



# City of Kenmore, Washington

## Development Services

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February 25, 2026

Lee Michaelis  
Puget Sound Planning  
P.O. Box 65198  
Shoreline, WA 98133

### RE: Development Review Team Pre-Application Meeting Draft Comments O'Brien Townhomes; 6 Units / PRE26-0003 (PRJ26-0003)

Dear Applicant,

Thank you for meeting with the City of Kenmore Development Services Review Team to discuss your project. **Enclosed are the final pre-application review comments resulting from the meeting held via Microsoft Teams on 2/11/2026.** For questions related to these comments, please contact the assigned reviewer.

#### Next Steps

Application materials are available on our website at [www.kenmorewa.gov/formslibrary](http://www.kenmorewa.gov/formslibrary). Permit and land use applications are accepted online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com) ("MBP").

#### How Long Does it Take?

Development Services department is committed to a timely review of permit and land use applications. However, review times vary by application type. For example, a boundary line adjustment may take a few months while a re-zone could take more than a year. Exactly how long it takes us to review your project depends on:

- The land use decision type (Type 1 – 5)
- The complexity of the project
- Public interest and comment
- Staffing levels and permit volumes
- Quality of plans and reports
- Environmental considerations and SEPA
- Timely response to requests for information
- Timely response to corrections

#### What's So Great About Kenmore?

Where do we start? Kenmore is a young and thriving city. We're the crown of Lake Washington and strategically located between the largest economic hubs in our region: Seattle and Bellevue. With a population of just over 24,000, Kenmore is small enough that local government is easily accessible and large enough that we're able to provide in-house review and inspection services. Development Services staff are reliable and responsive, and the department is committed to providing permit services that are consistent, equitable, code-compliant, and efficient.

#### How Much Does it Cost?

Kenmore City Council adopts a new Fee Schedule each year by resolution. Fees are based on the Fee Schedule in effect at the time of submittal. An invoice for intake fees is uploaded to MBP after submittal and due upon receipt. Pursuant Kenmore Municipal Code (KMC) section 20.05.040 and the adopted Fee Resolution (no. 23-402), All invoiced fees shall be due and payable on or before the

thirtieth day after receipt of an invoice. A late penalty payment equal to one and one-half percent of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance. Permit applications are not routed for review until intake fees have been paid and an application can be considered incomplete (rejected) for outstanding fees. Additional review costs incurred during the review cycle (e.g., hourly fees), are billed at the end of each review cycle and due upon receipt. All fees must be paid prior to issuance of a land use decision and/or permit.

### **Questions?**

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If you have questions on the permit process, estimated fees, or need help applying online, please contact the department's Senior Permit Coordinator, Andy Torres, at [ATorres@kenmorewa.gov](mailto:ATorres@kenmorewa.gov).

### **Feedback?**

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If you have any comments on the pre-application process, please contact the Development Services Director, Samantha Loyuk at [SLoyuk@kenmorewa.gov](mailto:SLoyuk@kenmorewa.gov). We welcome your feedback.



# City of Kenmore, Washington

**Date of Report:** February 12, 2026  
**Permit Number:** PRE26-0003  
**Project Name:** O'Brien Townhomes – FINAL Pre-App Comments  
**Project Location:** 6330 NE 181<sup>st</sup> Street (Parcel no. 618170-0190)  
**Reviewer:** Reilly Rosbotham, Planner  
**E-mail Address:** [rrosbotham@kenmorewa.gov](mailto:rrosbotham@kenmorewa.gov)  
**Department:** Development Services – Planning

**Regulatory Responsibilities of Department:** Development Services is responsible for reviewing the project for compliance with the Kenmore Land Division Code (KMC Title 17), Zoning Code (KMC Title 18), Land Use Policies and Procedures Code (KMC Title 19), and other applicable land use and environmental regulations including but not limited to the State Environmental Policy Act (SEPA).

**Project Description:** Proposal is for construction of one building consisting of 6 townhouse units and an additional underground carport on a property zoned Community Business (CB), West Subarea. Access to 64<sup>th</sup> Place NE via a shared driveway is proposed for Units 1-5, and direct access to NE 181<sup>st</sup> Street is proposed for Unit 6. Frontage improvements are proposed on both 64<sup>th</sup> Place NE and 181<sup>st</sup> Street.

