



# City of Longview

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

## Agenda

### Planning Commission

Wednesday, April 1, 2026

7:00 PM

City Hall

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

Please click the link below to join the webinar:

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1-253-215-8782	1-346-248-7799	1-408-638-0968
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1. **ROLL CALL**
2. **APPROVAL OF MINUTES**  
26-00281 PC minutes of January 7, 2026
3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**
4. **DECLARATION OF EX-PARTE COMMUNICATIONS AND APPEARANCE OF FAIRNESS**
5. **PUBLIC HEARINGS**
6. **NON-PUBLIC HEARING ITEMS**  
26-00284 Critical Areas  
\*Presentation  
  
26-00283 Three Rivers Driving School Workshop  
\*Special Property Use
7. **OTHER BUSINESS**
8. **DIRECTOR'S REPORT**
9. **PLANNER'S REPORT**
10. **ADJOURNMENT**



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## Minutes

### Agenda

### Planning Commission

Wednesday, January 7, 2026

7:00 PM

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1. **ROLL CALL**

2. **APPROVAL OF MINUTES**

**26-001161 PC Minutes of December 3, 2025**

*A motion was made by Member Spencer Boudreau, seconded by Member Jeff Rauth to approve the regular meeting minutes of December 3, 2025. The motion passed unanimously.*

3. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

*None at this time.*

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

*Waived.*

5. **PUBLIC HEARINGS**

*None at this time.*

6. **NON-PUBLIC HEARING ITEMS**

**26-001162 Comprehensive Plan Updates**

- Chapter 2 - Land Use**
- Chapter 3 - Housing**
- Chapter 4 - Economic Development**

*Open houses/public information meetings are scheduled for January 14th and 20th to discuss the Comprehensive Plan and gather public input.*

*Chapter 2 - Land use*

*Mr Rutikanga gave a presentation, discussing land consumption, land use needs. Potential updates*

include ensuring comprehensive plan and zoning consistency, re-examining accomplished/outdated goals and objectives, policies and information from public outreach. Member Ramona Leber mentioned Neighborhood connectivity. Member Alison Moss is pleased with moving away from cul-de-sacs and streets that don't connect. Mr. Rutikanga pointed out the 46th/48th Ave. PUD adds connection.

Brad Whittaker - Vice-President of Lower Columbia Real Estate Association spoke:

- \* Resources are available - he provided a list
- \* Housing stock
- \* Land use objectives need to be looked at
- \* He does not agree with LU.C.6 6.1 landscaping requirement, or LU.C 10.07 - open spaces
- \* Realtors can access more information in the NWMLS vs. the public access
- \* Housing acceleration - things that will allow more middle uses

Mr. Little said we're working on infill and trying to streamline the ADU process. ADU will likely be on the update.

*Chapter 3 - Housing*

Kenny Robinson, CED discussed the chapter.

Existing conditions/trends, consumer choices, present data, supply and affordability. Do we want to encourage more development of single bedroom or studio units? "Encouraging" could be density bonuses.

Mr. Boudreau would like to see something come back for other areas, such as allowing residential in commercial areas, downtown, etc.

Mr. Little said there has been interest in cottage housing, but no projects. Some have turned into housing developments instead. Member Alison Moss is interested to know why applicants changed their project.

There was some discussion of downtown being vacant. Mr. Little explained it is not easy to renovate the older buildings - Fire Dept. Connections are a real challenge.

Member Jerry Stinger said the vibrancy of downtown is a draw.

*Chapter 4 - Economic Development*

Mr. Little presented information. He discussed the Growth Management Act, industrial development, tourism, infrastructure, small business support, etc. However, this chapter is more backward-looking and will likely be the most re-worked. Future drafts should include strengths, opportunities, challenges, emerging trends, updated employers, and be forward-looking. Key questions to address:

- \*Who are our key stakeholders?
- \*What makes us special?
- \*How should we measure success?

Member Alison Moss feels the chapter should be set aside and started fresh and include the key stakeholder input and have a strategy to address our weaknesses. Member Jerry Stinger said recreational opportunities make us special, and Chairman Collins added our history makes us special. Member Randy Knox said we need to "sell" our town, while Member Ramona Leber said we need to have things to keep people here rather than families going to Vancouver, etc. for weekend recreation.

