



# City of Longview

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

## Agenda

### Appeal Board of Adjustment

Tuesday, September 9,  
2025

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

25-00784 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**

25-00785 MINUTES FROM AUGUST 12, 2025.

5. **AUDIENCE PARTICIPATION OF CORRESPONDENCE**

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

7. **UNFINISHED BUSINESS**

25-00788 ABA 2025-8 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 3296 NEBRASKA ST

**RECOMMENDED ACTION:**

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-8 BY JOSHUA WENZKE BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED AUGUST 4<sup>TH</sup>, 2025.

8. **PUBLIC HEARINGS**

25-00787 ABA 2025-9 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 237 CURTIS DR

**RECOMMENDED ACTION:**

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-9 BY JOSHUA WRIGHT BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED SEPTEMBER 1<sup>ST</sup>, 2025.

9. **OTHER BUSINESS**

10. **ADJOURNMENT**



# City of Longview

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

## Minutes

### Agenda

## Appeal Board of Adjustment

Tuesday, August 12,  
2025

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

25-00662 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 4:30 pm.*

3. **ROLL CALL**

*In attendance: Mark Backstrom, Chair; Roger Peters, Vice Chair; Steven Dahl; Christopher Ortiz; Dan Petersen  
Staff: Irene Rutikanga, Planner; Nancy Vandehey, Admin Assistant; Sam Barham, City Engineer (4:43 pm)*

4. **APPROVAL OF MINUTES**

25-00663 **MINUTES FROM JULY 8, 2025.**

*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**

*Irene Rutikanga read the declaration and there were no objections.*

7. **PUBLIC HEARINGS**

25-00664 **ABA 2025-8 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 3296 NEBRASKA ST**

**RECOMMENDED ACTION:**

**MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-8 BY JOSHUA WENZKE BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED AUGUST 4<sup>TH</sup>, 2025.**

*Irene Rutikanga reviewed the ADU application explaining process for the follow up on the lean to attached to the pole barn that is shown in the aerial map and found during the site visit if the ADU is approved. He shared a presentation to review the proposed project, conditions of approval and recommendation. There was a discussion with staff on fire code, fire hydrant testing, and parking (on street).*

*The public hearing opened at 4:46*

*Joshua Wenzek spoke in favor of this application.*

*Paul Olden spoke in opposition.*

*\*\*Recording was started at 4:53 pm due to staff error.*

*Taylor Made spoke on this proposal as the general contractor.*

*Joshua Wenzek provided more details on the project.*

*Sonya Olden spoke in opposition.*

*Patrick Grove spoke in opposition.*

*The public hearing closed at 5:21 pm.*

*There was more discussion about on-street parking.*

*Steve Dahl made a motion to deny approval, seconded by Roger Peters, of the SPU application for ABA2025-8 by Joshua Wenzek based on the findings and conclusions and subject to the conditions in the staff report dated August 4, 2025 based on his opinion that the use will be detrimental to the character and use of the adjoining buildings and those in the vicinity.*

*There was a discussion on the fencing between houses or potentially something else such as foliage or landscaping.*

*Dan Petersen has made a motion, Steve Dahl seconded, to table this motion to the Sept 9th regular scheduled meeting. Ortiz voted against. This motion passed.*

*There was a request to have questions or concerns from the board to staff by August 19th.*

**8. OTHER BUSINESS**

**9. ADJOURNMENT**

*The meeting adjourned at 5:42 pm.*



# City of Longview

## Agenda Summary

**ABA 2025-8 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 3296 NEBRASKA ST**

**RECOMMENDED ACTION:**

**MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-8 BY JOSHUA WENZKE BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED AUGUST 4<sup>TH</sup>, 2025.**

**Attachments:**

1. 3296 Nebraska Street Staff Report
2. 1\_ Exhibit A-Aerial Image
3. 2\_ Exhibit B-ADU Plans
4. 3\_ Exhibit C-Notice of Public Hearing\_TDN.
5. 4\_ Exhibit D-Application



**STAFF REPORT**  
**to the**  
**LONGVIEW APPEAL BOARD OF ADJUSTMENT**

**PRESENTED BY:** Irene Rutikanga, Planner

**STAFF REPORT DATE:** August 4<sup>th</sup>, 2025

**HEARING DATE:** August 12<sup>th</sup>, 2025

**APPLICATION NO.:** ABA 2025-8

**APPLICANT:** Taylor Bigley

**PROPERTY OWNER:** Joshua Wenzek

**REQUEST:** Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 for converting an existing 600 square foot pole barn into Accessory Dwelling Unit (ADU) at 3296 Nebraska St.

**LOCATION:** 3296 Nebraska St. Parcel number involved: 03344041.

**ASSOCIATED CASES:** N/A

**ZONING DISTRICT:** R-1 Low Density Residential

## **BACKGROUND AND PROPOSAL**

The property owner at 3296 Nebraska Street is proposing to establish a detached Accessory Dwelling Unit (ADU) on their property. The proposal is to convert an existing 600 square foot pole barn into an ADU with the ADU living space occupying 302 square feet of living space. In accordance with LMC 19.22.025, one off-street parking space is required to serve the ADU. ADUs are permitted in all residential zones; however, detached ADUs are allowed as a Special Property Use. The ADU may either share utilities with the primary residence or have separate utility connections.

As part of the permit process, the owners will be asked to sign an affidavit stating their agreement to use the property only in accordance with the requirements of 19.22.025 of the Longview Municipal Code, which requires the owner of the property to reside in either the ADU or the principal home. This statement must be recorded with the Cowlitz County Auditor and will show on future title reports and/or property research.

Neighboring land-uses include:

North – single family residences/CDID slough

South – single family residences.

East – single family residences.

West – single family residences.

The Comprehensive Plan classification for the site is Low Density Residential.

In accordance with LMC §19.12.090(1), written notice of the public hearing for the Special Property Use Permit petition was mailed to the applicant and to the owners of all properties adjacent to or abutting this proposal.

The property was posted with a notice of public hearing announcing the proposed special property use application. Legal notice of the public hearing appeared in the Longview Daily News. No comments have been provided as of the date of this report.

## **SEPA DETERMINATION**

Not required.

## **CRITICAL AREA ORDINANCE REQUIREMENTS**

None.

## **APPLICABLE CODE SECTIONS**

Section 19.22.025(8)(a) of the Longview Municipal Code (LMC) requires the issuance of a Special Property Use Permit by the Appeal Board of Adjustment:

*“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.”*

Furthermore, the criteria for review of a special use can be found in LMC 19.12.050(3):

*“No such special property use permit shall be granted by the board unless it finds:*

*(a) That the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals and general welfare;*

*(b) In making such determination the board shall be guided by the following considerations and standards:*

*(i) That the use will not be detrimental to the character and use of adjoining buildings and those in the vicinity,*

*(ii) That the use will not create a hazard in the immediate area either for pedestrian or vehicular traffic,*

*(iii) That adequate ingress and egress will be available for fire and other vehicular emergency equipment,*

*(iv) That adequate off-street parking will be provided to prevent congestion of public streets”*

LMC Chapter 19.22.025 provides the development standards and requirements governing the Accessory Dwelling units, both attached and detached. These standards include ensuring adequate sewer, water, parking, and fire department access are provided. Further standards regarding maximum/minimum square footage, occupancy, owner occupancy, and certification of owner occupancy are provided. Detached units may also require landscaping and designed and/or located to protect the privacy of adjacent properties. Building permits are required for any activity that would normally require a permit, and would be reviewed subsequent to Special Use approval.

## **STAFF DISCUSSION**

The City’s Community Development and Public Works Departments have reviewed the proposed special property use permit for a detached ADU at 3296 Nebraska Street. The property is zoned Low Density Residential District (R-1) and ADUs are allowed within the R-1 district. The proposed ADU complies with the size requirements per LMC 19.22, and on street parking is available off Nebraska Street which satisfy LMC19.22 ADU parking requirements.

Utilities are adequate for the proposal. Fire will require addressing at the street indicating an ADU is behind the home.

## STAFF ANALYSIS

In reviewing LMC §19.12.050, which contains the criteria that shall guide the Board during their review of this petition, staff finds the following:

- (i) *That the use will not be detrimental to the character and use of adjoining buildings and those in the vicinity.*

Based on the size and location of the proposed detached accessory dwelling unit (ADU), the project will not be detrimental to the character or use of adjoining buildings or properties in the vicinity. The subject property is located within a residential zone and is currently developed with a single-family home. The ADU is proposed at the rear of the lot and is subject to the R-1 development standards. The ADU is proposed with a 4-foot side setback, which was approved when the pole barn was originally constructed in 1995 and was compliant with the code at that time. Although the setback does not meet the current 5-foot requirement in the R-1 zone, it qualifies as a legal nonconforming structure under LMC 19.75. The ADU conversion does not increase the nonconformity, as it maintains the existing 4-foot setback. The ADU complies with the rest of the R-1 development standards. Its placement and scale will maintain appropriate separation from neighboring structures, ensuring compatibility with the surrounding residential character and preserving the overall development pattern of the neighborhood. The ADU will be located at the rear of the property and is not directly adjacent to structures on adjacent properties. The subject property is currently developed with a wood privacy fence along all sides of the property lines that provide screening from adjacent properties.

- (ii) *That the use will not create a hazard in the immediate area either for pedestrian or vehicular traffic.*

The ADU is located on an existing developed lot with adequate access from the primary driveway, and no new curb cuts or driveways are proposed. Off-street parking is provided on Nebraska Street. Additionally, the proposed ADU will not obstruct visibility or impede pedestrian movement, as it is set back from the street and located behind the primary residence. Additionally, the city engineer reviewed the proposal and expressed no concerns regarding traffic generated by the proposed ADU.

- (iii) *That adequate ingress and egress will be available for fire and other vehicular emergency equipment.*

Adequate ingress and egress will be available for fire and other vehicular emergency equipment serving the proposed detached accessory dwelling unit (ADU) at 3296 Nebraska Street. Per the fire marshal review, emergency vehicle will be able to access the ADU as it is within 150 of the driveway access. Additionally, as a condition of approval, the applicant shall provide clear identification and directional features to guide emergency personnel and pedestrians to the ADU. No changes are proposed to the driveway or access points.

*(iv) That adequate off-street parking will be provided to prevent congestion of public streets.*

Per LMC 19.22.025, one parking space is required for the accessory dwelling units (ADU) if on-street parking is not available. In this case, on-street parking is available off Nebraska Street, satisfying ADU parking requirements.

LMC §19.12.050 also requires the Board to adopt the following finding if granting the Special Property Use Permit:

*(a) That the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals and general welfare.*

Adding an additional dwelling unit to a lot in a single-family neighborhood is permitted under the provision of 19.22.025, subject to requirements of the chapter.

