



City of Longview

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

Agenda

Appeal Board of Adjustment

Tuesday, May 13, 2025

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

25-00352 Please click the link to join the webinar: <https://us02web.zoom.us/j/81922908550>

Webinar ID: 819 2290 8550

Or Telephone: (253) 205 0468; or (253) 215 8782; or (346) 248 7799

2. **CALL TO ORDER**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

25-00353 MINUTES FROM APRIL 8, 2025.

5. **AUDIENCE PARTICIPATION OF CORRESPONDENCE**

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

7. **PUBLIC HEARINGS**

25-00354 CANCELLED - ABA2025-4 (ADU) AT 2420 30TH AVE

8. **OTHER BUSINESS**

25-00446 PLANNER'S REPORT - BYLAWS

9. **ADJOURNMENT**



Minutes

Agenda

Appeal Board of Adjustment

Tuesday, April 8, 2025

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

25-00328 Please click the link to join the webinar: <https://us02web.zoom.us/j/81922908550>
Webinar ID: 819 2290 8550
Or Telephone: (253) 205 0468; or (253) 215 8782; or (346) 248 7799

2. **CALL TO ORDER**

*The meeting was called to order at 4:37 pm.
The start of the meeting was delayed to have a quorum present.*

3. **ROLL CALL**

*In attendance: Roger Peters, Vice Chair; Dan Petersen; Steven Dahl;
Excused: Mark Backstrom, Chair;
There is one vacancy.
Staff: Nick Little, Community Development Director; Irene Rutikanga, Planner; Sam Barham, City Engineer; Nancy Vandehey, Admin Assistant*

4. **APPROVAL OF MINUTES**

25-00329 **MINUTES FROM FEBRUARY 11, 2025.
THE MARCH MEETING WAS CANCELLED.**
The minutes were approved as presented. This passed unanimously.

5. **AUDIENCE PARTICIPATION OF CORRESPONDENCE**

None

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

Read by Irene Rutikanga. No objections.

7. **PUBLIC HEARINGS**

25-00333 **THE ABA2025-4 (ADU) AT 2420 30TH AVE HEARING HAS BEEN CANCELLED AND IS TENTATIVELY PENDING RESCHEDULING, SUBJECT TO THE APPLICANT FULFILLING CONDITIONS IDENTIFIED DURING THE REVIEW PROCESS.**
The applicant has fulfilled the conditions requested and they will be ready to present at the May meeting.

25-00334 **ABA 2025-5 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR CONSTRUCTION OF A 332 SQUARE FEET**

ACCESSORY DWELLING UNIT (ADU) AT 3316 OLIVE WAY**RECOMMENDED ACTION:****MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION****ABA2025-5 BY COURTNEY WATERS BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED APRIL 2ND , 2025.**

Irene Rutikanga shared a presentation to review the proposed ADU. Board discussion with staff included off street parking.

The public hearing was opened at 4:35 pm. Courtney Waters spoke in favor of this application. The public hearing was closed at 4:57 pm.

Dan Petersen made a motion, seconded by Steve Dahl, to grant approval for the Special Property Use application ABA 2025-5 by Courtney Waters based on the findings and conclusions and subject to the conditions in the staff report dated April 2nd, 2025. This passed unanimously.

- 25-00335 ABA 2025-6 REQUESTING A VARIANCE FROM THE MINIMUM 10-FOOT SIDE SETBACK REQUIREMENT IN THE HEAVY INDUSTRIAL ZONING DISTRICT, AS ESTABLISHED BY LONGVIEW MUNICIPAL CODE (LMC) SECTIONS 19.12.140 AND 16.48.020. THE REQUEST IS FOR A REDUCED 3-FOOT SIDE SETBACK FOR THE PROPOSED 8,213-SQUARE-FOOT ADDITION TO BUILDING A.**

RECOMMENDED ACTION:**MOTION TO GRANT APPROVAL FOR VARIANCE REQUEST ABA2025-6 BY JARED BRADSHAW FOR A REDUCED SIDE SETBACK FOR THREE FEET, BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED APRIL 2ND , 2025.**

Irene Rutikanga shared a presentation to review the proposed variance. Board discussion with staff included

The public hearing was opened at 5:04 pm.

Jared Bradshaw-Vinson spoke in favor of this application.

Scott, owner, spoke in favor of this application.

The public hearing was closed.

Dan Petersen made a motion, seconded by Steve Dahl to grant approval for variance request ABA 2025-6 by Jared Bradshaw for a reduced side setback for three feet, based on the findings and conclusions and subject to the conditions in the staff report dated April 2nd, 2025. This passed unanimously.

8. OTHER BUSINESS

Nick Little spoke on the efforts to make LMC changes to go to Council on April 10th. There was an inquiry of the timing for agenda packets.

9. ADJOURNMENT

The meeting was adjourned at 5:11 pm.