## Subject Property

Parcel #:	618170-0190
Gross area:	10,562 SF (0.24 acres)
Site area (KMC 18.20.2750):	Not provided
Net Buildable Area (KMC 18.20.1850):	Not provided
Zoning:	CB
Critical Areas:	None

**Executive Summary:** The comments below are provided in response to the conceptual plans submitted. These comments are general and subject to change as additional information is provided and/or if the scope of the project changes.

## Review Comments:

### Zoning and Development Standards (KMC Title 18)

1. A survey is required at the time of application. The survey shall be prepared by, stamped, dated, and signed by a professional land surveyor licensed in the state of Washington. Formatting note: The first sheet of the survey shall include existing conditions only. Proposed conditions can be on subsequent pages.

2. Per [KMC 18.23.020](#), multiple-family dwellings (including townhouses) are a permitted use in the CB zone, West Subarea.
3. The allowed number of dwelling units or lots (base density) shall be computed by multiplying the site area by the applicable residential base density number. Per [KMC 18.20.2750](#), "site area" means total horizontal area of a project site, less areas below the ordinary high-water mark (OHWM).

There are no mapped wetlands, lakes, or streams on the property, so it can be assumed that the "site area" as the gross area provided. The allowable base density is as follows:

$$0.24 \text{ acres} \times 24 \text{ dwelling units per acre} = \mathbf{6 \text{ dwelling units}}$$

The density calculation is rounded up to 6 from 5.76, per [KMC 18.30.020\(D\)](#).

4. The minimum number of dwelling units allowed (minimum density) shall be computed by multiplying the site area by the applicable residential minimum density number. The minimum density is as follows:

$$0.24 \text{ acres} \times 18 \text{ dwelling units per acre} = \mathbf{4 \text{ dwelling units}}$$

The density calculation is rounded down to 4 from 4.32, per [KMC 18.30.020\(D\)](#).

5. Development standards of the CB zone, West Subarea include but are not limited to those described in [KMC 18.23.040](#), Table B.

Standard	CB zone, West Subarea	O'Brien Townhomes
Minimum street setback:	10 feet <sup>1</sup>	10 feet (complies)
Minimum side setback:	5 feet <sup>2</sup>	5-15 feet (complies)
Base Building height:	35 feet <sup>3</sup>	Building height information is not provided.
Maximum impervious surface:	90%	69% (complies)
Pedestrian Connections:	Required per <a href="#">KMC 18.52</a>	Provided

6. In addition to those setbacks described in [KMC 18.23.040](#), any portion of a paved surface or any parking area, driveway, and/or private roads, shall be setback a minimum of 5 feet from all property lines (2021 COKRS section 5.01.H).

<sup>1</sup> No street setback required for any building with structured parking.

<sup>2</sup> 15 feet for property lines adjoining property zoned R-1 to R-6.

<sup>3</sup> The exceptions to height limits listed in KMC 18.30.060 do not apply to the base height allowed in CB west. Any development utilizing the exception to height limits for the CB zone between 61st Avenue NE and 65th Avenue NE shall dedicate 25 percent of the average lot width above 35 feet in height as a view corridor to Lake Washington.

Landscaping (KMC 18.35):

7. Pursuant to [KMC 18.35.030\(B\)](#), “attached/group residences” refers to “multiple-family dwellings, except as provided in subsection (C)(1) of this section.” Subsection (C)(1) states that “single-family development” refers to “residential subdivisions and short subdivisions, including **attached** and detached dwelling units on individually platted or short platted lots.”

Landscape requirements change based on whether the project is considered “attached/group residence” or “single-family development.” Street and interior perimeter landscaping is only required for “attached/group residence” residential development. Whether or not the perimeter landscape requirements apply depends on whether the units will be separated into fee simple lots. See the table below for clarification:

<b>Ownership Model</b>	<b>Required Permits</b>	<b>Perimeter Landscaping Required per <a href="#">KMC 18.35.045</a>?</b>
Apartments	Site Plan Review (CSP)	Yes
Condominiums	CSP and Binding Site Plan (BSP)	Yes
Fee-Simple Lots	CSP and Unit Lot Subdivision (ULS)	No

Regardless, the Site Plan shows enough area dedicated to perimeter landscaping to meet the code requirements (see below).