The City's comprehensive plan section 3-26 recommends accessory dwelling units as a strategy for affordable housing and section 3-28 notes: "Accessory units are particularly suited to and affordable for elderly persons, college students, and lower income persons. Some communities allow accessory units specifically to address the needs of aging parents to be near their children", and "accessory units are often viewed as a more acceptable method of increasing density and land efficiency in single-family neighborhoods than would be the siting of a few large apartment complexes."

As of this writing, staff have not received any written comments regarding this proposal as a result of the notice of public hearing that was mailed to all adjoining or adjacent property owners, posted at the site, or legal ads published in the newspaper.

## **STAFF FINDINGS**

1. Based on the size and location of the proposed ADU in a neighborhood with single family homes and adequate fire ingress and egress, the proposed ADU will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals, and general welfare.
2. The Low-Density Residential District permits the proposed use subject to a granting of a Special Property Use Permit by the Longview Appeal Board of Adjustment.
3. The use as proposed meets the ADU criteria found in LMC §19.22.025 and the standards for low density residential zones under LMC 19.20.
4. The proposed ADU is not anticipated to generated vehicular or pedestrian traffic that would cause a hazard to the neighborhood.
5. On -street parking satisfying LMC 19.22.025 is proposed to serve the Access Dwelling Unit.
6. The ADU is placed in a location that is not immediately adjacent to structures on adjacent properties and is screened on all sides by an existing wood fence.

## **CONDITIONS OF APPROVAL**

1. Fire flow in the amount of 1,000 gallons per minute at a minimum residual pressure of 20 pounds per square inch for 60 minutes duration to be provided with documentation.
2. Per LMC 19.22.025(iv), provide a street/sidewalk entrance in the form of a walkway, landscaping features, mailbox post, and similar construction to direct visitors (and emergency responders) to the ADU. Access to the ADU from the street must be obvious and capable of accommodating people and emergency equipment from the street to the ADU's main entrance.
3. The property owner shall post the address of the Accessory Dwelling Unit (ADU) in a manner that is clearly visible from the public right-of-way, in accordance with the requirements of LMC 19.22.025.

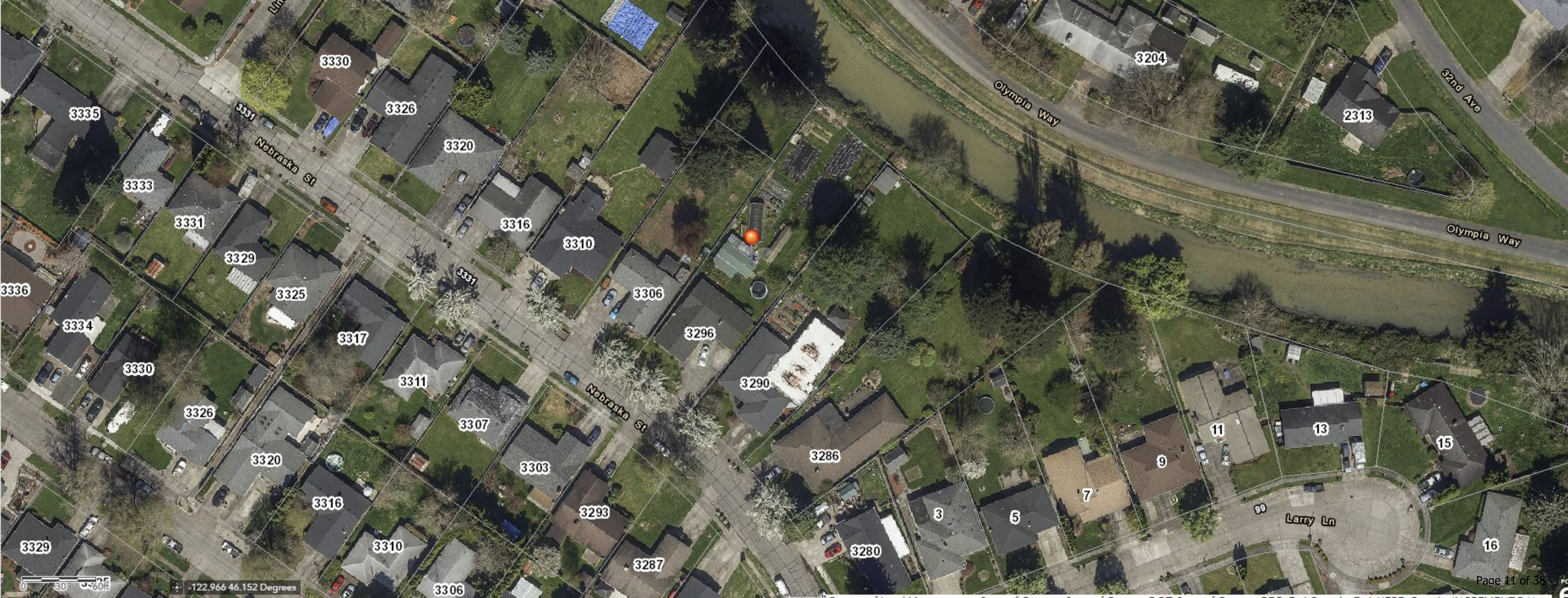
## **RECOMMENDATION**

Motion to grant approval for Special Property Use application ABA2025-8 by Joshua Wenzek based on the findings and conclusions and subject to the conditions in the staff report dated August 4<sup>th</sup>, 2025.

## **EXHIBITS**

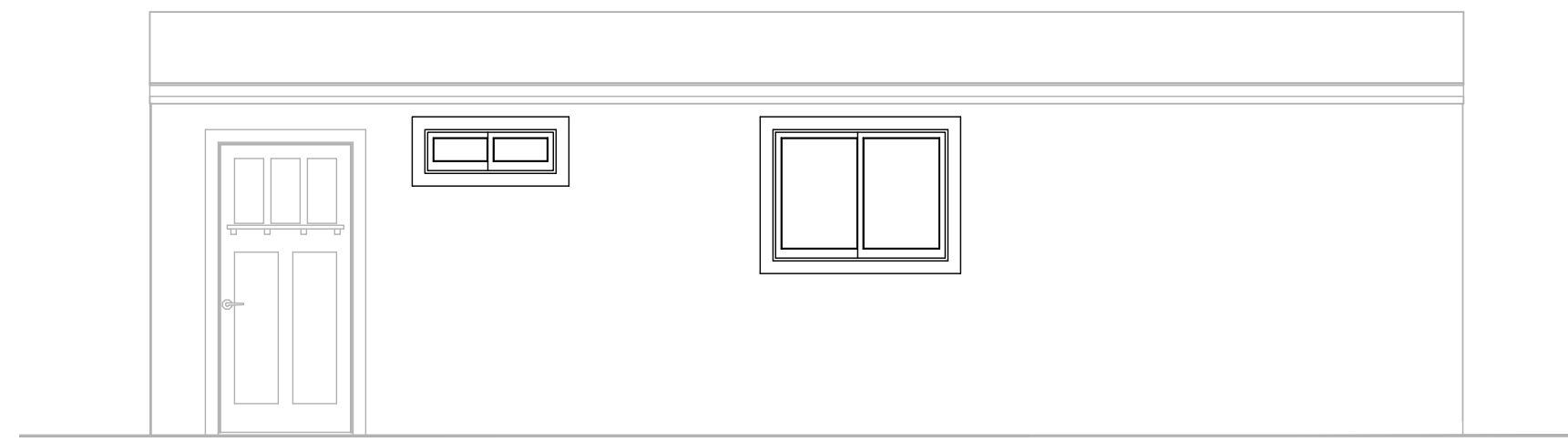
- A. Aerial Image
- B. ADU Plans
- C. Legal Notice of Public Hearing TDN
- D. Application

Staff Report Date: Monday, August 4<sup>th</sup>, 2025



0 30 60

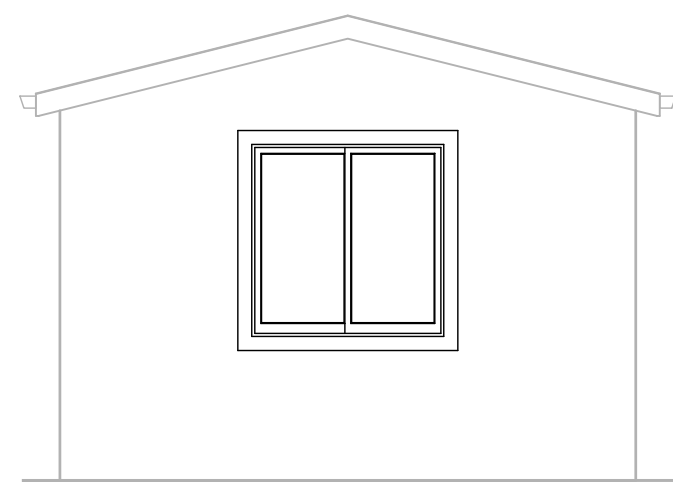
-122.966 46.152 Degrees



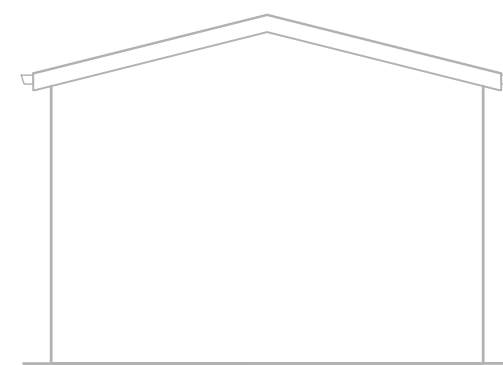
FRONT ELEVATION (NEW)  
SCALE: 1/4" = 1'-0"



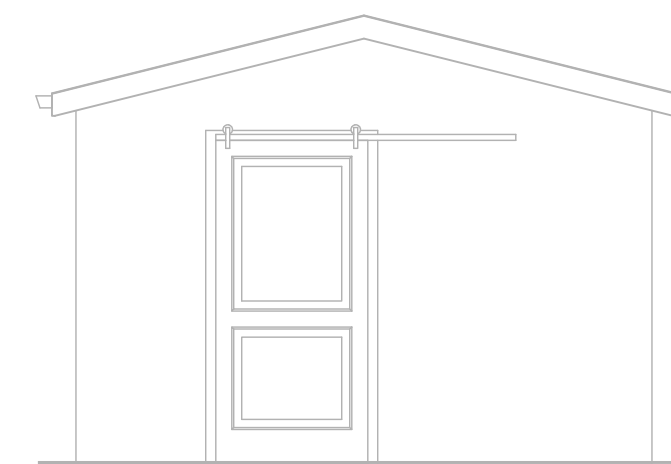
FRONT ELEVATION (EXISTING)  
SCALE: 3/16" = 1'-0"



