



City of Longview

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

Agenda

Appeal Board of Adjustment

Tuesday, February 10,
2026

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

26-00100 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**

26-00101 MINUTES FROM JANUARY 12, 2026.

5. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

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

7. **PUBLIC HEARINGS**

26-00103 ABA 2026-1 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 2918 GLENWOOD DRIVE

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2026-1 BY CARLOS MEJIA BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED FEBRUARY 2ND, 2026.

26-00104 ABA 2026-2 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 1215 23rd AVENUE

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2026-2 BY JULIE PAYNE BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED FEBRUARY 2ND, 2026.

8. **OTHER BUSINESS**

9. **ADJOURNMENT**



City of Longview

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

Minutes

Agenda

Appeal Board of Adjustment

Tuesday, January 13,
2026

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

26-005 **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 4:31 pm.

3. **ROLL CALL**

*In attendance: Mark Backstrom, Chair; Roger Peters, Vice Chair; Steven Dahl; Christopher Ortiz; Dan Petersen
Staff: Nick Little, CD Director; Irene Rutikanga, Planner; Sam Barham, City Engineer; Nancy Vandehey, Admin
Assistant*

4. **ELECTION OF OFFICERS**

26-004 **ELECTION OF CHAIR AND CO-CHAIR**

*Prior to elections, Steve Dahl made a motion, seconded by Dan Petersen, to stay status quo with our
current Chair and CoChair. This passed unanimously.*

5. **APPROVAL OF MINUTES**

26-006 **MINUTES FROM OCTOBER 14, 2025.
NO MEETING WAS HELD IN NOVEMBER AND DECEMBER.**

*Steven Dahl made a motion to approve the minutes as presented. Roger Peters asked for a correction
to the motion correcting Dan Petersen's name from Dan Peters. Dan Petersen seconded the approval
with corrections. This passed unanimously.*

6. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

None.

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

Irene Rutikanga read the declaration into record and there were no objections.

8. **PUBLIC HEARINGS**

- 26-007 **ABA 2025-11 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 923 20th Ave**

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2025-11 BY THERESA WARRINGTON BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED JANUARY 6TH, 2026.

Irene Rutikanga shared a presentation highlighting information from the staff report and project details. Discussion included the scope of the work.

Theresa Warrington spoke in favor of the project. She provided a new floor plan that was shared with the board.

Nick Little provided a brief code review noting that the addition of a second door is allowed within the code and the window placement hasn't changed significantly.

Steve Dahl made a motion to grant approval for special property use application ABA 2025-11 by Theresa Warrington based on the findings and conclusion and subject to the conditions in the staff report dated January 6th, 2025 incorporating the additional floor plan provided today. Dan Petersen seconded. This passed unanimously.

9. OTHER BUSINESS

26-008 FINALIZE BYLAWS

Nick Little shared the status of finalizing the bylaws. There is a change needed in the LMC before we can finalize our bylaws. The change required is that the code currently reads that we must hold a monthly meeting, even without any business to discuss. Nick Little will take this to Council and return to ABA for approval once that is completed.

Nick then shared details on two upcoming meetings. The first is January 14th at the Elks Building to discuss the comp plan. The second is January 20th on a plan for Downtown. Topics will include selling the Schneider lot and envisioning the future of downtown.

10. ADJOURNMENT

The meeting was adjourned at 5:03 pm.



City of Longview

Agenda Summary

ABA 2026-1 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 2918 GLENWOOD DRIVE

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2026-1 BY CARLOS MEJIA BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED FEBRUARY 2ND, 2026.

Attachments:

1. 2918 Glenwood Dr Staff Report
2. Exhibit A- Aerial Image
3. Exhibit B- ADU Floor Plan
4. Exhibit C-Site Plan_
5. Exhibit D- Application
6. Exhibit E-Notice to Neighbors
7. ABA 2026-01 ad



STAFF REPORT
to the
LONGVIEW APPEAL BOARD OF ADJUSTMENT

PRESENTED BY: Irene Rutikanga, Planner

STAFF REPORT DATE: February 2nd, 2026

HEARING DATE: February 10th, 2026

APPLICATION NO.: ABA 2026-1

APPLICANT: Carlos Mejia

PROPERTY OWNER: Carlos Mejia/Leticia Garcia

REQUEST: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 for converting an existing garage into Accessory Dwelling Unit (ADU) at 1 23rd Ave.

LOCATION: 2918 Glenwood Drive. Parcel number involved: 01966.

ASSOCIATED CASES: N/A

ZONING DISTRICT: R-1 Low Density Residential

BACKGROUND AND PROPOSAL

The property owner at 2918 Glenwood Dr is proposing to establish a detached Accessory Dwelling Unit (ADU) on their property. The proposal is to convert an existing detached three bay garage into approximately 700 square foot Accessory Dwelling Unit (ADU) while retaining one garage 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 – Residential

South – Residential

East – Residential

West – Residential

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 2918 Glenwood 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.*

Detached accessory dwelling units are allowed in the low-density residential districts. The subject property is located within a residential zone and is currently developed with a single-family residence, and the proposed detached ADU is consistent with the existing residential character. The ADU complies with all applicable R-1 development standards, including required setbacks from property lines and existing structures. As designed, the ADU is not out of character with surrounding residential uses and will not interfere with the use of adjoining properties. Therefore, the proposed ADU will not be detrimental to the character or use of adjoining buildings or properties in the vicinity.

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

ADUs are low-intensity residential use that generate minimal additional vehicular and pedestrian trips beyond those already associated with a single-family residence. The subject property is served by existing residential street infrastructure and legal access, and the proposal does not involve the creation of new driveways, curb cuts, or circulation patterns that would lead to new traffic impacts. Additionally, the city engineer reviewed the proposal and expressed no concerns regarding traffic impacts generated by the project.

- (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 2918 Glennwood Drive. The site and proposed ADU are accessible from an existing driveway from Glennwood Drive providing adequate ingress and egress for fire and emergency vehicles. Additionally, the Fire marshal has reviewed the proposal and determined that fire and emergency access to the site is adequate.

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

Per LMC 19.22.025, one on-site parking space is required for ADUs if on street parking is not available. The ADU is proposed with a garage space to provide parking 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 existing residential neighborhood, 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 parking satisfying LMC 19.22.025 is proposed to serve the Access Dwelling Unit.

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.
2. No day care centers, or adult family homes shall be permitted in ADUs or in single-family dwellings to which they are accessory. Family day care providers as defined in LMC Chapter 19.09 may be allowed but the maximum number of children under care is limited to the maximum occupancy of the ADU.

3. Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. “Vacation (short-term) rental, transient accommodation and/or lodging” means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days.
4. The applicant shall obtain all required building and other applicable permits prior to undertaking any interior modifications to the existing garage.

RECOMMENDATION

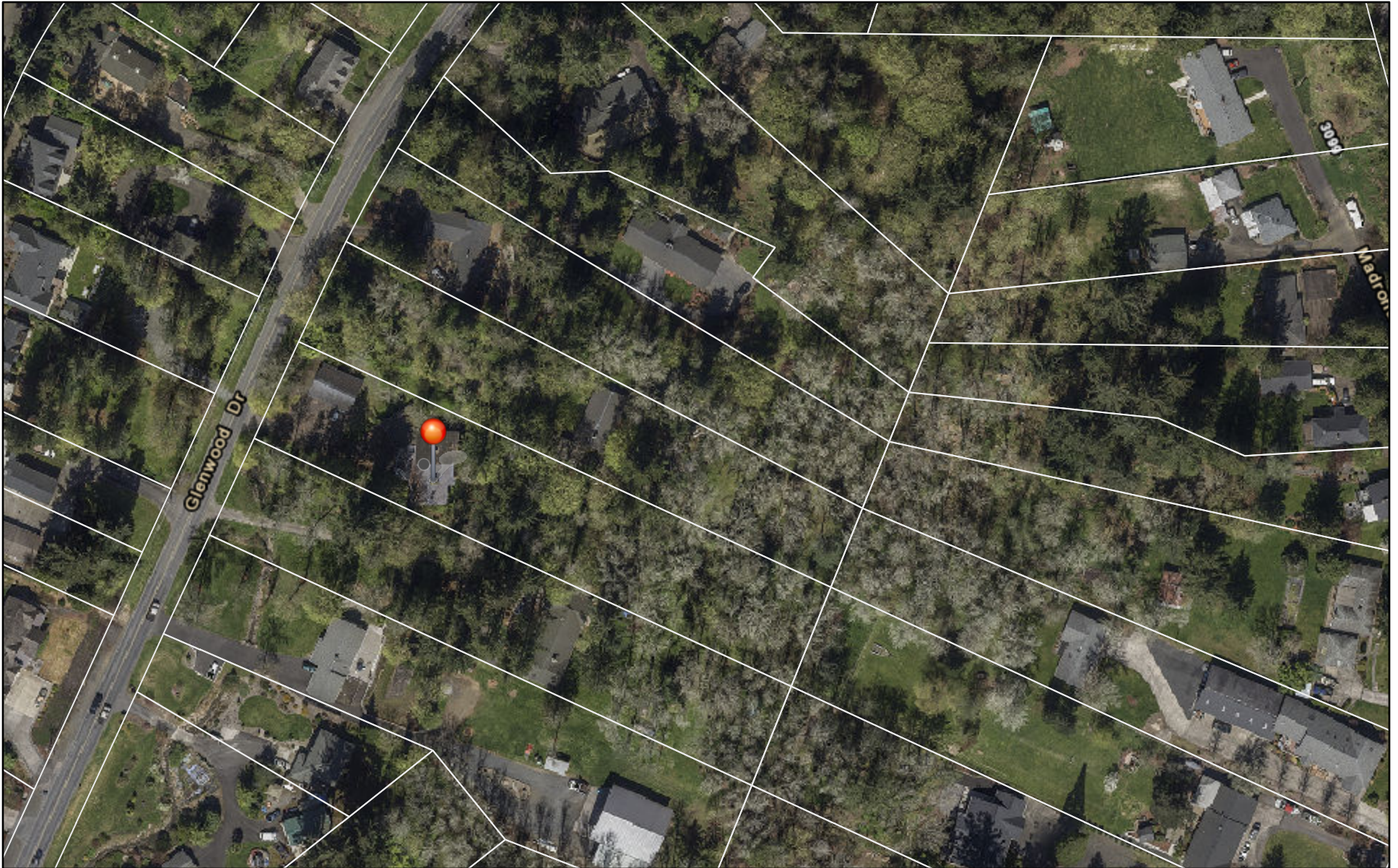
Motion to grant approval for Special Property Use application ABA2026-1 by Leticia Garcia based on the findings and conclusions and subject to the conditions in the staff report dated February 2nd , 2026.

EXHIBITS

- A. Aerial Image
- B. ADU Floor Plans
- C. Site Plan
- D. Application
- E. Notice to Neighbors

