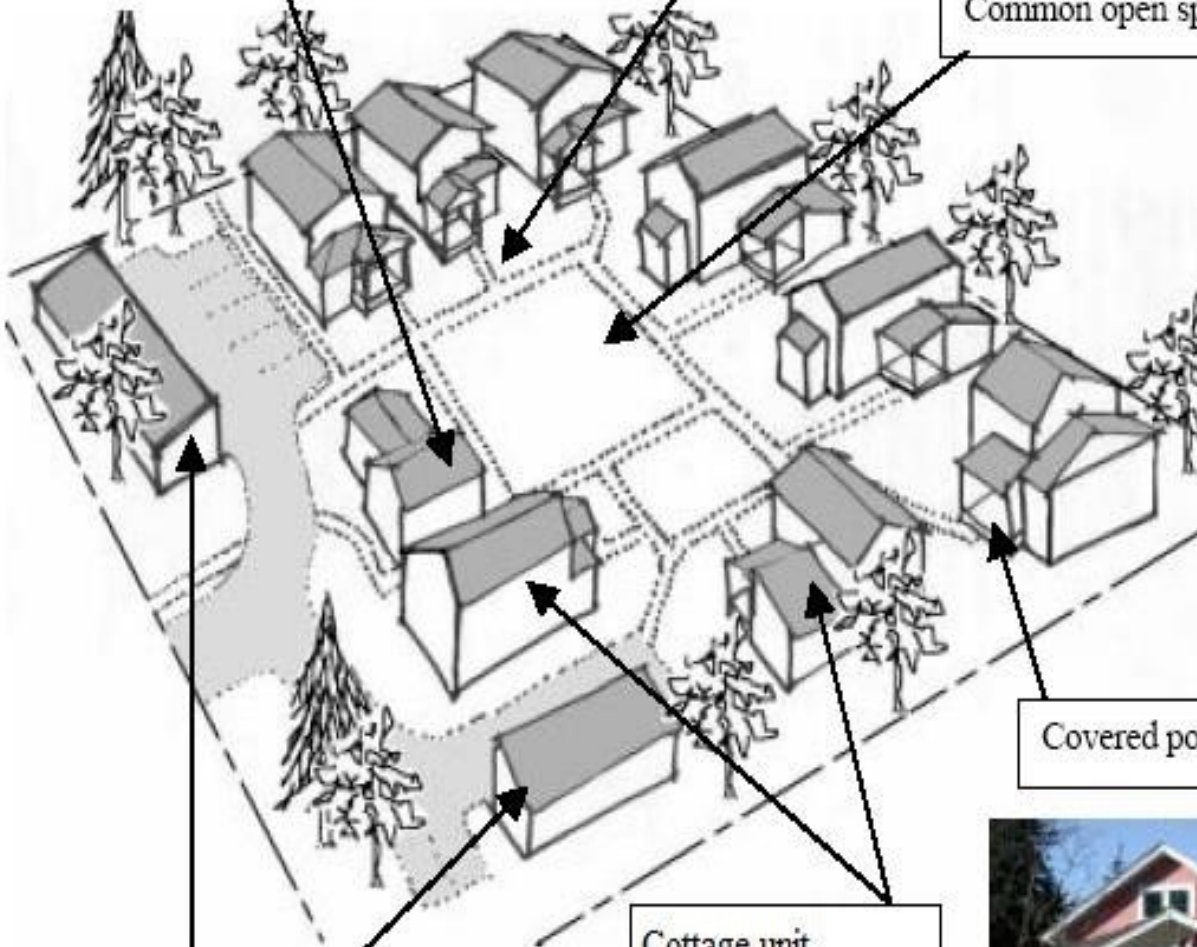
Community building



Private open space



Common open space



Covered parking

Cottage unit
1200 sf max.
1000 sf max. first fl.

Covered porch















Chapter 19.XX

SHARED DRIVEWAYS

Sections:

19.XX.010	Title.
19.XX.020	Purpose and intent.
19.XX.030	Applicability.
19.XX.040	Authority and administration.
19.XX.050	Development standards and requirements.
19.XX.060	Enforcement.
19.XX.070	Severability.