LEFT ELEVATION (NEW)  
SCALE: 1/4" = 1'-0"



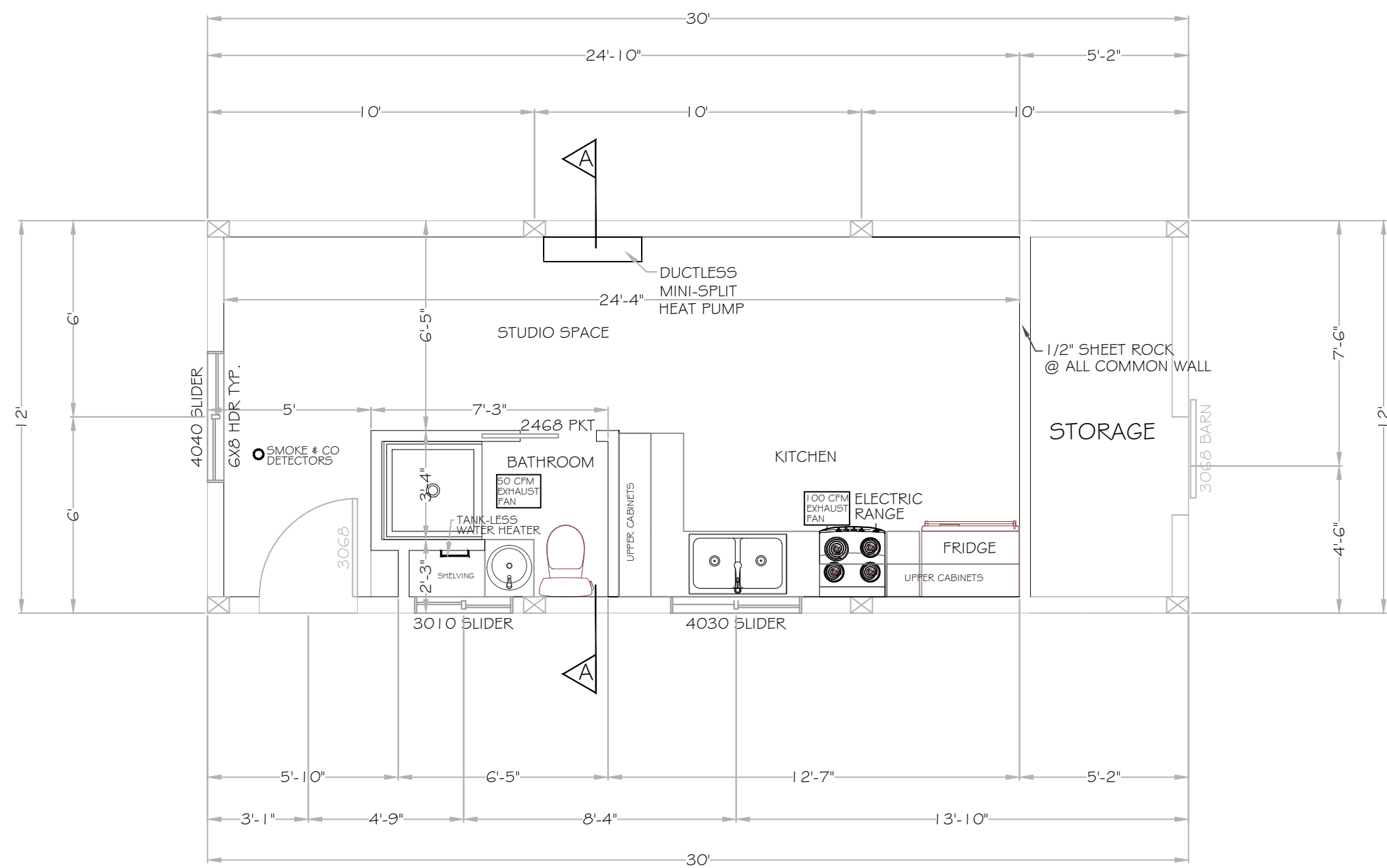
LEFT ELEVATION (EXISTING)  
SCALE: 3/16" = 1'-0"



RIGHT ELEVATION (EXISTING, NO CHANGE)  
SCALE: 1/4" = 1'-0"



REAR ELEVATION (EXISTING, NO CHANGE)  
SCALE: 1/4" = 1'-0"



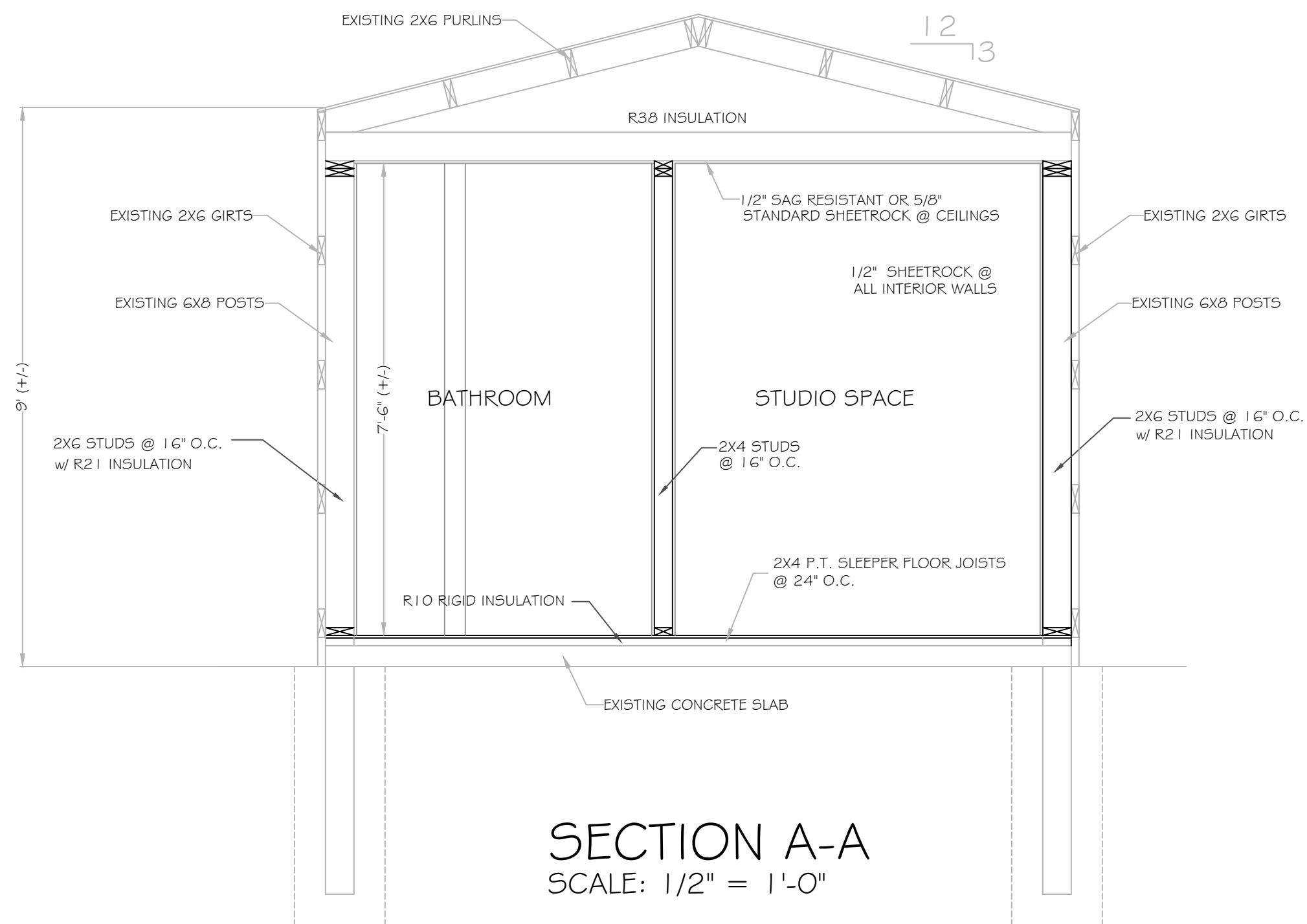
FLOORPLAN  
SCALE: 1/4" = 1'-0"

LIVING SPACE- 302 SQUARE FEET  
STORAGE- 58 SQUARE FEET

ELEVATION- 82 FEET  
SNOW- 20 #/SQ. FT.

ENERGY CODE CREDITS - 2.0 REQUIRED

HEAT OPTION	FUEL NORMALIZATION DESCRIPTIONS	CREDIT
5	INVERTER-DRIVEN DUCTLESS MINI-SPLIT HEAT PUMP	2.0



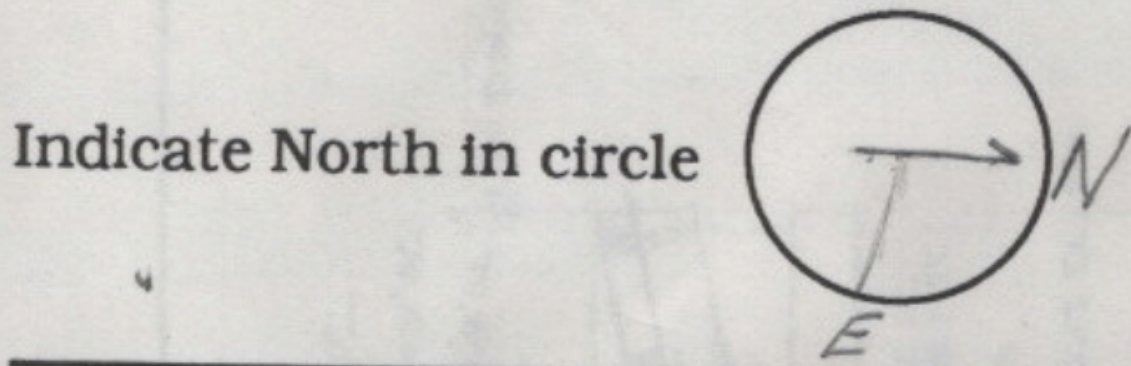
SECTION A-A  
SCALE: 1/2" = 1'-0"