8. Per [KMC 18.35.045](#), a 10’ wide Type III landscape strip is required along the street frontage perimeter for attached residential development. Type III landscaping is considered a “see-through screen” that functions as a partial visual separator to soften the appearance of parking areas and building elevations. Type III landscaping requirements can be found in [KMC 18.35.040\(C\)](#). The Site Plan complies with this requirement.
9. Per [KMC 18.35.045](#), a 5’ wide Type II landscape strip is required along interior property lines for attached residential development. This applies along the west property line; the Site Plan Additionally, per [KMC 18.23.040](#), a 15-foot native vegetation landscape strip is required along interior lot lines adjoining a property zoned R-1 to R-6. This applies along the north property line. Type II landscaping requirements can be found in [KMC 18.35.040\(B\)](#). The Site Plan complies with these requirements.

Parking (KMC 18.40):

10. Per [KMC 18.40.030](#), the parking calculation for townhouses is as follows:
  - Townhouse: No required parking within ½ mile walking distance of a major transit stop (0 spaces required)
  - Guest Parking: 1 space for every 5 units (1 space required)

Based on the parking calculation, only one parking space is required for the proposed development.

11. Per [KMC 18.40.110\(A\)\(4\)](#), in the CB zone, parking lots shall be located to the rear or sides of buildings. The Site Plan complies with this requirement.

12. Parking design and construction standards can be found in [KMC 18.40.110\(B\)](#) and [18.40.120](#).

Downtown Design Standards ([KMC 18.52](#)):

13. The project is located in Area 3 of the Downtown Design Standards overlay. Per [KMC 18.52.070](#), all standards included in Area 3 shall apply to this project. A more detailed review will be conducted as part of the Site Plan Review.

Tree Management and Protection ([KMC 18.57](#)):

14. Trees provide countless benefits to soil, surface water, wildlife, and add natural beauty and a sense of place for communities. Apart from, and in addition to the landscaping requirements, the project is subject to the tree management and protection requirements in [KMC 18.57](#). **The City values preservation of existing healthy trees and tree groves. Indiscriminate removal or destruction of trees conflicts with City values.** Tree management should be considered early in the planning stages.
15. A tree management and protection plan (“tree plan”) and arborist report are required at the time of application. The tree plan is typically incorporated into the conceptual civil plans and consists of three separate sheets: 1) Tree inventory; 2) Tree retention; and 3) Tree protection measures and replacement trees. [KMC 18.57.050](#) contains the requirements for a tree plan.
16. The project is required to meet the minimum tree density of 30 tree units per net buildable acre. Per [KMC 18.20.1850](#), the net buildable area is defined as the “site area” less the following areas:
- A. Areas within or on the perimeter of a project site which are required to be dedicated for public rights-of-way;
  - B. Critical areas and their buffers to the extent they are required by the City to remain undeveloped;
  - C. Areas required for stormwater control facilities other than facilities which are completely underground, including, but not limited to, retention/detention ponds, biofiltration swales and setbacks from such ponds and swales;
  - D. Areas required by the City to be dedicated or reserved as on-site recreation areas;
  - E. Regional utility corridors;
  - F. Other areas, excluding setbacks, required by the City to remain undeveloped.

When calculating the tree density, first add up the tree unit values for all protected trees and divide that by the total acreage of the net buildable area. This value must equal or exceed 30 tree units per net buildable acre. It is essential to first assess the value of existing trees before considering replacement trees.

17. Per [KMC 18.20.2730](#), “Significant tree” means an existing healthy tree that is not a hazard tree and that is at least six inches in diameter at breast height (d.b.h.) as measured at four and one-half feet (54 inches) above the ground. For trees with multiple leaders at four and

one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground.

