



# The City of Kenmore

6700 NE 181<sup>ST</sup> STREET PO Box 82607  
KENMORE, WASHINGTON 98028

TO: Comprehensive Plan & Development Regulation Amendment Applicants

FROM: Debbie Bent, Community Development Director

DATE: October 22, 2008

RE: Comprehensive Plan and Development Regulation Amendment Applications

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Each year the city's comprehensive plan may be amended by the Kenmore City Council. For the 2008 amendments, applications must be submitted to the City of Kenmore by **December 1, 2008 at 4:30 p.m.**

The attached information includes an application form, submittal checklist and a SEPA Checklist. The pre-screening / threshold review fee is \$200.00. An applicant whose amendment proposal is approved by the City Council for consideration during the 2008 Amendment Process pursuant to KMC 19.20.060(D) shall pay an additional fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal.

**Note Regarding Fee Waiver:** The Council is considering amendments to the code in November that would allow fees to be waived. As such, a written request to waive fees may be submitted with the application. The draft amendments being considered would allow one fee waiver per applicant per year. The draft amendments being considered are that a fee waiver shall only be granted in the following cases: requests involving a topic of a city-wide nature; or a neighborhood-wide request; or a request made by a non-profit organization when involving more than one property. Fee waivers are not allowed for site-specific comprehensive plan land use amendments.

Applications are evaluated for compliance with the Kenmore Municipal Code, Kenmore Comprehensive Plan and the State Growth Management Act (GMA). Applications will be reviewed by City Staff and forwarded to the City Council. The City Council will review the applications and determine which applications will be reviewed by the planning commission for further review, which applications will be delayed to the next amendment cycle and which applications will not be considered. Those applications accepted for further review will be forwarded on to the Planning Commission who will hold a public hearing on the proposed amendments. The Planning Commission will then make a recommendation to the City Council, which is the final decision making body.

Please contact the Planning Department at (425) 398-8900 or email me at [dbent@ci.kenmore.wa.us](mailto:dbent@ci.kenmore.wa.us) if you have further questions.



# COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT APPLICATION

**Application Deadline - December 1, 2008 4:30 PM**

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

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**APPLICANT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER (for site specific comprehensive plan amendment only):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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Comprehensive Plan Section to be Amended (Fee \$200): \_\_\_\_\_

Development Regulation Section to be Amended (Fee \$200): \_\_\_\_\_

Site Specific Comprehensive Plan Amendment Information (Fee \$200): \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Property Size: \_\_\_\_\_

Existing Use(s) on Site: \_\_\_\_\_

Adjacent Land Uses: \_\_\_\_\_

Existing Comprehensive Plan Designation: \_\_\_\_\_ Existing Zoning Designation: \_\_\_\_\_

Proposed Comprehensive Plan Designation: \_\_\_\_\_ Proposed Zoning Designation: \_\_\_\_\_

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I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge. I have read the application in its entirety and understand that my submittal will be reviewed for completeness and if found to be complete will be processed in accordance with KMC Title 19.

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

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



## CITY OF KENMORE COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT CHECKLIST

This checklist identifies the minimum requirements for the City of Kenmore to accept the application. Unless one or more of the submittal requirements outlined in KMC 19.20.070(A) is waived by the Director of Community Development, then an application that does not contain all of the submittal requirements so enumerated by the deadline set forth in KMC 19.20.060(B) shall be considered incomplete and ineligible for consideration in the annual amendment cycle.

**APPLICANT:** Please check each box under the applicant heading on this checklist to confirm items included in your submittal. City staff will check off each box under staff when the item is confirmed to be included in the submittal package. Please submit the number of copies of each item requested below.

### **SUBMITTAL REQUIREMENTS - see below for number of copies**

Appl Staff

- Amendment Application Form (5 copies);
- SEPA Checklist (5 copies);
- Narrative clearly stating the proposal and what the amendment is attempting to accomplish (5 copies);
- Narrative indicating how the proposed amendment meets the criteria outlined in KMC 19.20.080 and 19.20.090 (5 copies);
- Additional Documents (5 sets) Photographs, sections, petitions, letters of support which may explain your request, sketches, etc., that may support you application.
- Pre-screening / Threshold Review Fee \$200.00 – Applicants whose amendment proposals approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal.

### **ADDITIONAL SUBMITTAL REQUIREMENTS IF PROPOSAL IS A SITE SPECIFIC COMPREHENSIVE PLAN AMENDMENT:**

Appl Staff

- Sworn Statement (5 copies);
- Legal Description (5 copies);
- Certificate of Water Availability (5 copies);
- Certificate of Sewer Availability (5 copies);
- Proof of Legal Lot per KMC 17.15.070 (5 copies);
- Address labels of property owners within 500 feet of the subject property (3 sets);

Appl Staff

 

Site Plan must be drawn to scale and include the following:

- north arrow
- property address
- parcel number(s)
- existing land use designation
- proposed land use designation
- zoning designation
- property lines
- size of property (in square feet or acres)
- critical areas located on site or on adjacent sites
- location and name of existing streets
- location of existing easements
- existing uses on-site
- existing uses on properties immediately adjacent to the site

 

Vicinity Map drawn to scale clearly showing the subject site and its surroundings;



**CITY OF KENMORE**  
**6700 NE 181st Street**  
**Kenmore, WA 98028**  
**(425) 398-8900**

**ENVIRONMENTAL CHECKLIST**

**PURPOSE OF CHECKLIST:**

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

**INSTRUCTIONS FOR APPLICANTS:**

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

**USE OF CHECKLIST FOR NONPROJECT PROPOSALS:**

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply". IN ADDITION, complete the 'SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D)'.

**A. BACKGROUND**

1. <u>Name of Proposed Project, if applicable:</u>	2. <u>Name of Applicant:</u>
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3. <u>Address:</u>  _____	Phone Number: _____
City _____ State _____ Zip Code _____	Contact Person: _____

4. <u>Date Checklist Prepared:</u>	5. <u>Agency Requesting Checklist</u>
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6. <u>Proposed Timing or Schedule (including phasing, if applicable)</u>
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7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain: _____ _____ _____ _____
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8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

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9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?    Yes     No     If Yes, please explain:

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10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

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12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

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**TO BE COMPLETED BY APPLICANT**

**B. ENVIRONMENTAL ELEMENTS**

**1. Earth**

a. General description of the site (check one):

Flat       Rolling       Hilly       Steep slopes

Mountainous       Other  \_\_\_\_\_

b. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

EVALUATION FOR AGENCY USE ONLY













**EVALUATION FOR  
AGENCY USE ONLY**

b. What views in the immediate vicinity would be altered or obstructed?

c. Proposed measures to reduce or control aesthetic impacts, if any:

**11. Light and Glare**

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

b. Could light or glare from the finished project be a safety hazard or interfere with views?  
Yes  No

c. What existing off-site sources of light or glare may affect your proposal?

d. Proposed measures to reduce or control light and glare impacts, if any:

**12. Recreation**

a. What designated and informal recreational opportunities are in the immediate vicinity?

b. Would the proposed project displace any existing recreational uses?  
Yes  No  If so, describe.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

**13. Historic and Cultural Preservation**

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site?  
Yes  No  If so, generally describe.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

c. Proposed measures to reduce or control impacts, if any.