CONTRACTOR RESPONSIBLE TO INSPECT  
PLANS FOR ERRORS AND OMISSIONS

**CITY OF LONGVIEW, WASHINGTON**  
 Planning & Building Department  
 Plot Plan

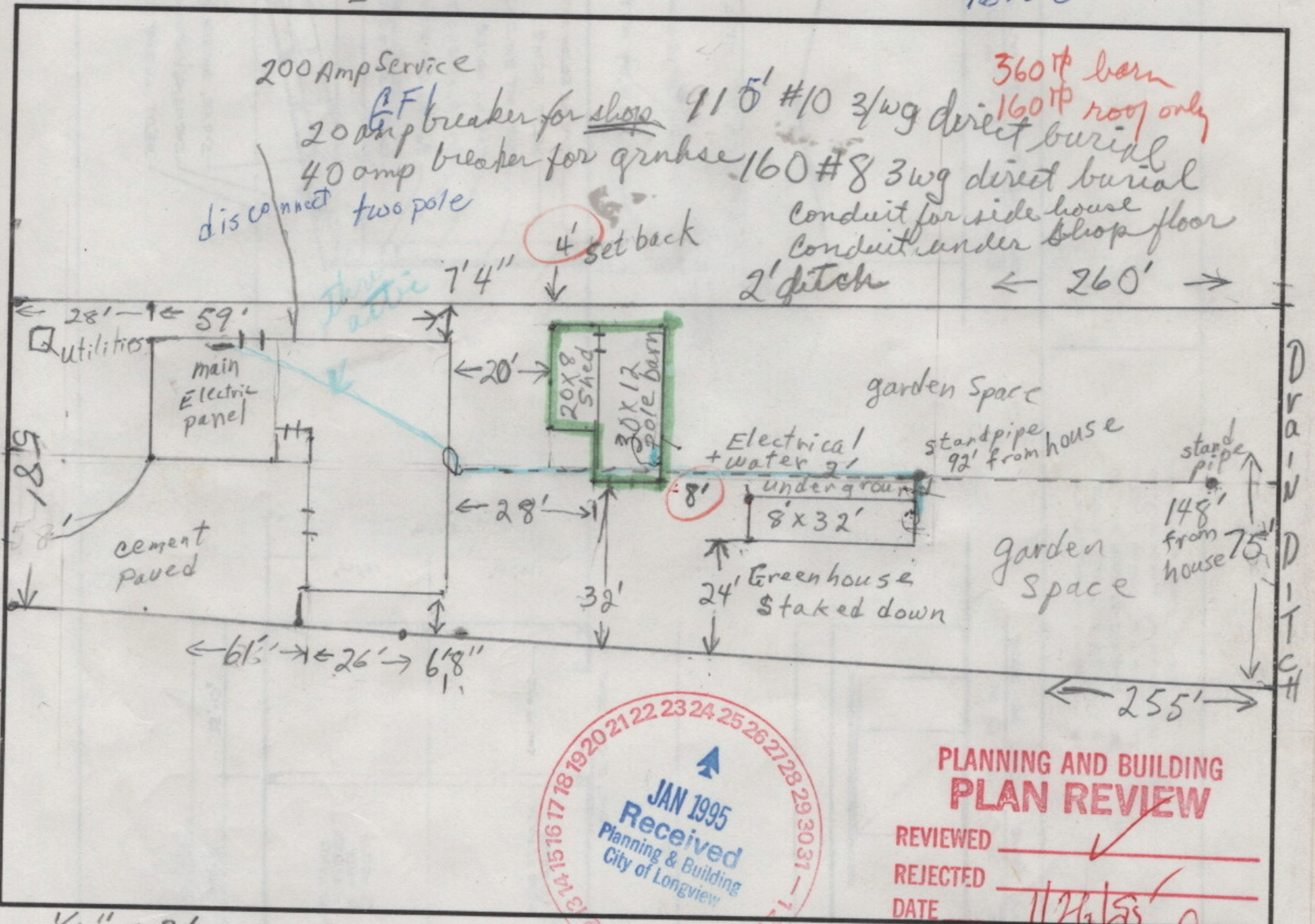
Address: 3296 Nebraska Owner: Terrence E Mirack

Legal Description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Addition \_\_\_\_\_



\$4900  
 Draw to scale if possible.

76.50



**PLANNING AND BUILDING  
 PLAN REVIEW**

REVIEWED   
 REJECTED   
 DATE 1/26/95  
 INSPECTOR Kennel

1/16" = 2'  
 For new building provide the following information in the space above:

1. Lot dimensions and property lines.
2. Street location and any existing or proposed driveways.
3. Any proposed and existing structures, their use, their dimensions and distances to each other and property lines.
4. All easements (utility, access, etc.)

425-1297

CITY OF LONGVIEW

Notice of Public Hearing

Longview Appeal Board of Adjustment

4:30 P.M. Tuesday, August 12<sup>th</sup>, 2025, for a “hybrid” in-person or virtual meeting.

Join Zoom Meeting.

<http://us02web.zoom.us/j/B1922908550>

Or phone in for audio only: (253) 215 8782 or (408) 638 0968

Webinar ID: 819 2290 8550

Case No: ABA 2025-8

Applicant: Taylor Bigley

Location: 3296 Nebraska St, Longview, WA

Request: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.20.025 for a detached accessory dwelling unit (ADU) at 3296 Nebraska St.

Copies of the associated documents are available for review online at [Mylongview.com](http://Mylongview.com) under “Agendas and Minutes” one week in advance of the Public Hearing.

Comments: If you would like to provide comments in writing in this proposal, please submit them no later than 4:00 p.m. Tuesday August 12<sup>th</sup>, 2025, to the City of Longview Community Development Department, PO Box 128, Longview WA 98632, ATTN. Irene Rutikanga. For electronic comments, provide your comments along with full name, address and contact information to [irener@ci.longview.wa.us](mailto:irener@ci.longview.wa.us) RE: ABA 2025-8.

Public Hearing: You are invited to attend the Appeal Board of Adjustment public hearing scheduled for 4:30 p.m. Tuesday August 12<sup>th</sup>, 2025, either in-person at Longview City Hall Council Chambers. 1525 Broadway Street, OR on the virtual meeting platform Zoom (on-line or phone-in.)

Please contact the City Clerk’s Office at 360-442-5041 with any accessibility requests.



# Special Property Use Permit Application to the Appeal Board of Adjustment

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

## Special Property Use Permit Application To the Appeal Board of Adjustment

LMC 19.12

THIS SECTION FOR OFFICE USE ONLY:

Case Number: \_\_\_\_\_

Related Case Number: \_\_\_\_\_

### APPLICATION AND AUTHORIZING SIGNATURES

Each current property owner of record must sign the application or provide a letter authorizing an agent or representative to act on his or her behalf.

*I hereby apply for the Special Property Use Permit as described in this application and certify that the information provided is accurate. I further certify that I am authorized to make the application and that there are no covenants, conditions, or restrictions that may limit or prohibit the Special Property Use Permit requested.*

Property Owner: Joshua Wenzek \_\_\_\_\_ Phone: 808-987-5846 \_\_\_\_\_  
(Print All Information)

Mailing Address: 3296 Nebraska St \_\_\_\_\_ Fax: \_\_\_\_\_  
(Street or PO Box)

City: Longview \_\_\_\_\_ State: WA \_\_\_\_\_ Zip: 98632 \_\_\_\_\_

Property Owner: SAME \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Street or PO Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: Taylor Bigley \_\_\_\_\_ Phone: 360-562-5453 \_\_\_\_\_  
(Print All Information)

Mailing Address: 221 Umiker Rd. \_\_\_\_\_ Email: taylormade28@gmail.com  
(Street or PO Box)

City: Castle Rock \_\_\_\_\_ State: WA \_\_\_\_\_ Zip: 98611 \_\_\_\_\_

Relationship to Property Owner: Contractor \_\_\_\_\_

**BASIC INFORMATION ABOUT THE SITE AND PROPOSAL** (attach additional pages if necessary)

Briefly describe the proposed project (land use) and/or type of business you wish to conduct: We are remodeling an existing pole barn with water, sewer, and power into an ADU.

Address of Property: 3296 Nebraska St Longview WA 98632 Parcel No. 03344041

Comprehensive Plan Designation: Low density residential Zoning District: R1

Current Use of Property: Primary residence

Gross land area of the site to be developed: 240 Square Feet

Net land area (gross land area minus land dedicated for public purposes):

Describe any existing structures on the site: 3 bd, 2 bath house w/ attached garage. 20'x30' pole barn w/ water, sewer, power. Greenhouse.

Number and surface type of all existing driveways at the site: one concrete driveway and four car parking surface

Number, type and dimensions of existing signage at the site: None

Describe signage proposed for the land use requested: None

Existing zoning and land uses of adjacent properties (including across the street, if applicable):

North: R1 Current Land Uses: Low density residential

South: R1 Current Land Uses: Low density residential

East: R1 Current Land Uses: Low density residential

West: R1 Current Land Uses: Low density residential

Describe any Critical Areas identified on or located within 300 feet of the site: the slough runs at the end of our property.

Describe any private wells, septic tanks, drain fields, etc. located on the site:

None \_\_\_\_\_

**BASIC INFORMATION ABOUT THE SITE AND PROPOSAL (CONT'D)**

Proposed hours of operation: Residential \_\_\_\_\_

Describe how parking will be accommodated for the proposed use: The driveway/parking area accommodates three cars. There is also a two car garage and parking for two cars on the street in front of the house

Describe how the proposed use will impact traffic circulation: The ADU is a studio apartment for one occupant. Said resident will only have one car (if that). The ADU is close to shopping and commerce so biking is convenient.

***To assess whether the City will need additional information and/or whether you need to obtain additional permits or applications from other departments or agencies, please answer the following questions:***

Will the proposed land use:

- a) Require removal or demolition of any existing structure(s)? Yes \_\_\_\_\_ No  \_
- b) Affect historic structures or historically significant features? Yes \_\_\_\_\_ No  \_
- c) Require a Variance from a development standard? Yes \_\_\_\_\_ No  \_
- d) Involve fill or removal of contaminated soils or hazardous materials? Yes \_\_\_\_\_ No  \_
- e) Involve grading/fill over an existing public storm drain, sanitary sewer or water line? Yes \_\_\_\_\_ No  \_
- f) Involve land that has a slope of 15% or greater? Yes \_\_\_\_\_ No  \_
- g) Require an Environmental Checklist be submitted and reviewed under the SEPA Rules (WAC 197-11)? Yes \_\_\_\_\_ No  \_
- h) Be located within 300 feet of a shoreline? Yes \_\_\_\_\_ No  \_

***If you answered yes to any of the above, please contact the Planning Division before submitting your application.***

**SPECIAL PROPERTY USE PERMIT REVIEW CRITERIA AND DEVELOPMENT STANDARDS**

In accordance with LMC 19.12.050, the Appeal Board of Adjustment shall exercise jurisdiction in receiving, granting or denying applications for Special Property Uses. No Special Property Use Permit shall be issued by the Board until after a public hearing, and until after the Building Official has found that all other provisions of the Longview Municipal Code have been fulfilled.

