



# City Of Kenmore, Washington

---

## MEMO

**TO:** Comprehensive Plan & Development Regulation Amendment Applicants

**FROM:** Debbie Bent, Community Development Director 

**DATE:** October 31, 2019

**SUBJECT:** 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. To request consideration of a 2020 amendment, applications must be submitted to the City of Kenmore by ***December 2, 2019 at 4:30 p.m.***

The attached information includes an application form (Form 901) and submittal checklist (Form 902). The pre-screening / threshold review fee is \$200.00. An applicant whose amendment proposal is approved by the City Council for consideration during the 2020 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 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, 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 Community Development Department at (425) 398-8900 or email Lauri Anderson at [landerson@kenmorewa.gov](mailto:landerson@kenmorewa.gov) if you have further questions.

# 901

## CITY OF KENMORE, WA Comprehensive Plan & Development Regulation Amendment Application

18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

<b>2020 Docket Application</b>		<b>Application Deadline December 2, 2019 4:30 PM</b>	
<b>Amendments (Fee \$200):</b>		Staff Use Area Only	
Comprehensive Plan Section to be Amended		Stamp Received	
Development Regulation Section to be Amended			
Site Specific Comprehensive Plan Amendment Information			
<b>Applicant:</b> _____		Phone: _____	
Address: _____		City, St, Zip: _____	
e-mail address: _____		Fax: _____	
<b>Contact Person:</b> _____		Phone: _____	
Address: _____		City, St, Zip: _____	
e-mail address: _____		Fax: _____	
<b>Property Owner:</b> <i>(for site specific comprehensive plan amendments only)</i>			
Address: _____		Phone: _____	
e-mail address: _____		City, St, Zip: _____	
<b>Property Address:</b> _____		Fax: _____	
<b>Property Size:</b>		<b>Parcel Number(s):</b>	
<b>Adjacent Land Uses:</b>		<b>Existing Use(s) on site:</b>	
<b>Existing Comprehensive plan designation:</b>		<b>Proposed Comprehensive Plan Designation:</b>	
<b>Existing Zoning Designation:</b>		<b>Proposed Zoning Designation:</b>	
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.			
<b>Signature:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	

# 902

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



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area		<b>Contact Name:</b> _____ <b>Amendments</b> _____ <b>Requested:</b> _____ _____ _____	
			Date Stamp
<b>1</b>	<p>A Docket Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Unless one or more of the submittal requirements outlined in KMC 19.20.070 is waived by the Director of Community Development, an application that does not contain all of the submittal requirements so enumerated by December 2, 2019 by 4:30 PM shall be considered incomplete and ineligible for consideration in the annual amendment cycle.</p> <p>Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the Community Development Department, prior to your intake, to have the item(s) initialed as not required. Please submit the number of copies of each item requested below.</p>		
	Appl.	Staff	<b>SUBMITTAL REQUIREMENTS</b>
<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	Amendment Application Form <span style="float: right;">3</span>
<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative clearly stating the proposal and what the amendment is attempting to accomplish <span style="float: right;">3</span>
<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative indicating how the proposed amendment meets the criteria outlines in KMC 19.20.080 and 19.20.090 <span style="float: right;">3</span>
<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Documents <span style="float: right;">3</span> <ul style="list-style-type: none"> <li>▪ Photographs, sections, petitions, letters of support which may explain your request, sketches etc. that may support your application.</li> </ul>
<b>6</b>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Screening / Threshold Review Fee \$200.00 <span style="float: right;">1 time</span> <ul style="list-style-type: none"> <li>▪ Applicants whose amendment proposals are 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</li> </ul>
	Appl.	Staff	<b>ADDITIONAL SUBMITTAL REQUIREMENTS (SITE SPECIFIC)</b>
<b>7</b>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description <span style="float: right;">3</span>
<b>8</b>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map <span style="float: right;">3</span>
<b>9</b>	<input type="checkbox"/>	<input type="checkbox"/>	Address labels of property owners within 1000 feet of the subject property will be required if application is accepted for review in 2020 <span style="float: right;">3</span>