



The City of Kenmore

7330 NE BOTHELL WAY, SUITE 201
PO Box 82607
KENMORE, WASHINGTON 98028

TO: Comprehensive Plan & Development Regulation Amendment Applicants

FROM: Debbie Bent, Community Development Director

DATE: October 15, 2009

RE: Comprehensive Plan and Development Regulation Amendment Applications

Each year the city's comprehensive plan and development regulations may be amended by the Kenmore City Council. For the 2010 amendments, applications must be submitted to the City of Kenmore by **December 1, 2009 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 2010 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. A fee waiver request may be granted in the following cases: requests involving a topic of a city-wide nature; or a neighborhood wide request; a request made by a nonprofit organization when involving more than one property; or city-sponsored proposals. Fee waivers are not allowed for site-specific comprehensive 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, 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 Lauri Anderson at landerson@ci.kenmore.wa.us if you have further questions.



COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT APPLICATION

Application Deadline - December 1, 2009 4:30 PM

Intake Date: _____

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: _____

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: _____

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;

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

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:

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.)

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.

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

c. Water Runoff (including storm water)

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? Yes No If so, describe.

2) Could waste materials enter ground or surface waters? Yes No
If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

a. Check types of vegetation found on the site:

<input type="checkbox"/> deciduous tree: alder, maple, aspen, other	<input type="checkbox"/> shrubs
<input type="checkbox"/> evergreen tree: fir, cedar, pine, other	<input type="checkbox"/> grass
<input type="checkbox"/> pasture	<input type="checkbox"/> crop or grain
<input type="checkbox"/> wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other	
<input type="checkbox"/> water plants: water lily, eelgrass, milfoil, other	
<input type="checkbox"/> other types of vegetation _____	

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

EVALUATION FOR AGENCY USE ONLY

5. Animals

a. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:

- | | | | |
|------------------------------------|--------------------------------------|--------------------------------|------------------------------------|
| <input type="checkbox"/> Hawk | <input type="checkbox"/> Heron | <input type="checkbox"/> Eagle | <input type="checkbox"/> Songbirds |
| <input type="checkbox"/> Deer | <input type="checkbox"/> Bear | <input type="checkbox"/> Elk | <input type="checkbox"/> Beaver |
| <input type="checkbox"/> Bass | <input type="checkbox"/> Salmon | <input type="checkbox"/> Trout | <input type="checkbox"/> Herring |
| <input type="checkbox"/> Shellfish | <input type="checkbox"/> Other _____ | | |

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? Yes No If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? Yes No If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**EVALUATION FOR
AGENCY USE ONLY**