Staff Report Date: Monday, February 2nd , 2026

City of Longview



2/2/2026, 5:53:18 PM

World_Transportation



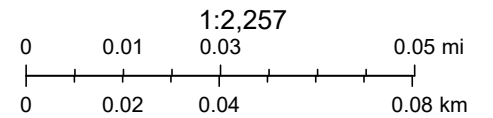
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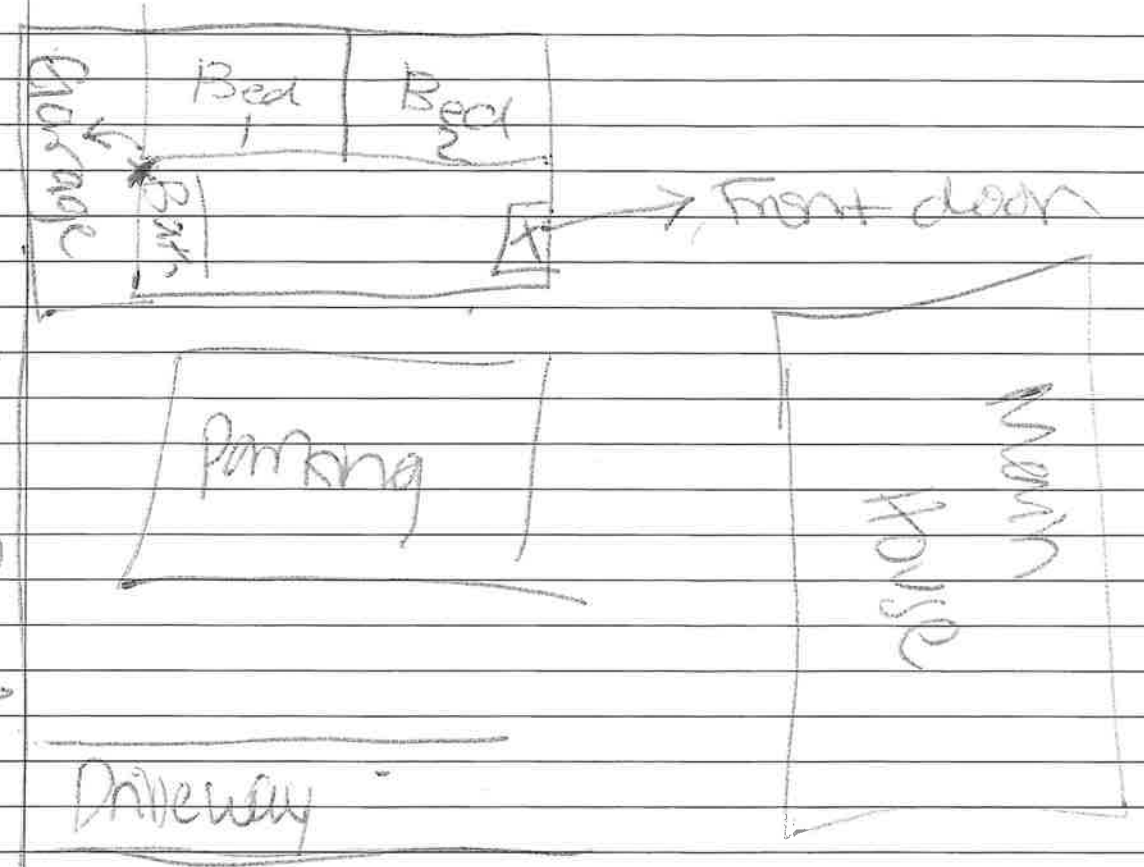
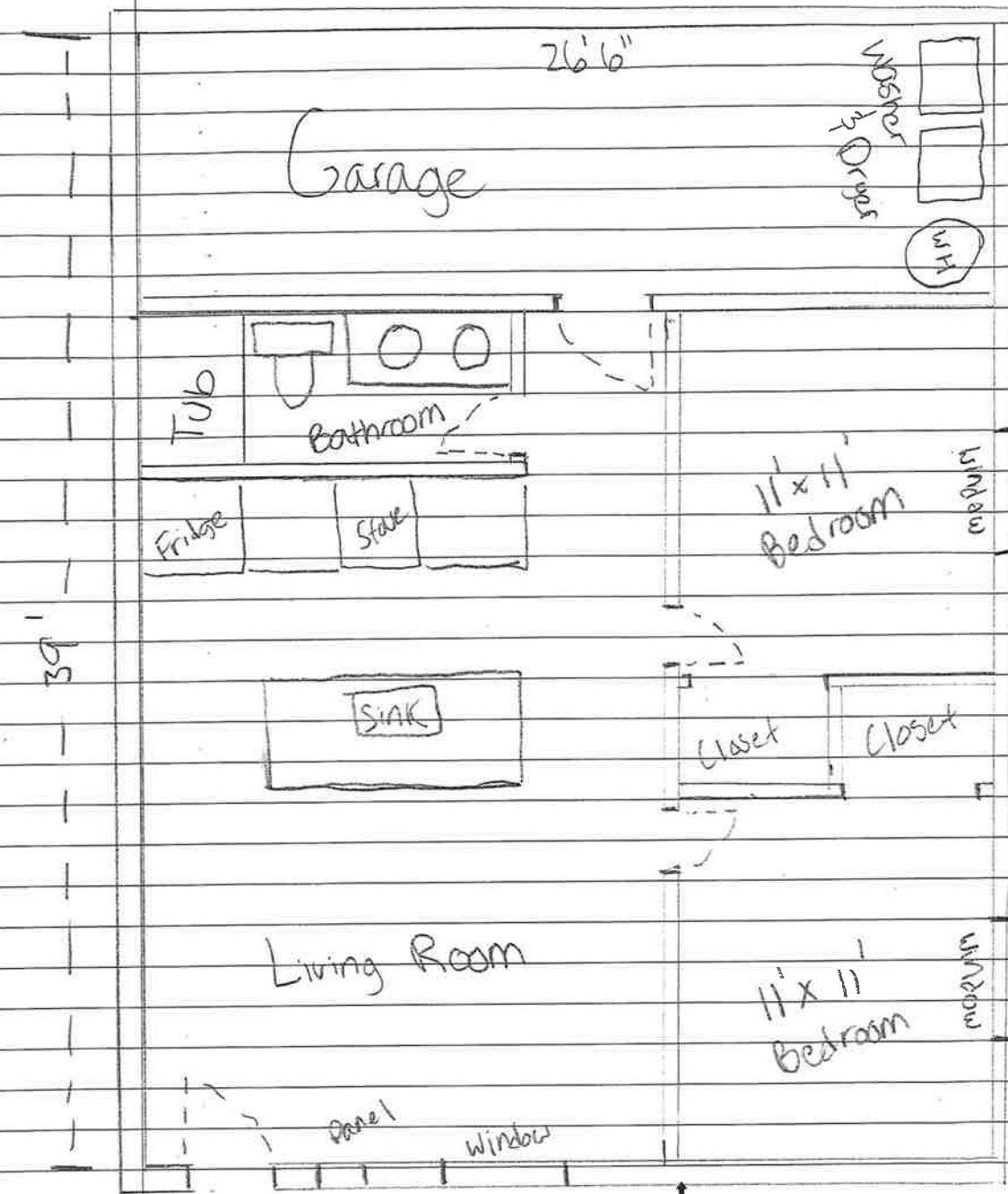
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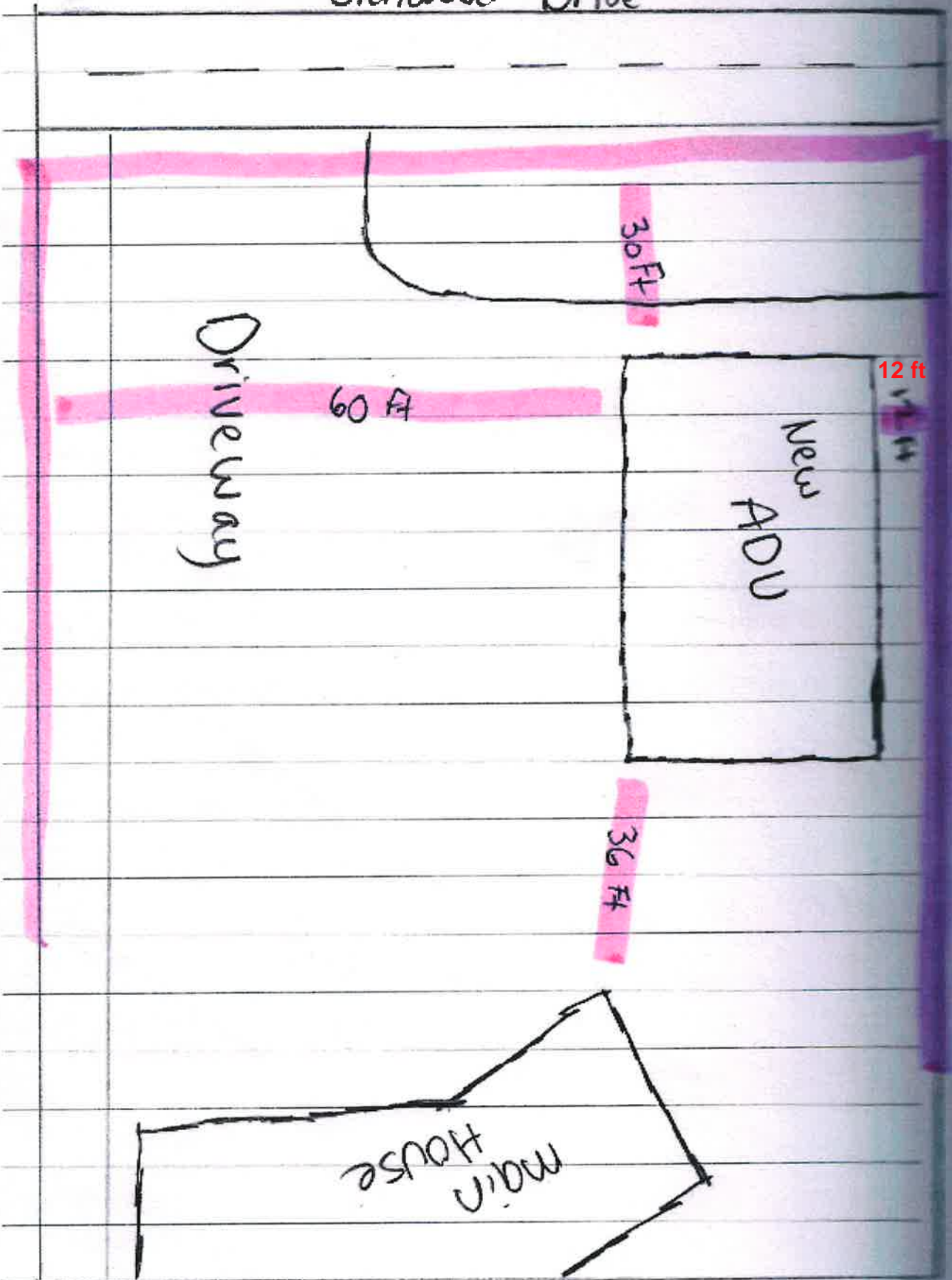
Longview City Boundary



