



City of Longview

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

Agenda

Appeal Board of Adjustment

Tuesday, July 14, 2026

4:30 PM

Longview Council Chambers

1. **HYBRID MEETING DETAILS**

26-00561 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**

26-00562 MINUTES FROM FEBRUARY 10, 2026.

5. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

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

7. **PUBLIC HEARINGS**

26-00564

ABA 2026-3 SPECIAL PROPERTY USE PERMIT (SPU) IN ACCORDANCE WITH LMC 19.12.050 & LMC 19.22.025 FOR DETACHED ACCESSORY DWELLING UNIT (ADU) AT 271 BEECH ST

RECOMMENDED ACTION:

MOTION TO GRANT APPROVAL FOR SPECIAL PROPERTY USE APPLICATION ABA 2026-3 BY RICKY MCCLUNG BASED ON THE FINDINGS AND CONCLUSIONS AND SUBJECT TO THE CONDITIONS IN THE STAFF REPORT DATED JULY 6TH, 2026.

8. **OTHER BUSINESS**

26-00563 DIRECTOR'S REPORT

- BYLAWS
- CHANGES TO LMC REGARDING ADUs

9. **ADJOURNMENT**



City of Longview

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

Minutes

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**

The meeting was called to order at 4:30 pm.

3. **ROLL CALL**

In attendance: Mark Backstrom, Chair; Roger Peters, Vice Chair; Christopher Ortiz; Dan Petersen

Excused: Steven Dahl

Staff: Nick Little, CD Director; Irene Rutikanga, Planner; Sam Barham, City Engineer; Nancy Vandehey, Admin Assistant

4. **APPROVAL OF MINUTES**

26-00101 MINUTES FROM JANUARY 12, 2026.

The minutes were approved as presented. This passed unanimously.

5. **AUDIENCE PARTICIPATION OR CORRESPONDENCE**

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

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

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.

Irene Rutikanga shared a presentation highlighting information from the staff report and project details. Discussion included the square footage clarification and parking space requirements.

Christopher Ortiz, made a motion, seconded by Dan Petersen, to grant approval for Special Property Use application ABA2026-1 by Carlos Mejia. This passed unanimously.

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.

Irene Rutikanga shared a presentation highlighting information from the staff report and project details. Discussion included access to the front door from the alley. Julie Payne offered to answer any questions.

Christopher Ortiz made a motion, seconded by Dan Petersen, to grant approval for Special Property Use application ABA2026-2 by Julie Payne. This passed unanimously.

8. OTHER BUSINESS

Nick Little shared that he will be asking for and holding a public hearing at Council in March to alter the code to reflect the changes for bylaws.

9. ADJOURNMENT

The meeting adjourned at 4:55 pm.



STAFF REPORT
to the
LONGVIEW APPEAL BOARD OF ADJUSTMENT

PRESENTED BY: Irene Rutikanga, Planner

STAFF REPORT DATE: July 6th, 2026,

HEARING DATE: July 14th, 2026,

APPLICATION NO.: ABA 2026-3

APPLICANT: Ricky McClung

PROPERTY OWNER: Ricky McClung

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 271 Beech St.

LOCATION: 271 Beech St. Parcel number involved: 04448.

ASSOCIATED CASES: N/A

ZONING DISTRICT: R-1 Low Density Residential

BACKGROUND AND PROPOSAL

The property owner at 271 Beech St is proposing to establish a Detached Accessory Dwelling Unit (ADU) on their property. The proposal is to demolish an existing shop on site, extend existing driveway and construct a new two-story 1,500 square foot 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 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 271 Beech St . 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 vehicle 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. The proposal does not involve creation of new 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 271 Beech St. The site is accessible from both the public alley located at the rear of the property and from Beech St 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 Beech St, 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 ADUs in areas where on-street parking is not available. However, no minimum on-site parking space is required for ADUs in areas where on-street parking is available. On-street parking is available on both sides of Beech St adjacent to the subject property. Therefore, the proposal satisfies the applicable parking requirements for the ADUs in LMC 19.22.025

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 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 applicant shall obtain a building permit and all other applicable permits prior to starting any work to construct the ADU.
2. The applicant shall obtain a demo permit prior to the demolition of the existing shop.
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 and the alley, in accordance with the requirements of LMC 19.22.025.
4. 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.
5. 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.
6. No ADU may be the residence of more than four persons.
7. 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 ABA2026-3 by Ricky McClung based on the findings and conclusions and subject to the conditions in the staff report dated July 6th, 2026.