Criteria reviewed by the Appeal Board of Adjustment include:

- 1) The proposed use is consistent with the intended character of the zoning district and the operating characteristics of the neighborhood.
- 2) The proposed use will be compatible with existing or anticipated uses in terms of size, building scale and style, intensity, setbacks, or that the proposal identifies acceptable mitigation measures.
- 3) The transportation system is capable of supporting the proposed land use in addition to the existing land uses in the area. Evaluation factors include street capacity and level of service, availability of off-street parking to accommodate the proposed land use, access requirements, neighborhood impacts, and pedestrian safety.
- 4) Public services for water, sanitary and storm sewer, and to ensure that fire and police protection are capable of servicing the proposed land use and the immediate area.

Criteria that the Board utilizes to review all applications is established in LMC §19.12.050.

FILING FEES:

Public Hearing Fee: ..... Per LMC 19.06.060

SEPA Review Fee(if applicable): ..... Per LMC 17.02.070

Total Fees: ..... ~~\$460~~ \$463.00 *[Signature]*

Comments: \_\_\_\_\_

LONGVIEW APPEAL BOARD OF ADJUSTMENT:

Public Hearing Scheduled:    Date: \_\_\_\_\_ ..... 4:30 PM

Comments: \_\_\_\_\_

FOR STAFF USE ONLY:

- \_\_\_\_\_ Telecommunications Facility Propagation Map provided, if applicable.
- \_\_\_\_\_ Legal Description of Property.
- \_\_\_\_\_ Copy of Deed Restrictions and Restrictive Covenants (CCR's).
- \_\_\_\_\_ One copy of the property deed; and, if the applicant is not the owner, a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
- \_\_\_\_\_ Title Report, if applicable.
- \_\_\_\_\_ Critical Area Permit, if required.
- \_\_\_\_\_ SEPA Environmental Checklist, if required.
- \_\_\_\_\_ Certificate of Appropriateness issued by the Historic Preservation Commission, if applicable.

Comments: \_\_\_\_\_

NOTES TO APPLICANT/OWNER:

1. If the Appeal Board of Adjustment or City Staff determine that additional and/or revised information is needed, and/or if other unforeseen circumstances arise, any dates outlined for processing the application may be rescheduled by the City.
2. All items shall be completed as determined by the Community Development Department prior to the application being deemed complete for processing.
3. All costs incurred by the City in reviewing this application shall be paid prior to any public hearings.
4. The applicant or authorized representative must attend the Appeal Board of Adjustment public hearing and be prepared to respond to any questions the Appeal Board may have.
5. **Time limitation for Special Property Uses:** if such building permit and/or occupancy permit is not obtained by the applicant within six months from the date of the board's decision, the board's decision shall cease to be effective.

Comments: \_\_\_\_\_

SIGNATURES:

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

I/we agree that the City of Longview staff may enter upon the subject property at any reasonable time to consider the merits of the application, to make assessments, take photographs and to post public hearing notices.

I/we declare under penalty of the perjury laws that the information provided on this form/application is true, correct and complete.

Signature of Property Owner: Joshua Wenzek \_\_\_\_\_ Date: 6/20/2025 \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(If different than property owner)



# City of Longview

## Agenda Summary

**ABA 2025-9 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 237 CURTIS DR**

**RECOMMENDED ACTION:**

**MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-9 BY JOSHUA WRIGHT BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED SEPTEMBER 1<sup>ST</sup>, 2025.**

**Attachments:**

1. 237 Curtis Dr Staff Report
2. Exhibit A-Aerial image
3. Exhibit B-Floor Plans
4. Exhibit C-Site Plan
5. Exhibit D-Legal Notice of Public Hearing\_TDN affidavit
6. Exhibit E-Application



**STAFF REPORT**  
**to the**  
**LONGVIEW APPEAL BOARD OF ADJUSTMENT**

**PRESENTED BY:** Irene Rutikanga, Planner

**STAFF REPORT DATE:** September 2<sup>nd</sup>, 2025

**HEARING DATE:** September 9<sup>th</sup>, 2025

**APPLICATION NO.:** ABA 2025-9

**APPLICANT:** Joshua Wright

**PROPERTY OWNER:** Joshua Wriqth

**REQUEST:** Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 for converting a permitted game room within a shop into Accessory Dwelling Unit (ADU) at 237 Curtis Dr.

**LOCATION:** 237 Curtis Dr. Parcel number involved: 10572.

**ASSOCIATED CASES:** N/A

**ZONING DISTRICT:** R-1 Low Density Residential

## **BACKGROUND AND PROPOSAL**

The property owner at 237 Curtis Dr is proposing to establish a detached Accessory Dwelling Unit (ADU) on their property. The proposal is to convert a game room within a permitted garage shop currently being constructed into an ADU. The game room with the ADU occupies 915 square feet of space and is within the upper-level portion the shop. In accordance with LMC 19.22.025, one off-street parking space is required to serve the ADU. ADUs are permitted in all residential zones; however, detached ADUs are allowed as a Special Property Use. The ADU may either share utilities with the primary residence or have separate utility connections.

As part of the permit process, the owners will be asked to sign an affidavit stating their agreement to use the property only in accordance with the requirements of 19.22.025 of the Longview Municipal Code, which requires the owner of the property to reside in either the ADU or the principal home. This statement must be recorded with the Cowlitz County Auditor and will show on future title reports and/or property research.

Neighboring land-uses include:

North – Undeveloped

South – Undeveloped

East – Undeveloped/ Private Road

West – Undeveloped

The Comprehensive Plan classification for the site is Low Density Residential.

In accordance with LMC §19.12.090(1), written notice of the public hearing for the Special Property Use Permit petition was mailed to the applicant and to the owners of all properties adjacent to or abutting this proposal.

The property was posted with a notice of public hearing announcing the proposed special property use application. Legal notice of the public hearing appeared in the Longview Daily News. No comments have been provided as of the date of this report.

## **SEPA DETERMINATION**

Not required.

## **CRITICAL AREA ORDINANCE REQUIREMENTS**

None.

## **APPLICABLE CODE SECTIONS**

Section 19.22.025(8)(a) of the Longview Municipal Code (LMC) requires the issuance of a Special Property Use Permit by the Appeal Board of Adjustment:

*“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.”*

Furthermore, the criteria for review of a special use can be found in LMC 19.12.050(3):

*“No such special property use permit shall be granted by the board unless it finds:*

- (a) That the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals and general welfare;*
- (b) In making such determination the board shall be guided by the following considerations and standards:*
  - (i) That the use will not be detrimental to the character and use of adjoining buildings and those in the vicinity,*
  - (ii) That the use will not create a hazard in the immediate area either for pedestrian or vehicular traffic,*
  - (iii) That adequate ingress and egress will be available for fire and other vehicular emergency equipment,*
  - (iv) That adequate off-street parking will be provided to prevent congestion of public streets”*

LMC Chapter 19.22.025 provides the development standards and requirements governing the Accessory Dwelling units, both attached and detached. These standards include ensuring adequate sewer, water, parking, and fire department access are provided. Further standards regarding maximum/minimum square footage, occupancy, owner occupancy, and certification of owner occupancy are provided. Detached units may also require landscaping and designed and/or located to protect the privacy of adjacent properties. Building permits are required for any activity that would normally require a permit, and would be reviewed subsequent to Special Use approval.

## **STAFF DISCUSSION**

The City’s Community Development and Public Works Departments have reviewed the proposed special property use permit for a detached ADU at 237 Curtis Dr. The property is zoned Low Density Residential District (R-1) and ADUs are allowed within the R-1 district. The proposed ADU complies with the size requirements per LMC 19.22, and provides adequate off street parking.

Utilities are adequate for the proposal. Fire will require addressing at the street indicating an ADU is behind the home.

## STAFF ANALYSIS

In reviewing LMC §19.12.050, which contains the criteria that shall guide the Board during their review of this petition, staff finds the following:

- (i) *That the use will not be detrimental to the character and use of adjoining buildings and those in the vicinity.*

Based on the size, scale, and location of the proposed detached accessory dwelling unit (ADU), the project is not anticipated to be detrimental to the character or use of adjoining properties or buildings in the vicinity. The subject property is situated in an undeveloped area that is heavily forested and characterized by natural vegetation. The surrounding landscape remains largely undeveloped.

Because of this setting, the ADU will not create conflicts related to noise, traffic, building scale, or land use compatibility. Instead, the proposed development will maintain the natural character of the site while introducing only a modest residential use consistent with the intent of the underlying zoning district.

- (ii) *That the use will not create a hazard in the immediate area either for pedestrian or vehicular traffic.*

Based on the undeveloped nature of the project site and the location there is no anticipated hazard for pedestrians or vehicular traffic. Additionally, the city engineer reviewed the proposal and expressed no concerns regarding traffic generated by the proposed ADU.

- (iii) *That adequate ingress and egress will be available for fire and other vehicular emergency equipment.*

Adequate ingress and egress will be provided to serve the proposed detached accessory dwelling unit (ADU) located at 237 Curtis Drive. The ADU will be accessed from an existing private road that has been designed and constructed to meet applicable City standards for fire apparatus access. The roadway provides sufficient width, surface condition, and turning radii to accommodate fire and other emergency response vehicles.

- (iv) *That adequate off-street parking will be provided to prevent congestion of public streets.*

Per LMC 19.22.025, one parking space is required for an accessory dwelling unit (ADU) when on-street parking is not available. Adequate off-street parking can be accommodated for within proposed garage area as well within the driveway area. These spaces satisfy the parking requirements for the ADU.

LMC §19.12.050 also requires the Board to adopt the following finding if granting the Special Property Use Permit:

- (a) *That the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals and general welfare.*

Adding an additional dwelling unit to a lot in a single-family neighborhood is permitted under the provision of 19.22.025, subject to requirements of the chapter.

The City’s comprehensive plan section 3-26 recommends accessory dwelling units as a strategy for affordable housing and section 3-28 notes: “Accessory units are particularly suited to and affordable for elderly persons, college students, and lower income persons. Some communities allow accessory units specifically to address the needs of aging parents to be near their children”, and “accessory units are often viewed as a more acceptable method of increasing density and land efficiency in single-family neighborhoods than would be the siting of a few large apartment complexes.”

As of this writing, staff have not received any written comments regarding this proposal as a result of the notice of public hearing that was mailed to all adjoining or adjacent property owners, posted at the site, or legal ads published in the newspaper.

## **STAFF FINDINGS**

1. Based on the size and location of the proposed ADU in an undeveloped area and adequate fire ingress and egress, the proposed ADU will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals, and general welfare.
2. The Low-Density Residential District permits the proposed use subject to a granting of a Special Property Use Permit by the Longview Appeal Board of Adjustment.
3. The use as proposed meets the ADU criteria found in LMC §19.22.025 and the standards for low density residential zones under LMC 19.20.
4. The proposed ADU is not anticipated to generated vehicular or pedestrian traffic that would cause a hazard to the neighborhood.
5. Adequate off -street parking satisfying LMC 19.22.025 is proposed to serve the Access Dwelling Unit.
6. The ADU is placed in a location that is not immediately adjacent to structures on adjacent properties.