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community, Sources: Esri, HERE,



Glenwood Drive





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

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: Carlos Mejia _____ Phone: 360 518 4321 _____
(Print All Information)

Mailing Address: 2918 Glenwood Drive _____ Fax: _____
(Street or PO Box)

City: Longview _____ State: WA _____ Zip: 98632 _____

Property Owner: Leticia Garcia _____ Phone: 360 623 3926 _____

Mailing Address: 2918 Glenwood Drive _____ Fax: _____
(Street or PO Box)

City: Longview _____ State: WA _____ Zip: 98632 _____

Applicant: Carlos Mejia _____ Phone: 360 518 4321 _____
(Print All Information)

Mailing Address: 2918 Glenwood Drive _____ Email: carlosmejia0517@gmail.com
(Street or PO Box)

City: Longview _____ State: WA _____ Zip: 98632 _____

Relationship to Property Owner: _____

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 wanting to convert our existing detached 3 car garage into a mother in law ADU. It would be a 2 bedroom 1 bath + garage.

Address of Property: 2918 Glenwood Drive Longview WA 98632 _____ Parcel No. 01966 _____

Comprehensive Plan Designation: _____ Zoning District: R01 _____

Current Use of Property: Primary Residence _____

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

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

Describe any existing structures on the site: Home and Detached Garage _____

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

Number, type and dimensions of existing signage at the site: _____

Describe signage proposed for the land use requested: _____

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

North: Home _____ Current Land Uses: Residence _____

South: Home _____ Current Land Uses: Residence _____

East: Home _____ Current Land Uses: Residence _____

West: Land _____ Current Land Uses: Land _____

Describe any Critical Areas identified on or located within 300 feet of the site: _____

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

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

Proposed hours of operation: 8am-6pm _____

Describe how parking will be accommodated for the proposed use: The driveway is big enough for all workers to park _____

Describe how the proposed use will impact traffic circulation: no traffic impact _____

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: _____



NOTICE OF PUBLIC HEARING

Longview Appeal Board of Adjustment

4:30 P.M. Tuesday, February 10th, 2026, for a 'hybrid' in-person or virtual meeting.

Join Zoom Meeting

<https://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 2026-1

Applicant: Leticia Garcia/ Carlos Meija

Location: 2918 Glenwood Dr, City of Longview, WA 98632

Request: **Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 to convert an existing garage into accessory dwelling unit (ADU) at 2918 Glenwood Dr.**

Why You Are Receiving This Notice: You own real property located adjacent to or abutting the property affected by the Special Property Use request. The Longview Municipal Code requires all property owners owning real property located adjacent to or abutting a land use proposal subject to a public hearing to be notified of the proposal and of the hearing date, place, and time. Contact: Irene Rutikanga, Planner 360-442-5083

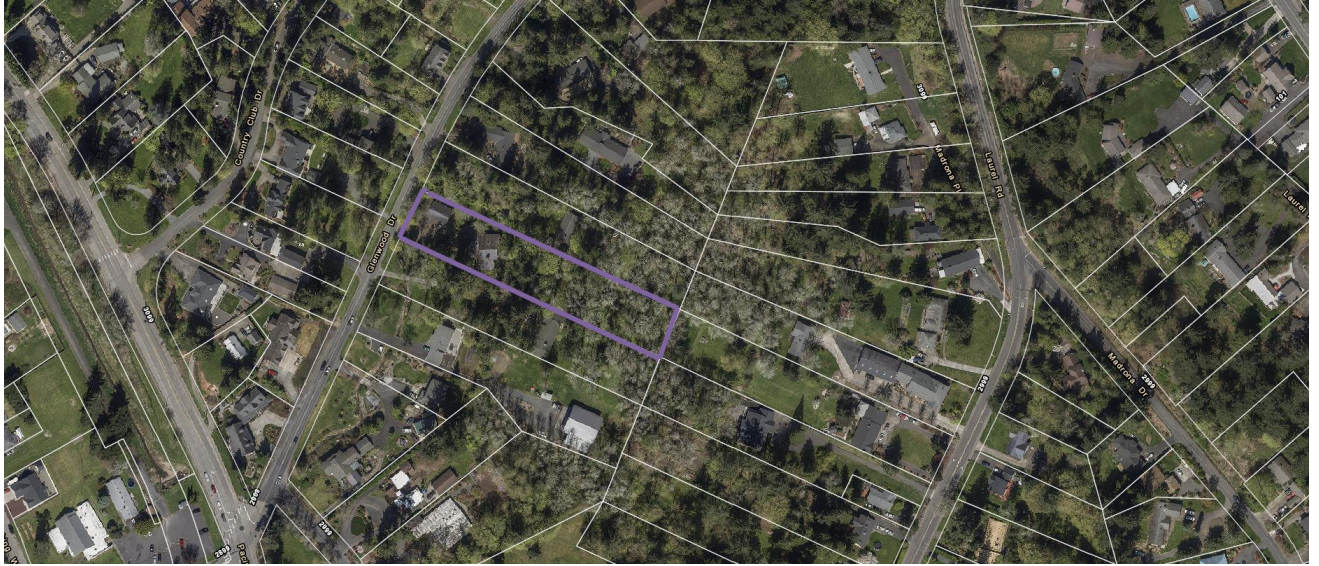
Copies of the associated documents are available for review online at mylongview.com under 'Agendas & Minutes' one week in advance of the Public Hearing.