EXHIBITS

- A. Staff Report
- B. Site Plan
- C. Legal Notice of Public Hearing TDN
- D. Application

E. Aerial Image

F. ADU Elevations

Staff Report Date: Monday, July 6th, 2026

PROPERTY LINE

EXISTING DRIVEWAY

FUTURE DRIVEWAY

EXISTING HOUSE

FUTURE ADU

PROPERTY LINE

PROPERTY LINE

11'11"

11'1"

5'

**Notice of Public Hearing
Longview Appeal Board of
Adjustment**

4:30 P.M. Tuesday, July 14th,
2026, for a "hybrid" in-person or
virtual meeting.

Join Zoom Meeting.

[http://us02web.zoom.us/j/
B1922908550](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 2026-3

Applicant: Ricky McClung

Location: 271 beech St,
Longview, WA

Request: Special Property Use
permit (SPU) in accordance
with LMC 19.12.050 & LMC
19.20.025 detached accesso-
ry dwelling unit (ADU) at 271
Beech St.

Copies of the associated doc-
uments are available for review
online at Mylongview.com un-
der "Agendas and 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 July 14th, 2026, to the
City of Longview Community
Development Department, PO
Box 128, Longview WA 98632,
ATTN: Irene Rutikanga. For elec-
tronic comments, provide your
comments along with full name,
address and contact information
to irener@ci.longview.wa.us RE:
ABA 2026-3

Public Hearing: You are invit-
ed to attend the Appeal Board
of Adjustment public hearing
scheduled for 4:30 p.m. Tuesday
July 14th, 2026, either in-person
at Longview City Hall Coun-
cil Chambers, 1525 Broadway
Street, OR on the virtual meet-
ing platform Zoom (on-line or
phone-in.)

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

6/30, 7/11 COL-WA-101803



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: Ricky McClong Phone: 360 553 8791
(Print All Information)

Mailing Address: 271 Beech St Fax: _____
(Street or PO Box)

City: Longview State: WA Zip: 98632

Property Owner: Tina McClong Phone: 360 605 6769

Mailing Address: 271 Beech St Fax: _____
(Street or PO Box)

City: Longview State: WA Zip: 98632

Applicant: Ricky McClong Phone: 360 553 8791
(Print All Information)

Mailing Address: 271 Beech St Email: Ricky.M@CTMElectrics.com
(Street or PO Box)

City: Longview WA State: WA Zip: 98632

Relationship to Property Owner: 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: _____

i would like to add a 1500sqft ADU
in my back yard, demo the existing shop, and
continue the drive way to the alley way

Address of Property: 271 Beech St Parcel No. _____

Comprehensive Plan Designation: _____ Zoning District: _____

Current Use of Property: Residential house and the proposed
area is just a back yard right now

Gross land area of the site to be developed: 2200 Square Feet 0.05 Acres

Net land area (gross land area minus land dedicated for public purposes): 0.05

Describe any existing structures on the site: 8525sqft house 2805sqft Detached garage

Number and surface type of all existing driveways at the site: 1 Concrete

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: Single/Multi family Res/commercial

South: _____ Current Land Uses: Single/Multi family Res/commercial

East: _____ Current Land Uses: Single family Res

West: _____ Current Land Uses: Single family Res

Describe any Critical Areas identified on or located within 300 feet of the site: There is
a storm drain in the alley behind my house

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: _____

Describe how parking will be accommodated for the proposed use: We will continue
the drive way through into the alley to
accommodate ADU Parking

Describe how the proposed use will impact traffic circulation: There should be
No traffic circulation impact there will just
be an additional 2 cars in my driveway