18. City Council adopted an Exceptional Tree Ordinance in October 2023, and amended it in October 2024. The ordinance amended the Kenmore Municipal Code in order to protect large exceptional trees that are invaluable to the environment and those native to the Pacific Northwest lowlands like Douglas Firs, Western Hemlocks, and Western Red Cedars. This ordinance also helps get us close to some of our [Climate Action](#) goals, like carbon sequestration since older and bigger trees store carbon at a greater rate than smaller trees. The ordinance is available here: [Kenmore - Document Center \(civicweb.net\)](#).

Whether or not a tree is considered “exceptional” is determined by the tree’s size and species. With the exception of some invasive/nuisance species, any tree equal to or greater than 48 inches d.b.h. is considered an exceptional tree, and certain native trees less than 48 inches d.b.h. may be considered exceptional as well (see table). The definition and table of exceptional trees can be found in the Kenmore Municipal Code, Section [15.25.030.K](#) and Section [18.20.3083](#).

**Table 1: Exceptional Tree Species and Required Diameters at Breast Height**

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>	<b>Threshold d.b.h. (in inches)</b>
American Elm	<i>Ulmus americana</i>	30"
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"
Giant Sequoia	<i>Sequoiadendron giganteu</i>	30"
Grand Fir	<i>Abies grandis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pacific Yew	<i>Taxus brevifolia</i>	Determined by City Manager
Pine (any species)	<i>Pinus</i> family	30"
Shore Pine	<i>Pinus contorta</i>	12"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	24"
Western Red Cedar	<i>Thuja plicata</i>	30"
Willow (any species)	<i>Salix</i> family	24"
ANY (except those species listed in Table 2)		48" or greater

**Table 2: Tree Species That Are Not Exceptional Trees**

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

The code prohibits certain activities with regard to exceptional trees, ***including removal***, topping, over-pruning, and attaching signs, among other activities. Exceptional trees may be removed only in certain limited circumstances. However, pursuant to KMC 18.57.063(D), exceptional trees may be removed for residential development in the CB zone located within a quarter mile of high-capacity transit stops. The proposed project meet these criteria (see attached Exceptional Tree Exemption Map). Exceptional trees removed shall pay a fee to the City’s tree fund.

19. Trees #2 (32” Western Red Cedar) and #3 (15” Shore Pine) are considered “exceptional trees.” Based on the 2026 Kenmore Fee Schedule, \$616 is charged per 1.0 tree unit removed. Based on the calculation below, the following fees would be charged to the tree fund. ***Note that you are not vested to these fees, and they are subject to change.***

<b>Tree #</b>	<b>Species</b>	<b>d.b.h.</b>	<b>Tree Units (18.57.060A)</b>	<b>Fee</b>
2	Western Red Cedar	32”	9.0	\$5,544.00
3	Shore Pine	15”	2.6	\$1,601.60
				<b>\$7,145.60 (Total)</b>

**Procedural Comments:**

20. Review for compliance with the provisions of the Kenmore Municipal Code (KMC) does not constitute compliance with other federal, State, and local regulations and permit requirements that may be required (for example, the Washington State Department of Fish and Wildlife hydraulic project approval (HPA), Army Corps of Engineers Section 404 permits, National Pollution Discharge Elimination System (NPDES) permits, etc). The applicant is responsible for complying with these requirements, apart from the process established within the City.
21. A demolition permit is required prior to removal of the existing structures. As part of the demolition permit, rodent abatement is required along with a Puget Sound Clean Air Agency (PSCAA) notification. See demolition checklist form #405 for more information. Additionally, a separate permit is also required by Northshore Utility District (NUD) prior to demolition. Contact NUD for specific permit requirements.

22. Per [KMC 18.105.020.A.4](#), a Site Plan Review (CSP) application is required. A CSP application is a Type 2 land use decision. This type of review process requires public notification, a 21-day public comment period, administrative decision by the City of Kenmore, and a 21-day appeal period. The city's decision is appealable to the Hearing Examiner.
23. SEPA environmental review will NOT be required as the project meets the exemption thresholds in [WAC 197-11-800](#) and [KMC 19.35.060\(A\)\(1\)](#).
24. A public hearing is not required for this type of land use application. The following are some of the basic public notice posting requirements for Kenmore. See [KMC 19.25](#) for more information.
  - The Notice of Application (NOA) shall be posted on site by the applicant (instructions and board specifications are provided by the City).
  - The NOA shall be published in the *Seattle Times* newspaper, by the City.
  - The NOA is published on the City of Kenmore website.
  - The NOA is mailed by the city to owners of record of property located within 1,000 feet of the subject property.
  - The NOA is posted to the SEPA Register and sent to SEPA agencies by the City.
25. Applications are accepted online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com). Forms are available on the city's website at <https://www.kenmorewa.gov/government/departments/development-services/permits/forms-applications>.