**7. OTHER BUSINESS**

Chairman Collins opened the floor for nominations for Chairman and Vice-Chair.

Member Alison Moss nominated Chairman Collins for Chairman. Member Jeff Rauth seconded. The nomination and appointment was approved.

Member Alison Moss nominated Vice-Chair Ramona Leber as Vice-Chair and Member Spencer Boudreau nominated himself. . Member Randy Knox seconded both. Member Ramon Leber was appointed to continue as Vice-Chair by a 4-2 vote.

**8. DIRECTOR'S REPORT**

No further discussions.

**9. PLANNER'S REPORT**

*\*46th/48th Avenue PUD construction plans have been submitted.*

*\*33rd Ave cottage/manufactured home proposal - have not heard from applicant*

*\*Member Ramona Leber asked about Overlook PUD. Mr. Little said they are looking for funding.*

*Public Works*

*\*Working on 2025 review*

*\*LCC waterline - connect to Mark Morris HS in a couple weeks.*

**10. ADJOURNMENT**

*The next regular Planning Commission meeting is scheduled for February 4, 2026.*

*With no further business to discuss, Chairman Collins adjourned the meeting at 8:19 p.m.*

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*Lisa Vertrees, Recorder*



P.O. Box 128  
Longview, WA 98632-7080  
www.mylongview.com

## Memorandum

**TO:** Longview Planning Commission  
**FROM:** Irene Rutikanga, Planner  
**DATE:** March 25<sup>th</sup>, 2026  
**SUBJECT:** Special Property Use (SPU) application- Three Rivers Driving School

The Community Development Department has received a Special Property Use (SPU) application from Three Rivers Driving School proposing to establish a driving school at 1338 Commerce Ave. The property is zoned Downtown Commerce (D-C), and driving schools are permitted in this district through an SPU pursuant to LMC 19.44.020. Special property use in the D-C district are approved by the city council via a public hearing.

**Additionally, as outlined in LMC2.03.060 prior to city council's holding the public hearing on the application, the planning commission shall forward a recommendation to the city council. Per the appearance of fairness doctrine, planning commission members shall not receive any testimony or recommendations except from city staff.**

### Project Overview:

- **Hours of Operation:** Office drop-in hours will be 12:00 pm to 5:00 pm on weekdays, with weekend visits by appointment.
- **Student Driving Sessions:** Conducted from 3:00 pm to 8:00 pm in one-hour sessions using two vehicles, with staggered parent drop-off and pick-up at the top of each hour.
- **Classes:** Held from 6:00 pm to 8:00 pm in both virtual and limited in-person formats. In-person attendance will be capped at 20 students, with demand expected to be primarily virtual.
- **Signage:** No new exterior signage is proposed beyond inclusion on the building's existing directory.
- **Parking:** The site includes a private parking lot with designated client and employee spaces, including two permits for school vehicles. Evening operations coincide with off-peak hours, ensuring adequate parking availability for parents and students.
- **Driving Program:** Each student will complete six driving sessions. Vehicles are equipped with dual controls and additional mirrors for instructor visibility, and most driving routes quickly move students out of the downtown area.

Thank you,

Irene Rutikanga

## Three Rivers Driving School overview

Our hours of operation will have office hours for drop in from 12:00pm to 5:00pm. We will be open by appointment on weekends.

We will have student drives beginning at 3:00pm and ending at 8:00pm. Drives last 1 hour. We have 2 cars so there will be 2 parents waiting for kids and 2 parents dropping off kids at the top of the hour.

Our classes will be held from 6:00pm to 8:00pm. We will offer both in person and virtual class. Our Classroom will be capped at 20 kids at most. We have done research and have found that most parents want virtual classes. However 1 in 20 parents want in person. We will offer it but don't foresee many kids doing it.

We won't be adding any new signs. There is an existing sign for the whole office building that has the names of the businesses. The property owner will add our name to the sign in one of the unused spaces.

The building that we are leasing from has private parking lot in the back. It has 6 rows of parking spaces. 2 rows are reserved for clients of the building. 2 other rows are reserved for Employee parking and by permit only. We have 2 permits which will cover our 2 school cars that we will drive to and from the office. They won't be parked there overnight. Our classes will also be outside of "business hours" for the rest of the offices in our building so the parking lot should be open for parents dropping off and picking up kids.