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:..... _____

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: RM Date: 5/27/2026

Signature of Property Owner: Tilma Mccung Date: 5/27/2026

Signature of Applicant: RM Date: 5/27/2026

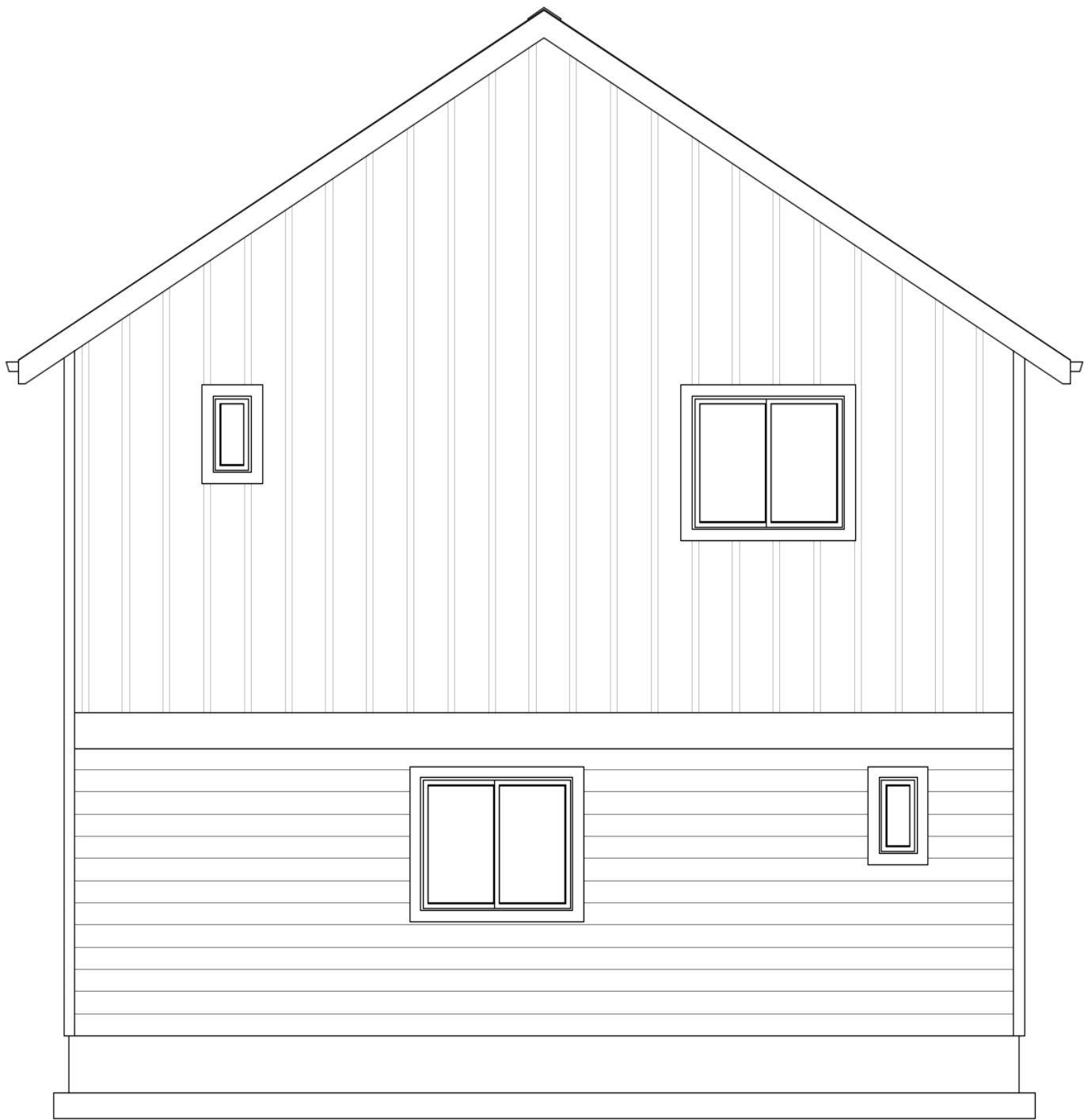
(If different than property owner)