26. Below is a summary of the anticipated review process and application types



Acronyms Used:

- CSP – Site Plan Review
- SEPA – State Environmental Policy Act
- ENG – Engineering / Site Development Permit
- BLD – Building Permit(s)
- BSP – Binding Site Plan – if proposing to sell units as condominium units
- ULS – Unit Lot Subdivision – if proposing to sell units as fee-simple lots

27. The project is subject to impact fees based on a rate in effect at the time of building permit. The rates provided below are for informational purposes only. You are NOT vested to the rates provided.

- **Transportation impact** fees will be assessed at the time of building permit issuance based on the rate in effect at the time of building permit application. The 2026 rate is **\$4,402.36** per townhome dwelling unit. *You are not vested to these rates.*

- **Park impact** fees will be assessed at the time of building permit issuance based on the rate in effect at the time of building permit application. The 2026 rate is **\$3,578.59** per townhome dwelling unit. *You are not vested to these rates.*
- **School impact** fees will be assessed at the time of building permit issuance based on the rate in effect at the time of building permit application. The 2026 rate is **\$5,945** per townhome dwelling unit. *You are not vested to these rates.*

The property previously contained one single-family residence. The single-family residence will likely be eligible to receive a credit for parks, traffic, and school impact fees (the applicant should request the credit as part of the land use application). As standard procedure, credits are applied to Lot 1.

**Planning Response to Applicant Questions:**

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1. Q: What frontage improvements will be required for both streets? OR confirm what is proposed.

A: Please refer to engineering comments prepared by Douglas van Gelder, Development Review Engineer.

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2. Q: Is this project considered 'residential development' and 'single-family development' with regards to landscape development?

A: If the proposed units will be rented as apartments or sold as condominium units, the project will be considered "attached/group residences" in the landscape code. If the proposed units will be sold on fee simple lots through a Unit Lot Subdivision, then the project will be considered "single-family development" in the landscape code. However, it looks like the project is conceptually capable of meeting the landscape requirements either way.

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3. Q: Are there street frontage landscape requirements for townhouse units? It appears that the table in 18.35.045 Landscaping does not apply.

A: Please refer to engineering comments prepared by Douglas van Gelder, Development Review Engineer for street frontage landscape requirements. Whether 18.35.045 applies depends on whether the units will be separated onto fee simple lots.

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4. Q: Is a recreation/open space required for this project?

A: No.

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5. Q: Can access to Unit 6 be from NE 181<sup>st</sup> St?

A: Please refer to engineering comments prepared by Douglas van Gelder, Development Review Engineer.

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6. Q: Are there a maximum number of townhouse units that can be in a single structure? Maximum building length?

A: No, however building modulation to break up long facades is required in the design standards ([KMC 18.52](#)) and attached dwelling standards ([KMC 18.50.080](#)).

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7. Q: Confirm that this property is exempt from tree retention?

A: The project must comply with the tree density requirement of 30 tree units per acre. However the project is exempt from exceptional tree requirements per [KMC 18.57.063\(D\)](#). Exceptional trees may be removed with a payment to the City's tree fund.