We will be doing drives for new drivers. Our cars are equipped with the second brake for the instructor to stop when necessary. We have also equipped them with a second rearview and side mirrors for the instructor to be able to see 360 degrees around the car at all times.

We have designated routes for each drive that the students will take. The students will do 6 drives total. 5 of the drives will take the students immediately out of the downtown area.

Our main focus is to add to Washington Target zero Driver program and to bring safe drivers to the road. We plan to use our knowledge of instruction to the youth of today learning how to drive and drive safe and smart from the beginning.

Our owner was at UPS as an On-Road Manager, where he trained new drivers for over 15 years in safe practices. He has gone to several safety and coaching classes throughout his time at ups. He has gone through over 100 hours in training to be certified by the Washington DOL as well.

LuA 2026-0015



### 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 align="center"><b>Special Property Use Permit Application To the Appeal Board of Adjustment</b></p> <p align="center">LMC 19.12</p> <p>Case Number:</p> <p>Related Case Number:</p>	<p>THIS SECTION FOR OFFICE USE ONLY:</p>
<p><b>APPLICATION AND AUTHORIZING SIGNATURES</b></p> <p>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.</p> <p><i>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.</i></p> <p>Property Owner: PAC-3, LLLC (C/O Cathin Properties Inc.) <small>(Print All Information)</small> Phone: 360-636-2897 <small>(Cathin Properties)</small></p> <p>Mailing Address: 1105 3rd Ave <small>(Street or PO Box)</small> Fax: 360-423-3021</p> <p>City: Kelso State: WA Zip: 98626</p> <p>Property Owner: Phone:</p> <p>Mailing Address: Fax:</p> <p><small>(Street or PO Box)</small></p> <p>City: State: Zip:</p>	
<p>Applicant: Three Rivers Diving School <small>(Print All Information)</small> Phone: 360-762-5133</p> <p>Mailing Address: 1338 Commerce Ave #F <small>(Street or PO Box)</small> Email: threeriversdiving@gmail.com</p> <p>City: Longview State: WA Zip: 98632</p> <p>Relationship to Property Owner: Tenant</p>	

**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:

Drivers Education Both in person (20 kids max) and Zoom

Address of Property: 1338 Commerce Ave #F

Parcel No. 00485

Comprehensive Plan Designation:

Zoning District:

Current Use of Property:

Business/Prof office

Gross land area of the site to be developed: N/A

Square Feet

Acres

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

Describe any existing structures on the site: Office Building

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

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

1-12x6 with multiple business

Describe signage proposed for the land use requested:

1-12x6 existing sign w/ multiple business

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

North: 53 Current Land Uses: Retail trade

South: 53 Current Land Uses: Retail trade

East: Current Land Uses: Parking lot

West: 53 Current Land Uses: Retail trade

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:

N/A

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

Proposed hours of operation: 12:00pm-5:00pm M-F By appointment we'll eat

Describe how parking will be accommodated for the proposed use:

Private lot in back

Describe how the proposed use will impact traffic circulation:

There may be a few cars dropping and picking up kids at 6:00pm and 8:00pm

**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 | <input checked="" type="radio"/> No |
| b) Affect historic structures or historically significant features?                                | Yes | <input checked="" type="radio"/> No |
| c) Require a Variance from a development standard?   | Yes | <input checked="" type="radio"/> No |
| d) Involve fill or removal of contaminated soils or hazardous materials?                           | Yes | <input checked="" type="radio"/> No |
| e) Involve grading/fill over an existing public storm drain, sanitary sewer or water line?         | Yes | <input checked="" type="radio"/> No |
| f) Involve land that has a slope of 15% or greater?  | Yes | <input checked="" type="radio"/> No |
| g) Require an Environmental Checklist be submitted and reviewed under the SEPA Rules (WAC 197-11)? | Yes | <input checked="" type="radio"/> No |
| h) Be located within 300 feet of a shoreline?  | Yes | <input checked="" type="radio"/> 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:	<u>Per LMC 19.06.060</u>
SEPA Review Fee(if applicable):	<u>Per LMC 17.02.070</u>
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: *Melani McNease - Property Manager* Date: *2-19-26*

Signature of Property Owner: Date:

Signature of Applicant: *[Signature]* Date: *2/19/26*  
(If different than property owner)