## **CONDITIONS OF APPROVAL**

1. The property owner shall post the address of the Accessory Dwelling Unit (ADU) in a manner that is clearly visible from the public right-of-way, in accordance with the requirements of LMC 19.22.025.

## **RECOMMENDATION**

Motion to grant approval for Special Property Use application ABA2025-9 by Joshua Wright based on the findings and conclusions and subject to the conditions in the staff report dated September 1<sup>st</sup> , 2025.

**EXHIBITS**

- A. Aerial Image
- B. ADU Floor Plans
- C. Site Plan
- D. Legal Notice of Public Hearing TDN
- E. Application

Staff Report Date: Monday, September 1<sup>st</sup>, 2025

# City of Longview



9/2/2025, 12:21:08 PM

World\_Transportation



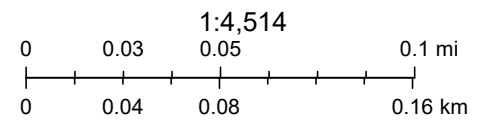
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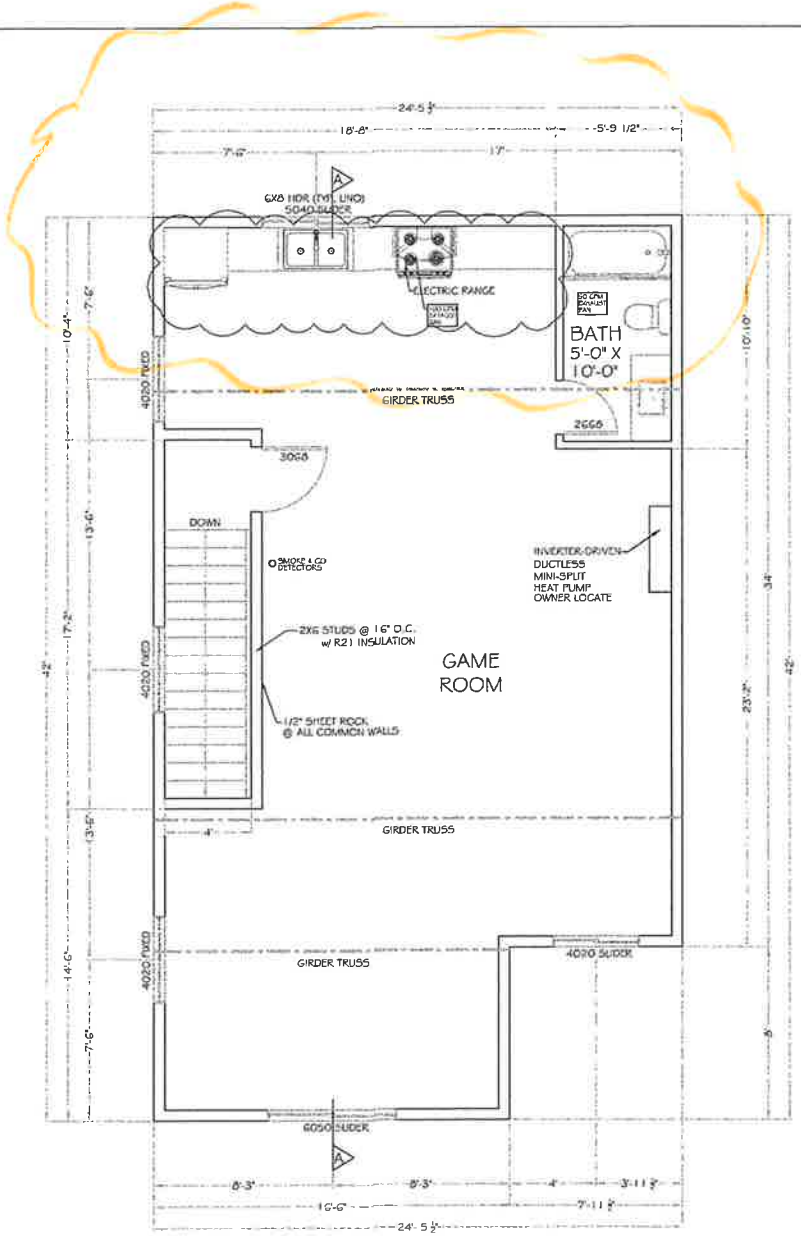
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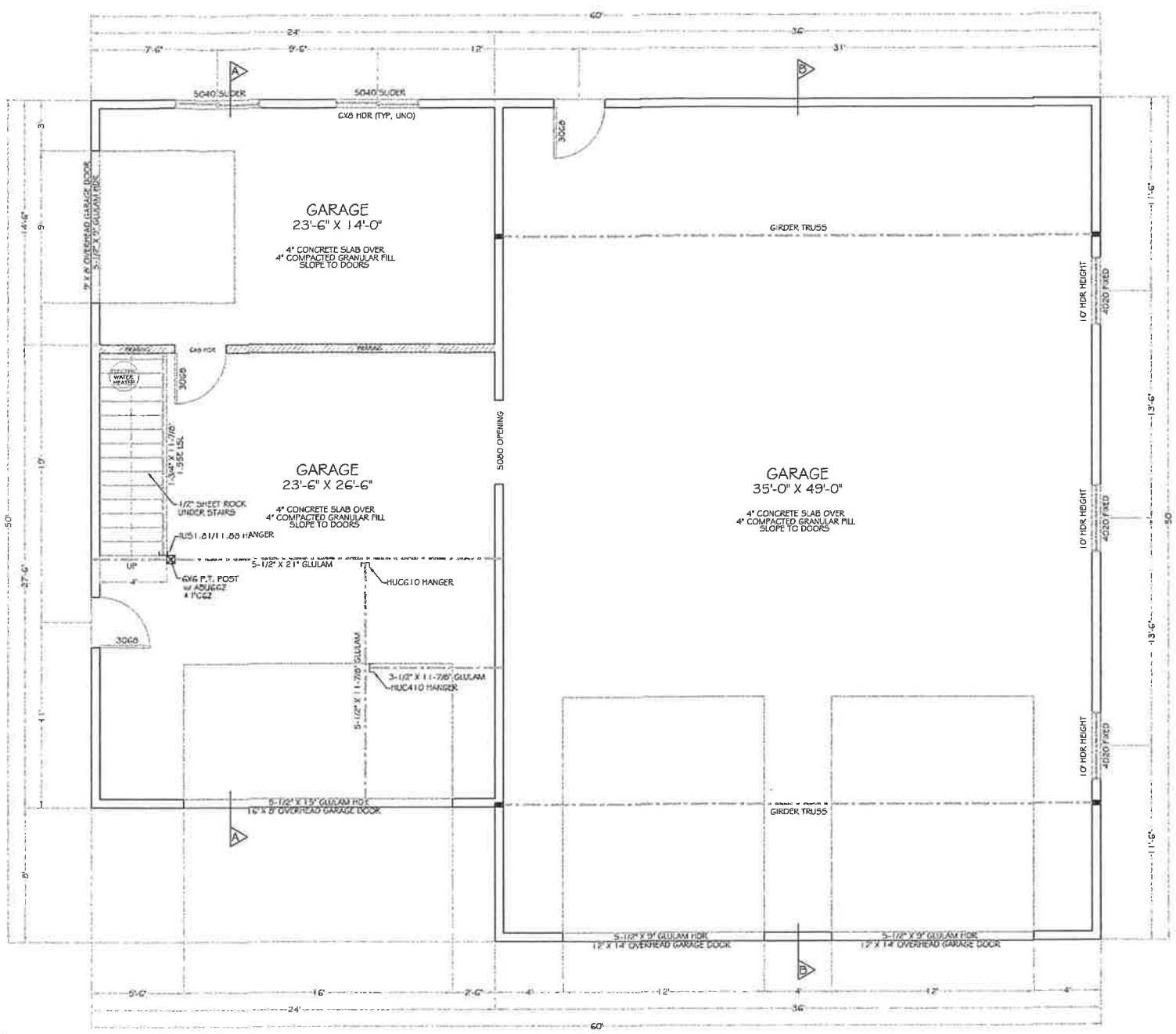
Longview City Boundary



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Cowlitz County GIS Department, Cowlitz County Assessor, Sources: Esri, HERE, Garmin,



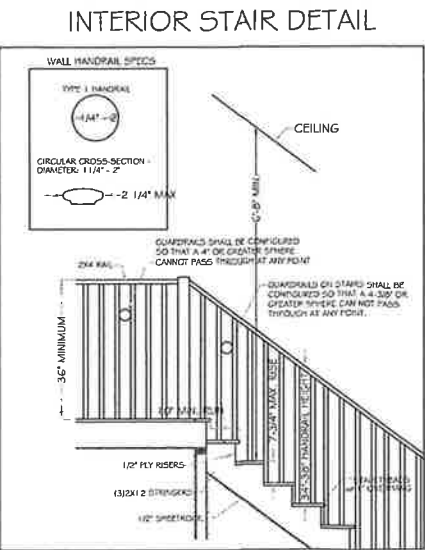
UPPER FLOOR PLAN  
SCALE: 1/4" = 1'-0"

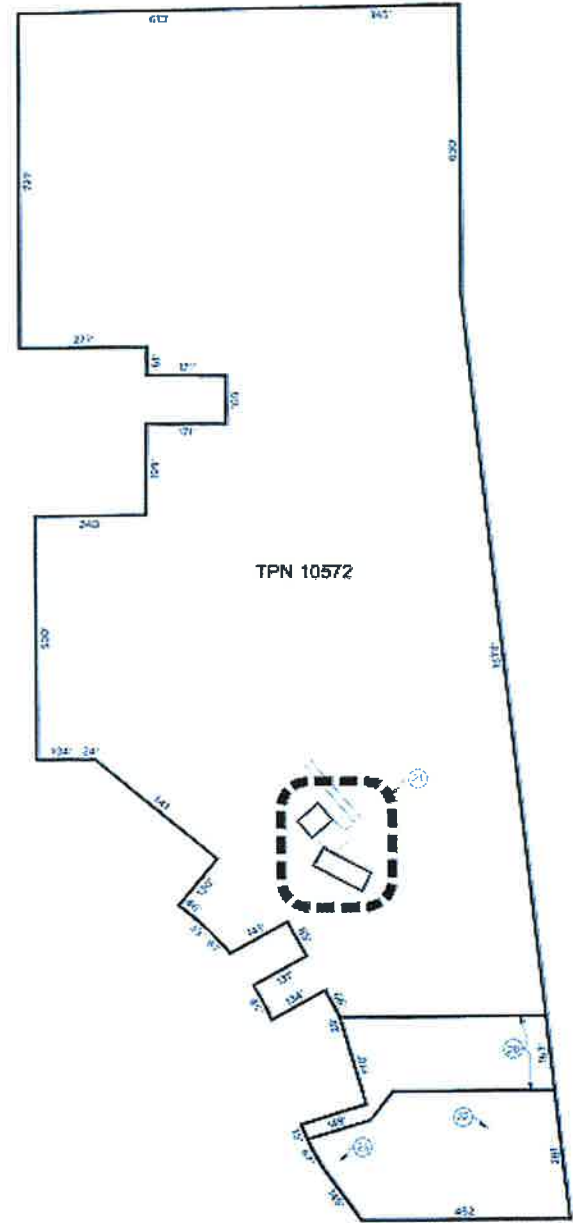


MAIN FLOOR PLAN  
SCALE: 1/4" = 1'-0"