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8. Q: Can the tree on the neighboring property to the west be removed as part of this project, with owner authorization? Tree ID 8 on the site plan.  
A: Yes, through submittal of a separate tree permit authorized by the neighboring property owner. If the tree is exceptional, payment to the tree fund is required. Because tree removal will be associated with the project, tree removal cannot occur until the SEPA determination has been issued.
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**Reviewer Signature and Date:** \_\_\_\_\_



2/12/2026

Attachments

Site Plan  
Exceptional Tree Exemptions Map



# City of Kenmore, Washington

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Pre-application - FINAL

**Date of Report:** February 11, 2026  
**Permit Number:** PRE26-0003  
**Project Name:** Obrien Townhomes  
**Project Location:** 6330 NE 181ST (Parcel no. 618170-0190)  
**Reviewer:** Doug van Gelder, P.E. – Civil Engineer  
**E-mail Address:** [Dvangelder@kenmorewa.gov](mailto:Dvangelder@kenmorewa.gov)  
**Department:** Development Services – Engineering

**Regulatory Responsibilities of Department:** Review plans in accordance with Kenmore Municipal Code (KMC) 12.50, 13.35, & 18.40 which adopt, with amendments, the 2021 King County Surface Water Design Manual (KCSWDM) & 2021 Kenmore Road Standards (KRS), Edition 5.

**Project Description:** Proposed new 6 unit townhome on a parcel that has a existing SFR. There is a moderate slopes area (slope greater than 27% with change in elevation of 15 feet or more). Access is proposed from 64<sup>th</sup> Ave NE and NE 181<sup>st</sup> Street

**Executive Summary:** The comments below are provided in response to the conceptual plans submitted. These comments are general in nature and are subject to change as additional information is provided and/or if the scope of the project changes.

#### General Comments:

1. An engineering (ENG) or right-of-way (ROW) permit will be required prior to beginning any construction activity within the right-of-way.
2. The improvements, as shown on the approved engineering plans, must receive either final construction approval or substantial completion approval (requires additional agreement and financial guarantees) prior to occupancy; see KRS 4.03, 4.04 and handout Form 509 for more information.

#### Drainage Comments:

3. The project will require the payment of a Stormwater Capital Facilities Charge at the rates in effect at the time of building permit submittal. The current Stormwater Capital Facilities Charge is \$3,700.00 per unit for townhomes development.

4. Any project which generates more than 500 SF of new impervious, or 2,000 SF of new plus replaced impervious, or which proposed more than 7,000 SF of land disturbing activity requires drainage review in compliance with KMC 13.35 and the 2021 KCSWDM as amended.
5. Since this project is single family home and contains critical areas (landslide hazard area), the level of drainage review required is Simplified Drainage Review (KCSWDM 1.1.2.1) with Targeted Drainage Review, TDR Project Category #1 (KCSWDM 1.1.2.2). See figure 1.1.2.A and Table C.1.1.A for assistance in further determining the appropriate level of drainage review.
6. Submittal requirements for these types of projects are listed in KCSWDM C.1.5 for Simplified Drainage Review and KCSWDM 2.3.2 for Targeted Drainage Review. Submitted plans and reports require approval by the City prior to issuance of any building permit(s).
7. A soils investigation, performed by a licensed geotechnical engineer (or similar), shall be included with the submittal to establish whether infiltration is feasible for this site; if infiltration is feasible, it shall be utilized for storm water mitigation.
8. If there is more than 5,000 square feet of new plus replaced impervious area, a flow control facility may be required. This requirement is not anticipated for this project.
  - a. If infiltration is feasible, it must be utilized for storm water mitigation.
    - i. Ensure soils investigation goes deep enough to show the minimum separation requirements; at least 5' below the bottom of the proposed infiltration surface must be investigated and a minimum of 1 foot below the infiltration facility to determine adequate separation to the hardpan layer or groundwater table.
  - b. Per the 2021 Addendum to the KCSWDM, flow control facility (if required) shall meet, at a minimum, Level 2 flow control standards (KCSWDM 1.2.3.1.B).
9. A water quality facility is required if more than 5,000 square feet of pollution generating impervious surfaces (PGIS) is added and/or replaced. Pollution generating surfaces are typically any surfaces subject to potential vehicle traffic. This requirement may be required, but is not anticipated, for this project depending on actual PGIS areas including frontage improvements.
10. All storm water facilities must comply with access and setback requirements per the appropriate section of KCSWDM.