Aerial Image

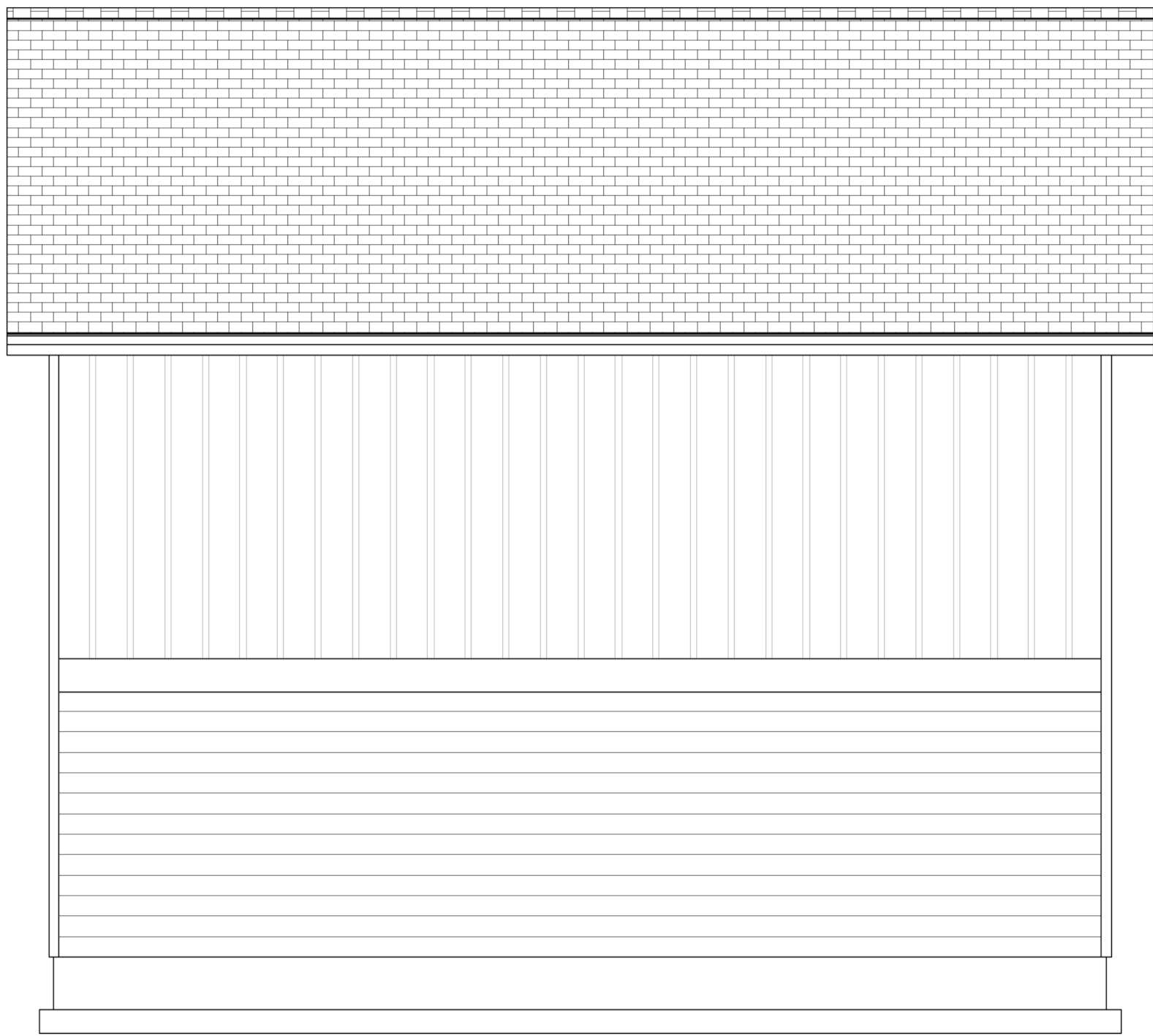




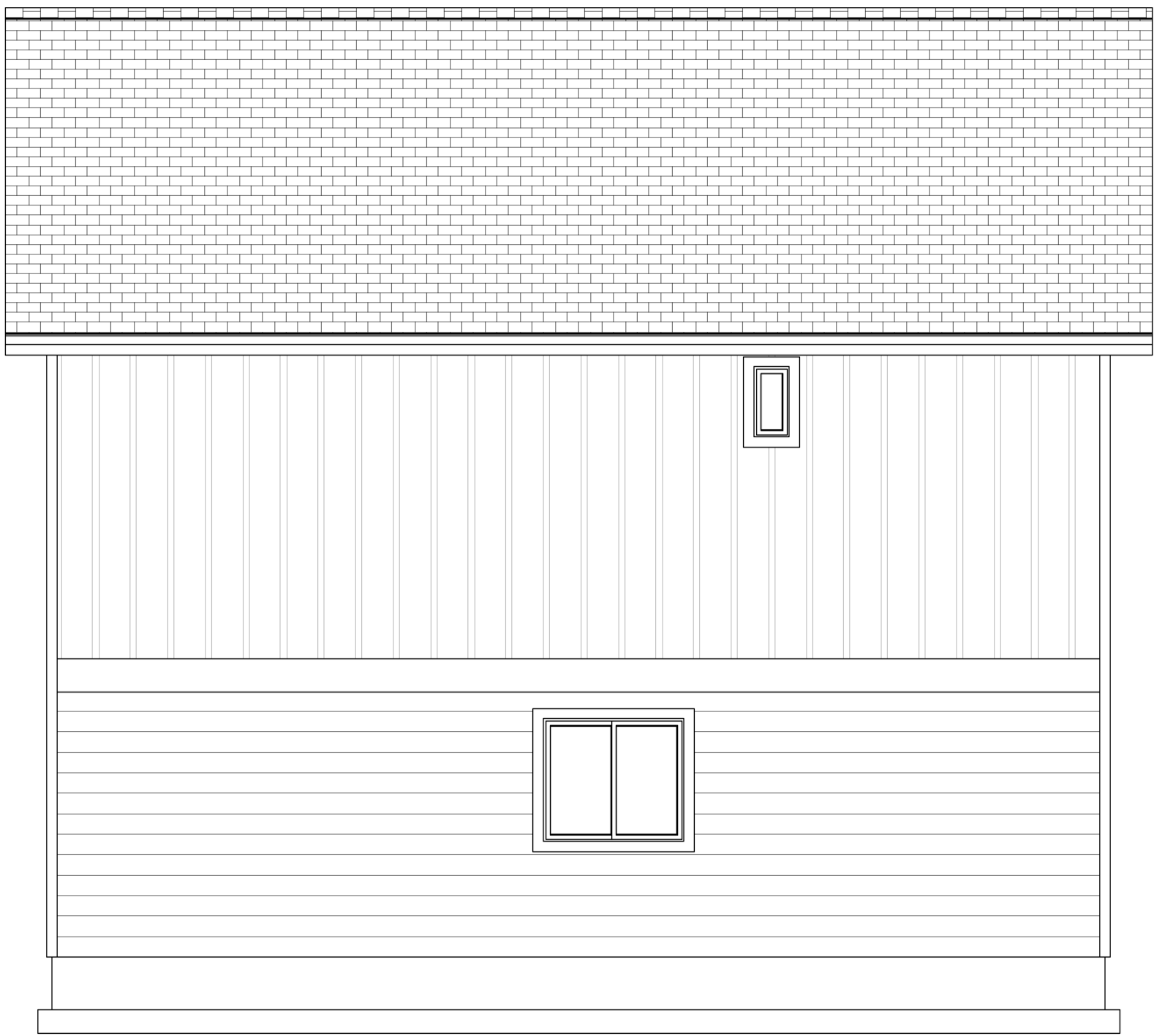
E1 Front Elevation



E2 Back Elevation



E3 Left Elevation



E4 Right Elevation

FOR COUNTY USE ONLY

REVISION TABLE	
#	DESCRIPTION

F, B, L & R Elevation

Tristan & Alexa McClung
ADU
308 S 8th Ave.
Kelso, WA 98626

DRAWINGS PROVIDED BY:
ELD
Edge Line Design

DATE:

4/7/2026

SCALE:

1/4" = 1'

SHEET:

A-1

SHEET SIZE ARCHD 24x36
To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Edge Line Design is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.



City of Longview Board of Adjustment Rules of Procedure

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

Article I: Name and Authority

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

Article II: Purpose and Duties

The purpose of the Board is to:

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

Article III: Membership

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

Article IV: Officers

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

Article V: Meetings

1. The Board shall hold regular monthly meetings pursuant to LMC 19.12.020 and may convene additional meetings as deemed necessary.
2. Special meetings may be called by the Chairperson or by a majority of the Board members, with at least 24 hours' notice.
3. A quorum shall consist of three (3) members.
4. A member may attend and participate at a meeting by use of telephonic or video conferencing. This attendance and participation requires clear two-way communication.

