

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

LMC 19.12

Case Number: ABA 2015-2

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: St. Stephen's Episcopal Church  
(Print All Information)

360-423-5600  
Phone: \_\_\_\_\_

Mailing Address: 1428 22<sup>nd</sup> Ave

(Street or PO Box)

admin@sslv.org

Fax: None

City: Longview

Zip: 98632

State: WA

Property Owner: N/A

Phone: \_\_\_\_\_

Mailing Address:

(Street or PO Box)

email: \_\_\_\_\_

City:

Zip:

State: \_\_\_\_\_

Applicant: Big Leaf Montessori (Alicia Jackson)  
(Print All Information)

360-200-8976  
Phone: \_\_\_\_\_

Mailing Address: P.O. Box 1911

(Street or PO Box)

bigleafmontessori@gmail.com  
email: \_\_\_\_\_

City: CR

Zip: 98611

State: WA

Relationship to Property Owner: Leasee

**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 planning to utilize an existing classroom space within St. Stephens Episcopal Church for a private non-profit elementary school program. We plan to serve no more than 40 students in up to 2 classroom spaces.

Address of Property: 1428 22nd Avenue, Longview

Parcel No. 0100

Comprehensive Plan Designation: low density residential

Zoning District:

Current Use of Property: St. Stephens Episcopal Church

R1

Gross land area of the site to be developed:

0 Acres

Square Feet

900 sq. ft.

Net land area (gross land area minus land dedicated for public purposes): 900 sq. ft.

Describe any existing structures on the site: Church building.

Number and surface type of all existing driveways at the site: off street parking in rear of building (alley); Street parking on 22nd Avenue and Louisiana St.

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

signs designating handicapped parking, sign designating "St. Stephen's Episcopal Church."

Describe signage proposed for the land use requested:

We plan to attach a banner to the exterior of the building that reads: "Big Leaf Montessori." Additional signs designating "No idling" and "Children Crossing" may be needed.

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

North: Residential  
Uses:

Current Land

South: Residential and Additional Church Facility  
Uses:

Current Land

East: Residential and City Park  
Uses:

Current Land

West: Residential  
Uses:

Current Land

Describe any Critical Areas identified on or located within 300 feet of the site: None

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

Private ~~septic tank~~ and not for use by Big Leaf Montessori.  
↳ Sink that drains to the ground.

### Basic Information About the Site and Proposal (cont'd)

Proposed hours of operation: 8-3, Monday-Friday

Describe how parking will be accommodated for the proposed use: see proposed traffic circulation plan. 23 parking stalls in the rear of the building will provide adequate parking for parents and school staff.

Describe how the proposed use will impact traffic circulation: see proposed traffic circulation plan attached.

**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 _____ |
| <div style="text-align: center;">No</div>  |           |
| b) Affect historic structures or historically significant features?                                | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| c) Require a Variance from a development standard?   | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| d) Involve fill or removal of contaminated soils or hazardous materials?                           | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| e) Involve grading/fill over an existing public storm drain, sanitary sewer or water line?         | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| f) Involve land that has a slope of 15% or greater?  | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| g) Require an Environmental Checklist be submitted and reviewed under the SEPA Rules (WAC 197-11)? | Yes _____ |
| <div style="text-align: center;">No</div>  |           |
| h) Be located within 300 feet of a shoreline?  | Yes _____ |
| <div style="text-align: center;">No</div>  |           |

**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:

- The proposed use is consistent with the intended character of the zoning district and the operating characteristics of the neighborhood.
- 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.
- 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.
- 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:	\$682.00
SEPA Review Fee:	\$
Total Fees:	\$682.00
Comments:	

### Longview Appeal Board of Adjustment:

Public Hearing Scheduled:	Date:	*****
	4:30 pm	
Comments:		

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applicable. Telecommunications Facility Propagation Map provided, if

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:

- 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.
- All items shall be completed as determined by the Community Development Department prior to the application being deemed complete for processing.
- All costs incurred by the City in reviewing this application shall be paid prior to any public hearings.
- 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.
- **Time limitation for Special Property Use Permit:** 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: *Katelyn Patton*  
RECTOR, ST. STEPHEN'S

Date: 5/20/15

Signature of Property Owner:

Date: \_\_\_\_\_

Signature of Applicant: *Alicia B. Jackson*

Date: 5/20/15

(If different than property owner)