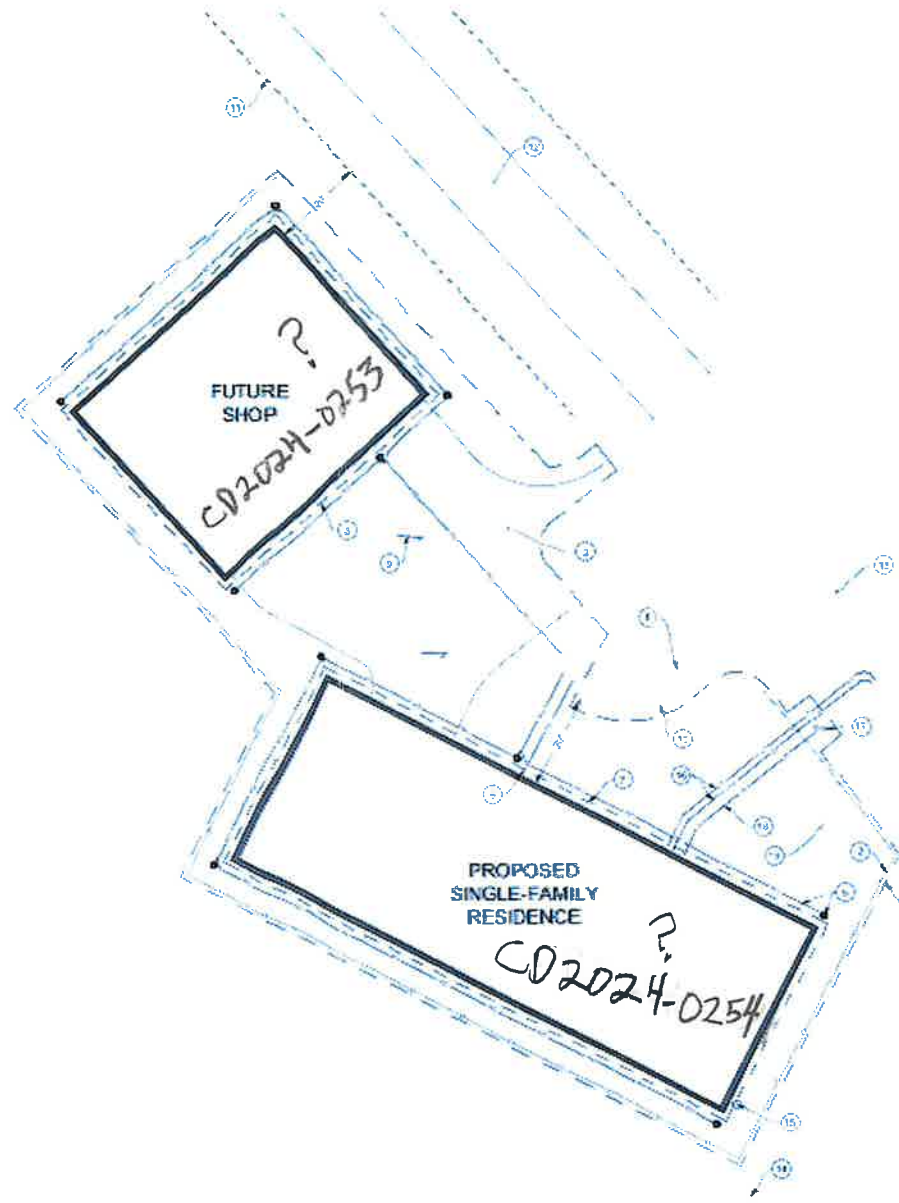
GAME ROOM- 915 SQUARE FEET  
GARAGES- 2,805 SQUARE FEET

ELEVATION- 760 FEET  
SNOW- 40 #/SQ. FT.



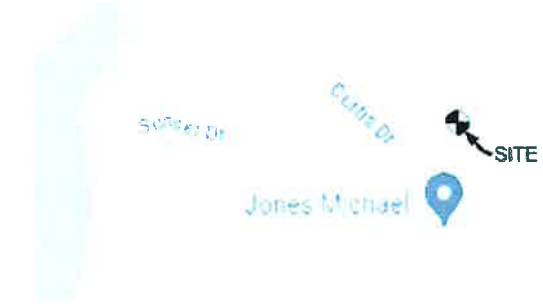


OVERALL SITE PLAN 1



SITE DETAIL 2

VALLEY VIEW TRACTS



VICINITY MAP NOT TO SCALE

SITE DATA

PARCEL NUMBER: 10572  
 APPLICANT: JOSH WRIGHT

SITE COVERAGE DATA (WITHIN LOD)

• NEW HARD SURFACE (ROOF):	9,243	SF
• NEW HARD SURFACE (OTHER):	2,939	SF
• TOTAL NEW PLUS REPLACED HARD SURFACE:	12,052	SF
• TOTAL HARD SURFACE AFTER PROJECT:	12,052	SF
• NEW POLLUTION GENERATING HARD SURFACE:	2,939	SF
• PROPOSED EFFECTIVE HARD SURFACE:	12,052	SF
• DISTURBED AREA:	13,522	SF

EXISTING CONDITIONS

EXISTING FEATURES ARE APPROXIMATELY AS DEPICTED IN COWALITZ COUNTY GCDATA AND THE PUGET SOUND LIDAR CONSORTIUM. ALL EXISTING FEATURES AND TOPOGRAPHY SHOWN SHALL BE VERIFIED AT CONTRACTOR'S EXPENSE PRIOR TO BEGINNING CONSTRUCTION. ANY AND ALL DISCREPANCIES FOUND BETWEEN ACTUAL EXISTING CONDITIONS AND THE EXISTING CONDITIONS SHOWN HERE SHALL BE IDENTIFIED TO THE PROJECT ENGINEER PRIOR TO CONTINUANCE OF ANY WORK.

CONSTRUCTION NOTES

1. LOCATION OF EXISTING UTILITIES IS UNKNOWN. CALL 811 & PERFORM PRIVATE AND PUBLIC UTILITY LOCATE PRIOR TO EXCAVATION.
2. POST CONSTRUCTION SOIL QUALITY AND DEPTH BVP DETAIL 1K2 SHALL BE APPLIED TO ALL DISTURBED PERVIOUS AREAS.
3. CONTRACTOR IS RESPONSIBLE FOR COMPLETING ALL WORK IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
4. THE CONSTRUCTED IMPROVEMENTS SHALL NOT BE OPERATED UNTIL FINAL INSPECTION AND/OR ACCEPTANCE BY PROJECT ENGINEER.
5. ANY DEVIATIONS TO THIS PLAN WILL NOT BE ACCEPTED BY PROJECT ENGINEER UNLESS AUTHORIZED BY PROJECT ENGINEER AND PRESIDING JURISDICTION PRIOR TO CONSTRUCTION.
6. SITE SHALL BE GRADED TO DRAIN AWAY FROM ALL PROPOSED AND EXISTING STRUCTURES AT A MINIMUM OF 2% GRADE.
7. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE UNIFORM PLUMBING CODE, AND THE WSDOT STANDARD SPECIFICATION PLANS FOR ROAD AND BRIDGE CONSTRUCTION.
8. INSTALL CLAMPY SPALLS AT PIPE OUTLETS TO DITCH.

KEY NOTES

1. PROPOSED LIMITS OF DISTURBANCE
2. PROPOSED BILL FENCE PER DETAIL 4K2 (TYP)
3. PROPOSED GRAVEL DRIVEWAY (2,833 SF). USE A STABILIZED CONSTRUCTION ENTRANCE PER DETAIL 5K2
4. EXISTING DITCH TO EXISTING RETENTION POND
5. PROPOSED ROOF DRAIN AND CLEANOUT PER DETAIL 6K2 (TYP)
6. APPROXIMATE PROPOSED FOOTING DRAIN CONNECTION POINT
7. PROPOSED SINGLE FAMILY RESIDENCE ROOF AREA (9,904 SF)
8. PROPOSED FUTURE SHOP ROOF AREA (3,336 SF)
9. PROPOSED SURFACE FLOW DIRECTION. GRADE TO FLOW ACCORDINGLY (TYP)
10. EXISTING PRIVATE ROAD EASEMENT
11. FUTURE PROPOSED EASEMENT FOR PRIVATE ROAD EXTENSION SHOWN FOR SHOP SETBACK DISTANCE
12. FUTURE PROPOSED PRIVATE ROAD EXTENSION. DO NOT CONSTRUCT NOW
13. EXISTING GRAVEL PRIVATE ROAD
14. EXISTING SANITARY SEWER LATERAL
15. PROPOSED SANITARY SEWER CLEANOUT
16. APPROXIMATE PROPOSED UNDERGROUND POWER AND COMMUNICATIONS LINES
17. EXISTING WATER METER
18. APPROXIMATE PROPOSED WATER SERVICE
19. REMOVE EXISTING GRAVEL ROAD WITHIN LIMITS OF DISTURBANCE AND APPLY DETAIL 1-02 TO DISTURBED AREA
20. PROPOSED PROPERTY LINES AFTER BOUNDARY LINE ADJUSTMENT
21. SEE DETAIL 2, THIS SHEET.
22. EXISTING DITCH
23. EXISTING RETENTION POND

PROPOSED SINGLE-FAMILY RESIDENCE  
 SEC 17 TRACT 8 RUC JW WA  
 104 10572  
 281 CURTIN DR  
 LONGVIEW, WA

STORMWATER SITE PLAN

DATE:	JAN201
DESIGNED BY:	AD1
DRAWN BY:	AD1
CHECKED BY:	FCB
DATE:	22-13-2025

Know what's BELOW  
 Call 811 before you dig.