Remote attendees must have the ability to both hear and be heard by the meeting participants throughout the meeting, a clear video connection is preferred but not required. This can be considered to be attendance at the meeting, and the physically-absent member counts towards a quorum.

5. All meetings shall be open to the public and comply with the Open Public Meetings Act (RCW 42.30).
6. The order of business shall be established at the discretion of the Chair.
7. The Board shall maintain minutes and records of its proceedings, which shall be filed with the Community Development Department and/or City Clerk.

Article VI: Conduct of Hearings

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

Article VII: Voting

1. Any action of the board shall receive an affirmative vote of at least a majority of the total board. An “action” includes those items identified under the OPMA, RCW 42.30.020(3), or as amended. Members shall disqualify themselves from voting on matters involving conflicts of interest.
2. All votes shall be by voice vote or roll call, with the vote recorded in the minutes.

Article VIII: Appeals and Decisions

1. All decisions of the Board shall be in writing, including findings of fact and conclusions.
2. All decisions and orders of the board shall be final, subject only to review by the Superior Court of Cowlitz County upon appeal.
3. The notice of appeal must be filed with the clerk of the Superior Court and the Office of the City Clerk within 20 days from the rendering of the decision or order from which the appeal is to be taken.

Article IX: Amendments

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

Adopted _____, 2026

Mark Backstrom, Chair

Roger Peters, Vice Chair

Dan Petersen

Steven Dahl

Christopher Ortiz