Comments: If you would like to provide comments in writing on this proposal, please submit them **no later than 4:00 p.m. Tuesday, February 10th, 2026**, to the City of Longview Community Development Department, PO Box 128, Longview, WA 98632, **ATTN: Irene Rutikanga, Planner**. For electronic comments, provide your comments along with full name, address, and contact information to irener@ci.longview.wa.us **RE: ABA 2026-1**

Public Hearing: You are invited to attend the Appeal Board of Adjustment public hearing scheduled for 4:30 P.M. Tuesday, February 10th, 2026, either in-person at Longview City Hall Council Chambers, 1525 Broadway Street, OR on the virtual meeting platform Zoom (online or phone-in).

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

Location: 2918 Glenwood Dr



Notice filed by:
Irene Rutikanga, Planner
Community Development Department, City of Longview

CITY OF LONGVIEW
Notice of Public Hearing
Appeal Board of Adjustment
4:30 P.M. Tuesday, February 10th, 2026, 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 2026-1
Applicant: Leticia Garcia
Location: 2918 Glenwood Drive, Longview, WA
Request: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.20.025 detached accessory dwelling unit (ADU) at 2918 Glenwood Drive.
Copies of the associated documents are available for review online at 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 February 10th, 2026, 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 RE: ABA 2026-1
Public Hearing: You are invited to attend the Appeal Board of Adjustment public hearing scheduled for 4:30 p.m. Tuesday February 10th, 2026, 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.
1/27, 2/7 COL-WA-101457



City of Longview

Agenda Summary

ABA 2026-2 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 1215 23rd AVENUE

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2026-2 BY JULIE PAYNE BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED FEBRUARY 2ND, 2026.

Attachments:

1. 1215 23rd Ave Staff Report
2. Exhibit A- Aerial Image
3. Exhibit B-ADU Floor Plans
4. Exhibit C- Site Plan
5. Exhibit D-Application
6. Exhibit E-Notice to Neighbors
7. ABA 2026-02 ad



STAFF REPORT
to the
LONGVIEW APPEAL BOARD OF ADJUSTMENT

PRESENTED BY: Irene Rutikanga, Planner

STAFF REPORT DATE: February 2nd, 2026

HEARING DATE: February 10th, 2026

APPLICATION NO.: ABA 2026-2

APPLICANT: Julie Payne

PROPERTY OWNER: Julie Payne

REQUEST: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 for converting an existing garage into Accessory Dwelling Unit (ADU) at 1215 23rd Ave.

LOCATION: 1215 23rd Ave. Parcel number involved: 00274.

ASSOCIATED CASES: N/A

ZONING DISTRICT: R-1 Low Density Residential

BACKGROUND AND PROPOSAL

The property owner at 1215 23rd Ave is proposing to establish a detached Accessory Dwelling Unit (ADU) on their property. The proposal is to convert an existing garage into approximately 888 square feet two story Accessory Dwelling Unit (ADU). 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 – Residential

South – Residential

East – Residential

West – Residential

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 1215 23rd . 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.*

Detached accessory dwelling units are allowed in the low-density residential districts. The subject property is located within a residential zone and is currently developed with a single-family residence, and the proposed detached ADU is consistent with the existing residential character. The ADU complies with all applicable R-1 development standards, including required setbacks from property lines and existing structures. As designed, the ADU is not out of character with surrounding residential uses and will not interfere with the use of adjoining properties. Therefore, the proposed ADU will not be detrimental to the character or use of adjoining buildings or properties in the vicinity.

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

The proposed ADU is a low-intensity residential use that will generate minimal additional vehicular and pedestrian trips beyond those already associated with a single-family residence. The subject property is served by existing residential street infrastructure and legal access, and the proposal does not involve the creation of new driveways, curb cuts, or circulation patterns that would lead to new traffic impacts. Additionally, the city engineer reviewed the proposal and expressed no concerns regarding traffic impacts generated by the project.

- (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 1215 23rd Avenue. The site is accessible from both the public alley located at the rear of the property and from 23rd Avenue along the front of the property, providing multiple points of access for emergency and service vehicles. Fire apparatus access is available within 150 feet of the exterior wall of the proposed ADU from 23rd Avenue, consistent with applicable fire access standards. Additionally, the Fire marshal has reviewed the proposal and determined that fire and emergency access to the site is adequate.

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

Per LMC 19.22.025, one on-site parking space is required for a ADUs if on street parking is not available, however no minimum on-site parking space is required for ADUs in areas where on-street parking available. On-street parking is available on 23rd Avenue adjacent to the subject property. Therefore, the proposal satisfies the applicable 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 existing residential neighborhood, 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 parking satisfying LMC 19.22.025 is proposed to serve the Access Dwelling Unit.

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.

2. No day care centers, or adult family homes shall be permitted in ADUs or in single-family dwellings to which they are accessory. Family day care providers as defined in LMC Chapter 19.09 may be allowed but the maximum number of children under care is limited to the maximum occupancy of the ADU.
3. Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. “Vacation (short-term) rental, transient accommodation and/or lodging” means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days.
4. A clear non-obstructed walkway to access the ADU from the street must be provided and maintained to facilitate fire personnel and associated firefighting personnel.
5. The applicant shall obtain all required building and other applicable permits prior to undertaking any interior modifications to the existing garage.

RECOMMENDATION

Motion to grant approval for Special Property Use application ABA2026-2 by Julie Payne based on the findings and conclusions and subject to the conditions in the staff report dated February 2nd, 2026.