**AFFIDAVIT OF PUBLICATION**

Longview Daily News  
770 11th Ave  
(360) 577-2525

State of Florida, County of Orange, ss:

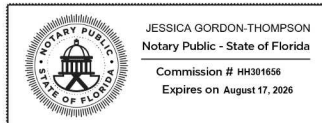
Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Longview Daily News, published in Cowlitz county, has been approved as a Legal newspaper by order of the Superior court of the State of Washington of Cowlitz County, and that the Annexed printed copy is a true copy of the notice in the above entitled matter as it was printed in the regular entire issue of said paper and online at [www.tdn.com](http://www.tdn.com) , for publication dates as listed below, and that said newspaper was regularly distributed to its subscribers during all of said period, and that said notice was published in said paper and not in a supplement form. That the full amount of the fee charged for said forgoing publication is as listed below, and is \$3.50 per line for the first insertion and \$3.00 per line for each subsequent insertion. There is also an additional charge of \$10.00 for every additional affidavit copy over two copies.

**PUBLICATION DATES:** August. 26 2025

**NOTICE ID:** pTzSpNWv7bMZun3sbDJw  
**PUBLISHER ID:** COL-WA-101137  
**NOTICE NAME:** ABA 2025-9  
**Publication Fee:** \$254.43

*Anjana Bhadoriya*

(Signed) \_\_\_\_\_



**VERIFICATION**

State of Florida  
County of Orange

Subscribed in my presence and sworn to before me on this: 08/26/2025

*J. T. R.*

Notary Public  
Notarized remotely online using communication technology via Proof.

**CITY OF LONGVIEW  
Notice of Public Hearing  
Longview Appeal  
Board of Adjustment**

4:30 P.M. Tuesday, September 9th, 2025, for a "hybrid" in-person or virtual meeting.  
Join Zoom Meeting.  
<http://us02web.zoom.us/j/81922908550>

Or phone in for audio only: (253) 215 8782 or (408) 638 0968  
Webinar ID: 819 2290 8550

Case No: ABA 2025-9

Applicant: Josh Wright  
Location: 237 Curtis Dr, Longview, WA

Request: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.20.025 for a detached accessory dwelling unit (ADU) at 237 Curtis Dr.

Copies of the associated documents are available for review online at [MyLongview.com](http://MyLongview.com) under "Agendas and Minutes" one week in advance of the Public Hearing.

Comments: If you would like to provide comments in writing in this proposal, please submit them no later than 4:00 p.m. Tuesday September 9th, 2025, to the City of Longview Community Development Department, PO Box 128, Longview WA 98632, ATTN: Irene Rutikanga. For electronic comments, provide your comments along with full name, address and contact information to [irener@ci.longview.wa.us](mailto:irener@ci.longview.wa.us) RE: ABA 2025-9.

Public Hearing: You are invited to attend the Appeal Board of Adjustment public hearing scheduled for 4:30 p.m. Tuesday September 9th, 2025, either in-person at Longview City Hall Council Chambers, 1525 Broadway Street, OR on the virtual meeting platform Zoom (on-line or phone-in.)

Please contact the City Clerk's Office at 360-442-5041 with any accessibility requests.  
8/26 COL-WA-101137



# Special Property Use Permit Application to the Appeal Board of Adjustment

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

<b>Special Property Use Permit Application To the Appeal Board of Adjustment</b>  LMC 19.12  Case Number: _____  Related Case Number: _____	THIS SECTION FOR OFFICE USE ONLY:
---	-----------------------------------

## APPLICATION AND AUTHORIZING SIGNATURES

Each current property owner of record must sign the application or provide a letter authorizing an agent or representative to act on his or her behalf.

*I hereby apply for the Special Property Use Permit as described in this application and certify that the information provided is accurate. I further certify that I am authorized to make the application and that there are no covenants, conditions, or restrictions that may limit or prohibit the Special Property Use Permit requested.*

Property Owner: JOSH WRIGHT Phone: 928 230 1269  
(Print All Information)

Mailing Address: PO Box A Fax: \_\_\_\_\_  
(Street or PO Box)

City: LONGVIEW State: WA Zip: 98632

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Street or PO Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: JOSH WRIGHT Phone: 928 230 1269  
(Print All Information)

Mailing Address: PO Box A Email: joshuapaulwright@gmail.com  
(Street or PO Box)

City: LONGVIEW State: WA Zip: 98632

Relationship to Property Owner: SAME

**BASIC INFORMATION ABOUT THE SITE AND PROPOSAL** (attach additional pages if necessary)

Briefly describe the proposed project (land use) and/or type of business you wish to conduct: \_\_\_\_\_

CONVERT PERMITTED GAME ROOM TO ADU ON A DETACHED SHOP

Address of Property: 237 CURTIS DR Parcel No. 10572

Comprehensive Plan Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Use of Property: SFR

Gross land area of the site to be developed: \_\_\_\_\_ Square Feet 30+ Acres

Net land area (gross land area minus land dedicated for public purposes): \_\_\_\_\_

Describe any existing structures on the site: THIS SHOP & HOUSE THAT ARE UNDER CONSTRUCTION

Number and surface type of all existing driveways at the site: GRAVEL

Number, type and dimensions of existing signage at the site: N/A

Describe signage proposed for the land use requested: N/A

Existing zoning and land uses of adjacent properties (including across the street, if applicable):

North: _____	Current Land Uses: <u>RESIDENTIAL HOUSING</u>
South: _____	Current Land Uses: <u>" "</u>
East: _____	Current Land Uses: <u>" "</u>
West: _____	Current Land Uses: <u>" "</u>

Describe any Critical Areas identified on or located within 300 feet of the site: NONE I KNOW OF

Describe any private wells, septic tanks, drain fields, etc. located on the site: NONE

**BASIC INFORMATION ABOUT THE SITE AND PROPOSAL (CONT'D)**

Proposed hours of operation: \_\_\_\_\_

Describe how parking will be accommodated for the proposed use: GARAGE AND/OR DRIVEWAY

\_\_\_\_\_  
\_\_\_\_\_

Describe how the proposed use will impact traffic circulation: NONE

\_\_\_\_\_  
\_\_\_\_\_

*To assess whether the City will need additional information and/or whether you need to obtain additional permits or applications from other departments or agencies, please answer the following questions:*

Will the proposed land use:

- a) Require removal or demolition of any existing structure(s)? Yes \_\_\_\_\_ No X
- b) Affect historic structures or historically significant features? Yes \_\_\_\_\_ No X
- c) Require a Variance from a development standard? Yes \_\_\_\_\_ No X
- d) Involve fill or removal of contaminated soils or hazardous materials? Yes \_\_\_\_\_ No X
- e) Involve grading/fill over an existing public storm drain, sanitary sewer or water line? Yes \_\_\_\_\_ No X
- f) Involve land that has a slope of 15% or greater? Yes \_\_\_\_\_ No X
- g) Require an Environmental Checklist be submitted and reviewed under the SEPA Rules (WAC 197-11)? Yes \_\_\_\_\_ No X
- h) Be located within 300 feet of a shoreline? Yes \_\_\_\_\_ No X

*If you answered yes to any of the above, please contact the Planning Division before submitting your application.*

**SPECIAL PROPERTY USE PERMIT REVIEW CRITERIA AND DEVELOPMENT STANDARDS**

In accordance with LMC 19.12.050, the Appeal Board of Adjustment shall exercise jurisdiction in receiving, granting or denying applications for Special Property Uses. No Special Property Use Permit shall be issued by the Board until after a public hearing, and until after the Building Official has found that all other provisions of the Longview Municipal Code have been fulfilled.

Criteria reviewed by the Appeal Board of Adjustment include:

- 1) The proposed use is consistent with the intended character of the zoning district and the operating characteristics of the neighborhood.
- 2) The proposed use will be compatible with existing or anticipated uses in terms of size, building scale and style, intensity, setbacks, or that the proposal identifies acceptable mitigation measures.
- 3) The transportation system is capable of supporting the proposed land use in addition to the existing land uses in the area. Evaluation factors include street capacity and level of service, availability of off-street parking to accommodate the proposed land use, access requirements, neighborhood impacts, and pedestrian safety.
- 4) Public services for water, sanitary and storm sewer, and to ensure that fire and police protection are capable of servicing the proposed land use and the immediate area.

Criteria that the Board utilizes to review all applications is established in LMC §19.12.050.

FILING FEES:

Public Hearing Fee: ..... [Per LMC 19.06.060](#)

SEPA Review Fee(if applicable):..... [Per LMC 17.02.070](#)

Total Fees: ..... \_\_\_\_\_

Comments: \_\_\_\_\_

LONGVIEW APPEAL BOARD OF ADJUSTMENT:

Public Hearing Scheduled: Date: \_\_\_\_\_ .....4:30 PM

Comments: \_\_\_\_\_

FOR STAFF USE ONLY:

- \_\_\_\_\_ Telecommunications Facility Propagation Map provided, if applicable.
- \_\_\_\_\_ Legal Description of Property.
- \_\_\_\_\_ Copy of Deed Restrictions and Restrictive Covenants (CCR's).
- \_\_\_\_\_ One copy of the property deed; and, if the applicant is not the owner, a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
- \_\_\_\_\_ Title Report, if applicable.
- \_\_\_\_\_ Critical Area Permit, if required.
- \_\_\_\_\_ SEPA Environmental Checklist, if required.
- \_\_\_\_\_ Certificate of Appropriateness issued by the Historic Preservation Commission, if applicable.

Comments: \_\_\_\_\_

\_\_\_\_\_

NOTES TO APPLICANT/OWNER:

1. If the Appeal Board of Adjustment or City Staff determine that additional and/or revised information is needed, and/or if other unforeseen circumstances arise, any dates outlined for processing the application may be rescheduled by the City.
2. All items shall be completed as determined by the Community Development Department prior to the application being deemed complete for processing.
3. All costs incurred by the City in reviewing this application shall be paid prior to any public hearings.
4. The applicant or authorized representative must attend the Appeal Board of Adjustment public hearing and be prepared to respond to any questions the Appeal Board may have.
5. **Time limitation for Special Property Uses:** if such building permit and/or occupancy permit is not obtained by the applicant within six months from the date of the board's decision, the board's decision shall cease to be effective.

Comments: \_\_\_\_\_

\_\_\_\_\_

SIGNATURES:

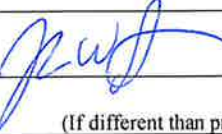
I/we understand that if it is determined the application is not complete, the City shall immediately reject the application and identify in writing what is needed to make the application complete for a public hearing. No public hearings will be scheduled on this application until all outstanding issues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

I/we agree that the City of Longview staff may enter upon the subject property at any reasonable time to consider the merits of the application, to make assessments, take photographs and to post public hearing notices.

I/we declare under penalty of the perjury laws that the information provided on this form/application is true, correct and complete.

Signature of Property Owner:  Date: 7-30-25

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant:  Date: 7-30-25

(If different than property owner)