**Street/Traffic Comments:**

11. The project shall comply with the design standards outlined in the *2021 City of Kenmore Road Standards (COKRS) Edition 5, Kenmore Municipal Code (KMC) Sections 12.50 Street Standards, and 18.40 Parking and Circulation*. The *2021 City of Kenmore Road Standards* can be found in the Public Works section of the City's website (link→ [2021 Kenmore Road Standards](#)).
12. Per KMC 17.20.070 and COKRS section 2.06 this project will not require a traffic impact analysis.
13. Per COKRS 1.06 half-street frontage improvements are required along the entire property frontage along both 64<sup>th</sup> Avenue NE and NE 181<sup>st</sup> Street.

14. 64<sup>th</sup> Avenue NE is a local access street. Local street design requirements are provided per COKRS Table 6.1 and includes a min. 10' wide travel lane, 6-inch vertical curb and gutter, 4' wide amenity strip, and a 6' wide sidewalk.
15. NE 181<sup>st</sup> Street is collector street and within the downtown plan. Frontage improvements shall follow COKRS 2.08 Standard 2. Street design requirements for NE 181<sup>st</sup> Street are provided per COKRS figure B-9 and includes a min. 10' wide travel lane, 2' striping, 7.5' parking lane, curb and gutter, 4' wide amenity strip, and a 6' wide sidewalk.
16. Any overhead utilities on the north side along the frontage of NE 181<sup>st</sup> Street shall be undergrounded per COKRS 2.08.
17. Drainage improvements as needed, street lighting per section 8.11, relocation of existing utilities as needed, and a 2" half-width grind and overlay along the entire project frontage is also required.  

Please note that PSE has recently been directing applicants to have street light analysis conducted by a separate consulting firm and then submitting the analysis to PSE for review/approval. Consulting firms who have recently conducted street light analysis in the area are Transpo Group and G2 Civil.
18. Additional overlay area may be required depending on final utility cuts in the ROW, per COKRS 11.03.E.
19. All driveways must meet the requirements of COKRS Section 5.04. Note that no driveway shall be within 30 feet of an existing intersection.
20. The project will require the payment of traffic impacts fees at the time of, and at the rates in effect at the time of, building permit submittal. The current traffic impact fee is \$4,402.36 per dwelling unit.
21. The minimum parking requirements for single-family are outlined in KMC 18.40.030. Parking requirements are 2 per single-family residence and garages count as part of the requirement.
22. A 5' setback is required between the property line and any paved surfaces and/or any driving, parking, or other areas intended for vehicle use.
23. Garbage pick-up and mail delivery should be evaluated and addressed with the permit application. The applicant should contact Republic Services (Allied Waste) to inquire about garbage collection (contact Janet Prichard, [jprichard@republicservices.com](mailto:jprichard@republicservices.com)) and USPS for mail delivery (Carlo Salazar, [carlo.salazar@usps.gov](mailto:carlo.salazar@usps.gov); 425-482-9755).

Reviewer Signature and Date: \_\_\_\_\_

**DRAFT**

2/11/2026

Attachments: none

feet or valued at \$75,000 or more and require a Waste Management Plan through the City's Green Halo portal prior to permit issuance. Additional resources are available through King County's C&D program. See Demolition Checklist #405 for additional information.

6. Building deconstruction is required for structures 70 years or older to support historic preservation, safe removal of hazardous materials, and material reuse to reduce environmental impacts.

Vaults and Retaining Walls:

7. Structural plans for cast-in-place concrete detention vaults or concrete retaining walls must undergo building review during the engineering permit phase. Structural (S) sheets must be included with the civil plans, and valuations must be provided for each vault and/or wall.

Mybuildingpermit.com (MBP):

8. All permit applications are submitted online through MyBuildingPermit.com. The City issues combination (CMB) permits single-family residential construction, covering building, plumbing, and mechanical work. Plumbing and mechanical scopes must be shown on the building plans, and all required checklists must be included.
9. Permit status can be tracked through MBP.
10. MBP provides tip sheets addressing common building code questions at [mybuildingpermit.com/guidelines-and-tip-sheets](http://mybuildingpermit.com/guidelines-and-tip-sheets).
11. After permits are issued, inspections are scheduled through MBP.