EXHIBITS

- A. Aerial Image
- B. ADU Floor Plans
- C. Site Plan
- D. Application
- E. Notice to Neighbors

Staff Report Date: Monday, February 2nd, 2026

City of Longview



2/2/2026, 6:02:13 PM

World_Transportation



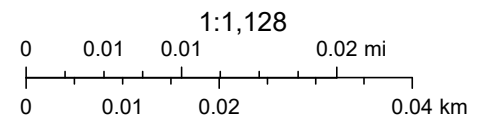
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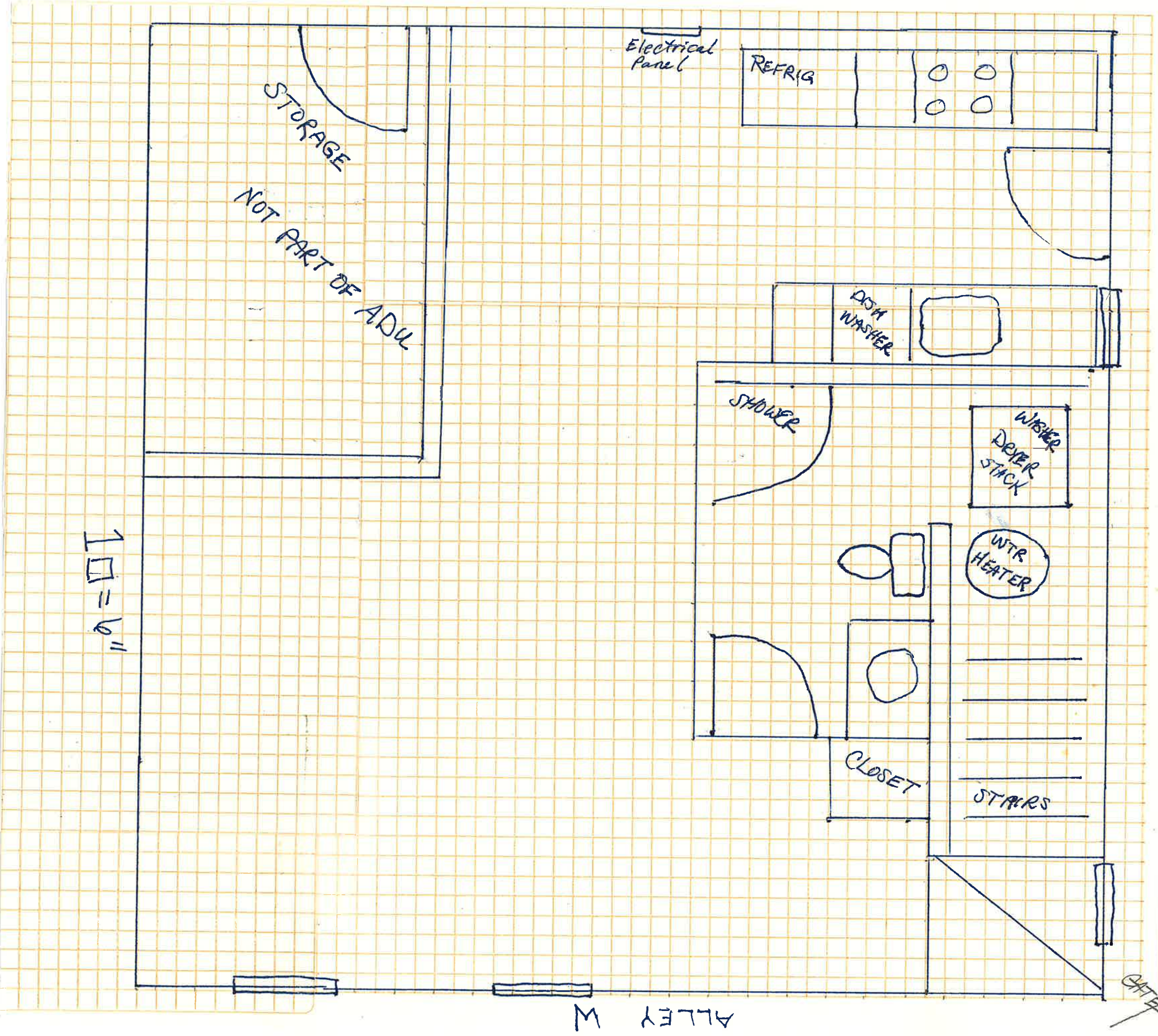


Longview City Boundary



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community, Sources: Esri, HERE,

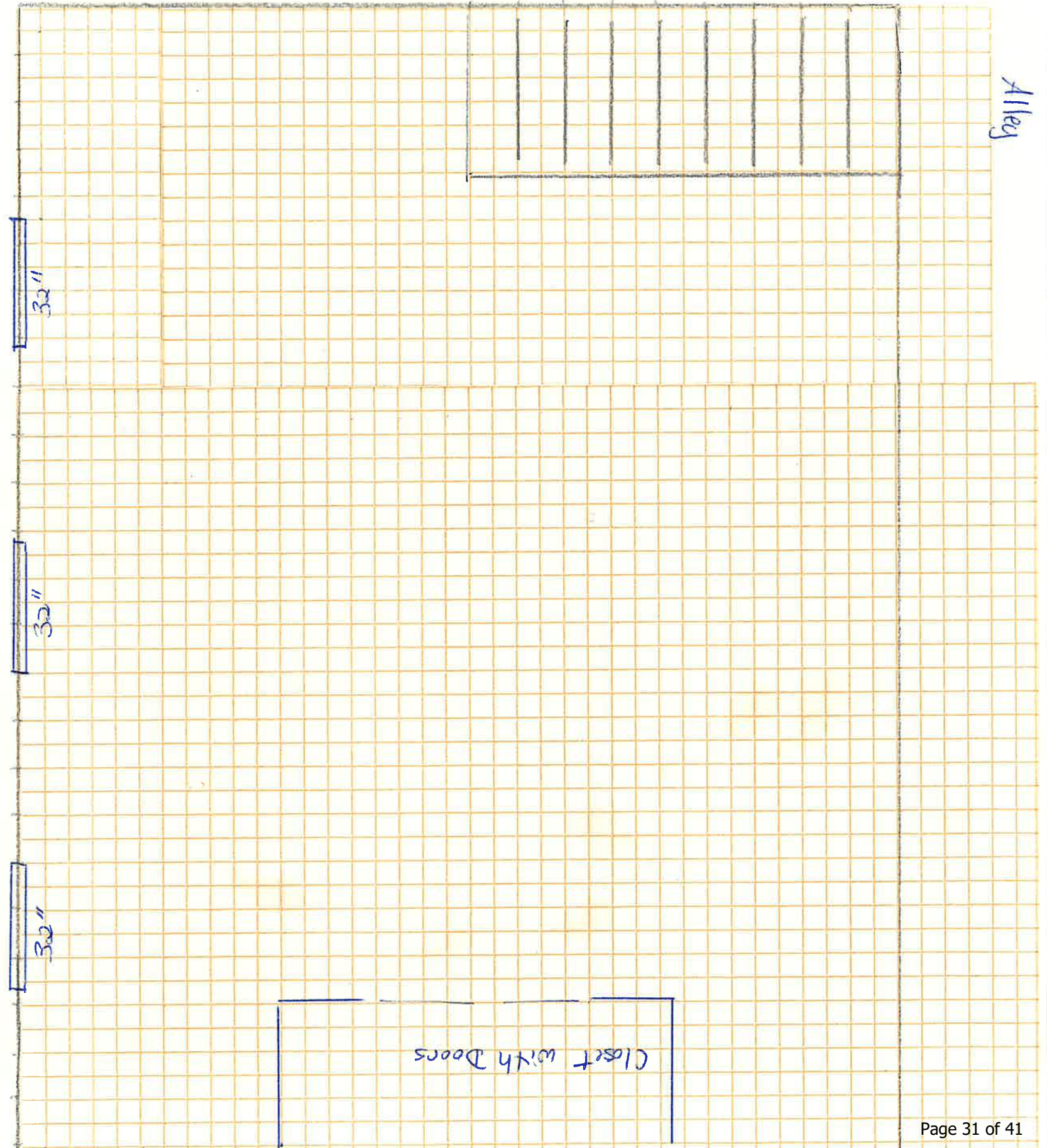
SOUTH
 FENCE
 1215 23RD Avenue, Longfords
 Julie Payne
 360 9510 8951
 PROPOSED UPDATED
 FLOOR PLAN 1ST FLOOR