City of Longview Board of Adjustment Bylaws and Rules of Procedure

The following Bylaws and Rules of Procedure are hereby adopted by the City of Longview Appeal Board of Adjustment to assist the Board in exercising its powers and performing its duties as provided in Longview Municipal Code Chapter 19.12 and the Revised Code of Washington Chapter 35A.63.110.

Article I: Name and Authority

1. The name of this body shall be the City of Longview Appeal Board of Adjustment ('the Board').
2. The Board operates under the authority granted by the Longview Municipal Code (LMC) Chapter 19.12 and the Revised Code of Washington (RCW), including but not limited to RCW Chapter 35A.63.110.

Article II: Purpose and Duties

The purpose of the Board is to:

1. Hear and decide appeals of administrative decisions made by the City Building Official or the Community Development Director pursuant to LMC 19.12.040 and 19.12.045.
2. Consider requests for variances from the strict application of zoning regulations pursuant to LMC 19.12.140.
3. Consider requests for Special Property Uses pursuant to LMC 19.12.050 and detached Accessor Dwelling Units pursuant to LMC 19.12.060.
4. Perform other duties as assigned by City Council or required by state law.

Article III: Membership

1. The Board shall consist of five (5) voting members appointed by the City Manager with confirmation by the City Council.
2. Members shall serve five-year staggered terms and may be reappointed.
3. A member may be removed by the City Manager, with City Council approval, for neglect of duty, conflict of interest, or absence from three consecutive meetings.
4. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments.

Article IV: Officers

1. The officers of the Board shall include a Chairperson and a Vice Chairperson, elected annually at the first regular meeting of the calendar year. Any Board member may nominate either themselves or any other Board member for an officer position
2. The Chairperson shall:
 - a. Preside over meetings;
 - b. Represent the Board to City officials and the public;
 - c. Sign official documents as required.
3. The Vice Chairperson shall perform the duties of the Chairperson in their absence.
4. In the absence of both, a Chair Pro-Tem shall be elected by majority vote of the Board members present.
5. The Board shall also select a Secretary of the Board, which need not be a member thereof. The Secretary shall conduct administrative duties on behalf of the Board, including the keeping of minutes, creation of agendas, and compliance with public notice requirements. The Secretary position is typically filled by staff from Community Development or Public Works on a permanent basis and is not subject to the annual election process unless otherwise determined by the Board.

Article V: Meetings

1. The Board shall hold regular meetings on a monthly basis, as needed.
2. Special meetings may be called by the Chairperson or by a majority of the Board members, with at least 24 hours' notice.
3. A quorum shall consist of three (3) members.
4. All meetings shall be open to the public and comply with the Open Public Meetings Act (RCW 42.30).
5. The order of business shall be established at the discretion of the Chair.

6. The Board shall maintain minutes and records of its proceedings, which shall be filed with the Community Development Department and/or City Clerk.

Article VI: Conduct of Hearings

1. Hearings shall be conducted in an orderly, impartial, and timely manner.
2. Staff reports, application material, and supplemental information for hearing items shall be delivered to the Board no less than five (5) calendar days prior to the hearing date; provided, the Secretary may reduce this to no less than three (3) days in the event of extraordinary circumstances which prevent delivery of materials in the 5-day window.
3. Applicants and opponents shall be given an opportunity to present testimony and evidence. The Chair may limit the extent or duration of public testimony in the interest of time where the testimony is cumulative or not relevant to the matter before the Board
4. The Board may ask questions and may impose time limits.
5. Decisions must be based on findings of fact and conclusions of law, supported by the record.
6. The Chair shall be guided by Robert's Rules of Order unless the Board establishes other rules of parliamentary procedure.
7. Official actions of the Board are limited to those items appearing on the published agenda for the meeting. Items not appearing on the agenda may be discussed, but no official action may be taken.
8. The Secretary shall call the roll at the start of each meeting and shall make a record of those members of the Board present and those absent and shall announce for the record when members leave or arrive during the meeting.

Article VII: Voting

1. A majority of the full membership (3 of 5) is required to take any action.
2. Members shall disqualify themselves from voting on matters involving conflicts of interest.
3. All votes shall be by voice vote or roll call, with the vote recorded in the minutes.

Article VIII: Appeals and Decisions

1. All decisions of the Board shall be in writing, including findings of fact and conclusions.
2. All decisions and orders of the board shall be final, subject only to review by the superior court of the county upon appeal.

3. The notice of appeal must be filed with the clerk of the superior court and the office of the city clerk within 20 days from the rendering of the decision or order from which the appeal is to be taken.

Article IX: Amendments

These bylaws and rules of procedure may be amended by a majority vote of the Board when a quorum is present, provided that notice of the proposed amendment is given at least one meeting in advance. Approval may be subject to review by the City Attorney and/or Council.

Adopted _____, 2025