19.XX.010 Title.

This chapter shall be known and may be cited as the “City of Longview Shared Driveways Ordinance.” [Ord. XXXX]

19.XX.020 Purpose and intent.

It is the intent of this chapter to:

- A. Support the city’s goals for economic development and associated housing;
- B. Encourage the efficient use of land in areas of existing public services;
- C. Provide diverse housing options;
- D. Encourage affordability, creativity and variety in housing design and site development;
- E. Promote a variety of housing choices to meet the needs of a population with a variety of individual needs;
- F. Allow for an infill of residential style housing. [Ord XXXX.]

19.XX.030 Applicability.

The regulations contained in this chapter shall apply in areas classified as “Residential” in the Longview Comprehensive Plan. [Ord. XXXX.]

19.XX.040 Authority and administration.

All applications under this chapter shall be made to the City of Longview Building and Planning/Community Development department. The Director or his/her designee in consultation with the City Engineer and Fire Marshal shall administer, interpret, and enforce the provisions of this chapter and shall provide such forms and establish such procedures as may be necessary to administer this chapter. [Ord. XXXX.] All new or revised driveways that include City of Longview Right-of-Way requires a Right-of-Way permit from the Public Works Department prior to construction or demolition. All development will meet the City of Longview Public Works Standards.

19.XX.050 Development standards and requirements.

- A. Two options exist for review of a shared access:

1. Driveways and Joint Usage Driveways. Urban or rural driveways and joint usage driveways serving two or fewer lots have the minimum width or surfacing requirements of subsection 19.78.060 of the Longview Municipal Code. The minimum width of an access easement serving two or fewer lots is twenty feet.

2. Access Easements. Property accesses serving four or more lots and more than one hundred fifty feet in length as measured from the connecting road near side right-of-way line to the farthest exterior wall of an occupied unit are access easements. Unless an alternate approved emergency vehicle access is provided, access easements shall also serve as an emergency vehicle access. Access easements are privately owned and maintained by the property owners being served and are not the responsibility of the city. Access easements shall have the following requirements:

- a. The minimum width of the tract or access easement serving four or more lots shall be thirty feet.
- b. The base and surfacing shall provide a minimum all weather driving surface constructed as an all-weather road.
- c. Suitable drainage meeting applicable City right-of-way design standards shall be provided along the full length of the access easement.
- d. Access easements serving three or more lots shall be via private road meeting the standards of the City of Longview fire marshal.

Consideration for a Shared Driveway does not exempt the applicant from meeting the standards required by Public Works. Minimum Lot Frontage/Width requirements in LMC Table 19.20.030-1 'Density and Dimensional Standards by Zone' may be offset with approval for an alternate Frontage with approval from the Community Development Director or Designee, City Engineer and Fire Marshall.

19.XX.060 Enforcement.

City of Longview Department of Building and Planning/Community Development is hereby charged with enforcement of this chapter in relation to Private Property. Consultation with the City of Longview Public Works Department will take place as needed in regard to Right-of-Way. [Ord. XXXX.]

19.XX.070 Severability.

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portion of this chapter. [Ord. XXXX.]

Privately Owned Access Lanes- City of Longview, WA

Road length (feet)	150' or less	Over 150'	Any length
Total number of dwellings served	1-2	3+	4+
Road width (feet)	12'	20'	20'
Fire apparatus turn-around required	No	Yes	*
Fire lane signage required	No	Yes	Yes
Roadway Height Clearance	No height requirement	Minimum 13.5 feet	*

**Refer to previous two columns*

EXCEPTION: Access roadway standards may be reduced if the building is protected by a complete automatic sprinkler system designed and installed in compliance with NFPA Standards 13, 13R or 13D with approval of the fire code official, unless access roads are otherwise required by other adopted codes or standards.

EXCEPTION: It is the intent of this section that if the most remote exterior wall location on all structures served by a lane can be reached within 150' of an approved fire lane then standard driveway widths may be used regardless of the number of units served. Where structural placement has not yet been determined, measurement shall be taken from the most remote location on the lots.



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02331





42nd

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571.3 Feet

Clear