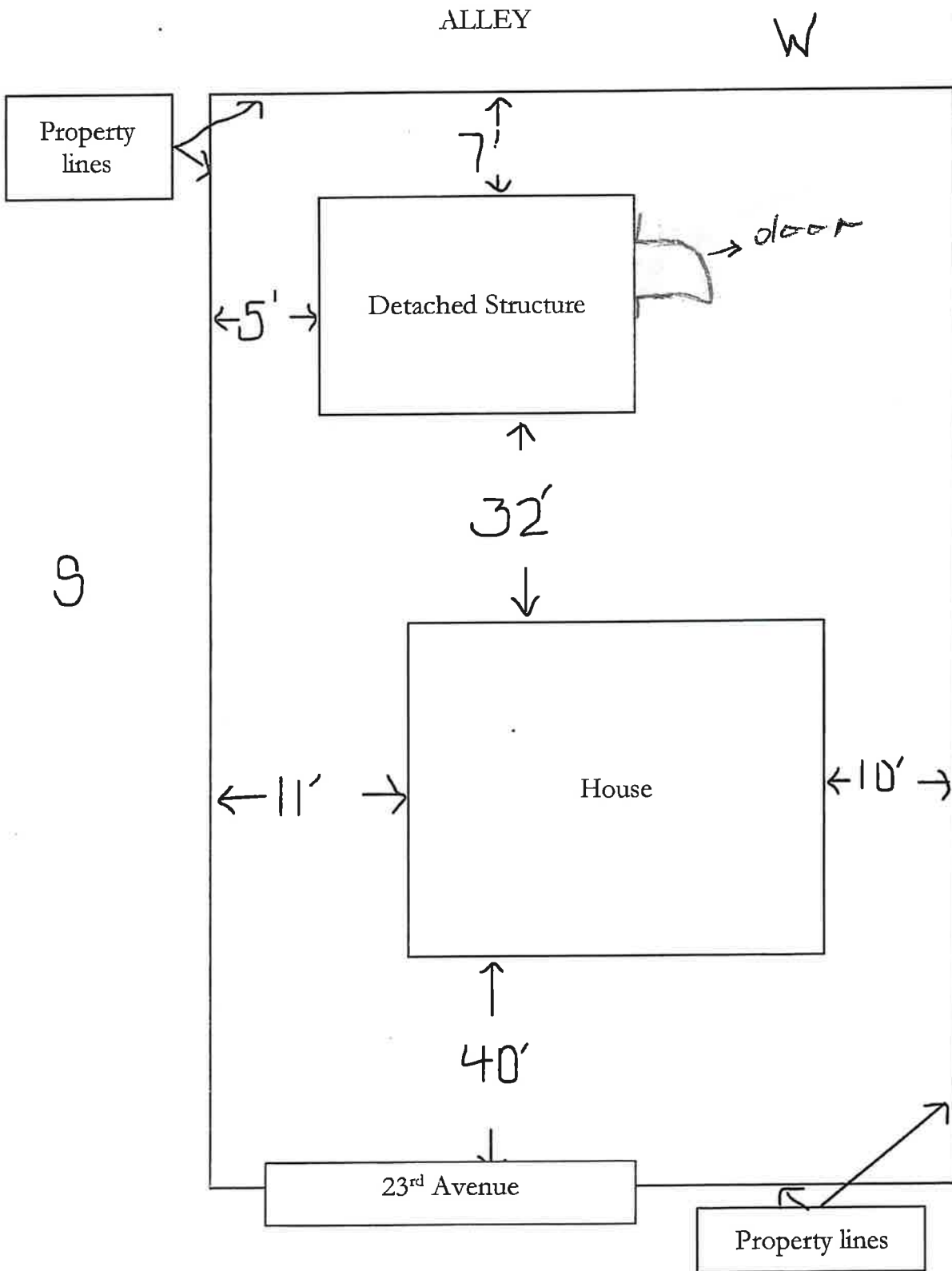
125 23rd Avenue
Longview, WA 98632
Julie Payne 360-356-8951

South

Current Floor Plan 2nd floor



1215 23RD Avenue, Longview, WA
Julie Payne (360)356-8951





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

<p style="text-align: center;">Special Property Use Permit Application To the Appeal Board of Adjustment</p> <p style="text-align: center;">LMC 19.12</p> <p>Case Number:</p> <p>Related Case Number:</p>	<p>THIS SECTION FOR OFFICE USE ONLY:</p>
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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: Julie Payne	Phone: (360)356-8951 <small>(Print All Information)</small>	
Mailing Address: PO Box 1311	Fax: <small>(Street or PO Box)</small>	
City: Longview	State: WA	Zip: 98632
Property Owner:		Phone:
Mailing Address:		Fax:
	<small>(Street or PO Box)</small>	
City:		State:
	Zip:	

Applicant: Julie Payne	Phone: (360) 356-8951 <small>(Print All Information)</small>	
Mailing Address: PO Box 1311 <small>(Street or PO Box)</small>	Email: jules062@gmail.com	
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:

I propose to convert the detached 2 car garage to an accessory dwelling unit.

Address of Property: 1215 23rd Avenue, Longview, WA 98632

Parcel No.

Comprehensive Plan Designation:

Zoning District:

Current Use of Property: Residential: The property has a primary dwelling and detached 2 car garage.

Gross land area of the site to be developed: *garage conversion* Square Feet *0* Acres

Net land area (gross land area minus land dedicated for public purposes): *N/A*

Describe any existing structures on the site: Detached 2 car garage has a second story with loft, and primary residence.

Number and surface type of all existing driveways at the site: There is a paved driveway off of the alley for 2 vehicle spaces.

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

Describe signage proposed for the land use requested:

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

North: Current Land Uses: Residential

South: Current Land Uses: Residential

East: Current Land Uses: Residential

West: Current Land Uses: Residential

Describe any Critical Areas identified on or located within 300 feet of the site: *N/A*

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

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

Proposed hours of operation:

Describe how parking will be accommodated for the proposed use: Primary residence will use the 2 parking spaces on the property located adjacent to the alley. Proposed street parking for one vehicle for ADU tenant.

Describe how the proposed use will impact traffic circulation: Proposed tenant parking will be on ~~Hudson~~ **Hemlock** street. No traffic impact anticipated for the alley. No traffic circulation impact anticipated.

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.

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.


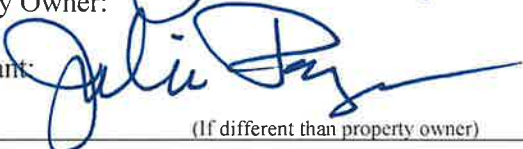
Comments:

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: 1/19/2026
Signature of Property Owner:		Date:
Signature of Applicant:		Date: 1/19/2026

(If different than property owner)



NOTICE OF PUBLIC HEARING

Longview Appeal Board of Adjustment

4:30 P.M. Tuesday, February 10th, 2026, for a ‘hybrid’ in-person or virtual meeting.

Join Zoom Meeting

<https://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 2026-2

Applicant: Julie Payne

Location: 1215 23rd Ave, City of Longview, WA 98632

Request: **Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.22.025 to convert an existing garage into an accessory dwelling unit (ADU) at 1215 23rd Ave.**

Why You Are Receiving This Notice: You own real property located adjacent to or abutting the property affected by the Special Property Use request. The Longview Municipal Code requires all property owners owning real property located adjacent to or abutting a land use proposal subject to a public hearing to be notified of the proposal and of the hearing date, place, and time. Contact: Irene Rutikanga, Planner 360-442-5083

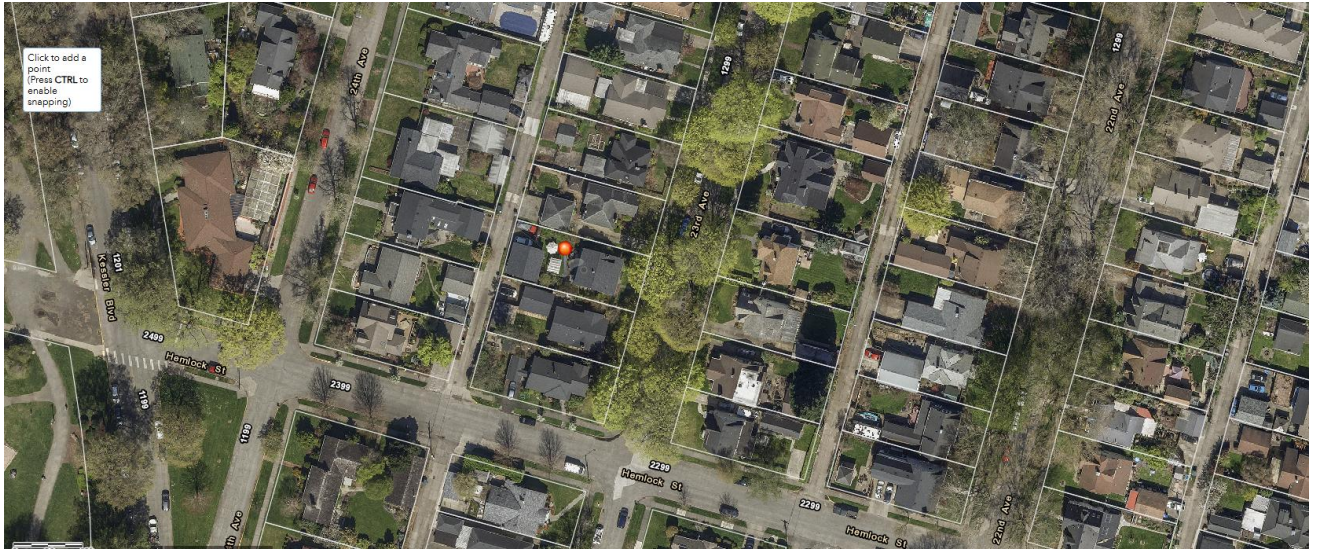
Copies of the associated documents are available for review online at mylongview.com under ‘Agendas & Minutes’ one week in advance of the Public Hearing.

Comments: If you would like to provide comments in writing on this proposal, please submit them **no later than 4:00 p.m. Tuesday, February 10th, 2026**, to the City of Longview Community Development Department, PO Box 128, Longview, WA 98632, **ATTN: Irene Rutikanga, Planner**. For electronic comments, provide your comments along with full name, address, and contact information to irener@ci.longview.wa.us **RE: ABA 2026-2**

Public Hearing: You are invited to attend the Appeal Board of Adjustment public hearing scheduled for 4:30 P.M. Tuesday, February 10th, 2026, either in-person at Longview City Hall Council Chambers, 1525 Broadway Street, OR on the virtual meeting platform Zoom (online or phone-in).

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

Location: 1215 23rd Ave



Notice filed by:
Irene Rutikanga, Planner
Community Development Department, City of Longview

City of Longview
Notice of Public Hearing
Appeal Board of Adjustment
4:30 P.M. Tuesday, February 10th, 2026, 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 2026-2
Applicant: Julie Payne
Location: 1215 23rd Ave, Longview, WA
Request: Special Property Use permit (SPU) in accordance with LMC 19.12.050 & LMC 19.20.025 detached accessory dwelling unit (ADU) at 1215 23rd Ave.
Copies of the associated documents are available for review online at 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 February 10th, 2026, 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 RE: ABA 2026-2
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Please contact the City Clerk's Office at 360-442-5041 with any accessibility requests.
1/27, 2/7 COL-WA-101458