Fire:

12. Building codes and fire codes work together to protect life safety throughout the life of a building. Building codes regulate how a building is designed and constructed, focusing on life-safety elements like occupancy classification, allowable uses, construction type and fire-resistance ratings, means of egress, fire separation, and structural integrity. Fire codes govern how a building is used and maintained after occupancy, addressing items such as fire alarm and sprinkler system operation, emergency access and fire lanes, hazardous materials storage, exit access, etc.
13. New single-family residences require a fire sprinkler system per KMC 15.20.060. Fire permits are issued by the Shoreline Fire Department.

Electrical:

14. All electrical permits, reviews, and inspections within the City of Kenmore are handled by the Washington State Department of Labor & Industries (L&I). Master/basic program:

## Building

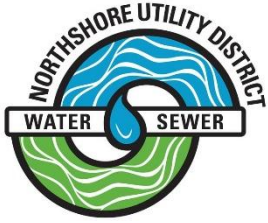
- 1) Code Path Clarification Required.  
Confirm whether the proposed townhouse development will be designed under IRC townhouse provisions or under the IBC as Group R-2 occupancy. The selected code path will affect fire separation, structural independence, and height/area compliance.
- 2) Townhouse Separation Requirements.  
If designed under IRC townhouse provisions provide details demonstrating compliance and continuity of rated wall assemblies from foundation to roof.  
with fire-resistance-rated separation between units, including structural independence.
- 3) Lateral design at Garage Level.  
Due to multiple garage openings along the primary facade, special attention will be required for first-story lateral resistance. Structural calculations demonstrating; compliance with seismic design requirements will be required at the time of formal building permit submittal.
- 4) Height and area Compliance.  
Provide a complete code summary demonstrating compliance with allowable height, number of stories, and allowable area based on the selected construction type and occupancy classification.
- 5) Foundation and Retaining Conditions  
If site grading or retaining walls are proposed, (including partially underground parking areas), structural design details and supporting calculations will be required at the building permit stage.
- 6) Structural Submittal Requirements.  
A complete structural plan set and supporting calculations, prepared and sealed by a Washington State licensed design professional as required, will be required at the time of the formal building permit review.

Sincerely,

A handwritten signature in black ink that reads "Brendan Bray". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Building Pre-application Comments  
Date: February 11, 2026

Brendan Bray, Senior Building Plans Examiner  
[BBray@kenmorewa.gov](mailto:BBray@kenmorewa.gov)



# NORTHSHORE UTILITY DISTRICT

6830 NE 185<sup>th</sup> St.  
Kenmore, WA 98028-2684

P.O. Box 82489  
Kenmore, WA 98028-2684

**Ph:** (425) 398-4400 | **Fax:** (425) 398-4432 | [www.nud.net](http://www.nud.net)

## MEMO

**To:** Tessa Sithat, City of Kenmore  
**From:** Thema Crenshaw  
**Date:** February 11, 2026  
**NUD Log No.:** 2215  
**Re:** O'Brien Townhouse 6 Units / PRE26-0003 (PRJ26-0003)

The Northshore Utility District has reviewed the information provided for the proposed 3-lot short plat at 6330 NE 181st St. The single-family home on the lot is currently connected to both the public water system and sewer systems. Prior to demolition, permits must be obtained from the District to cap the sewer connection and remove the water meter from the property.

### Water

Northshore Utility District policy requires that all units on a property are served by individual water meters; therefore, a new water service installation is required for each townhome. The existing water service cannot be reused due to age and is to be abandoned at the main. District crews will install the new services and abandon the existing in the ROW at the developer's expense. The developer is responsible for connecting the units to the backside of the water meters. Installation of double-check valve backflow assembly devices are required for all 3-story structures. The backflow devices are to be installed directly behind the water meter boxes; the District does not allow the devices to be installed within the homes. Other specific fire related requirements are to be coordinated directly with the Shoreline Fire Dept.

### Sewer

Sewer will require an 8-inch sewer main line extension and a Developer Extension Agreement. Each townhome is to be provided with an individual side sewer stub that connects directly from the new main line to each unit. Side sewer stubs are to be installed as perpendicular to the main as possible. The existing side sewer stub can be reused for Unit 6 if it is in acceptable condition.

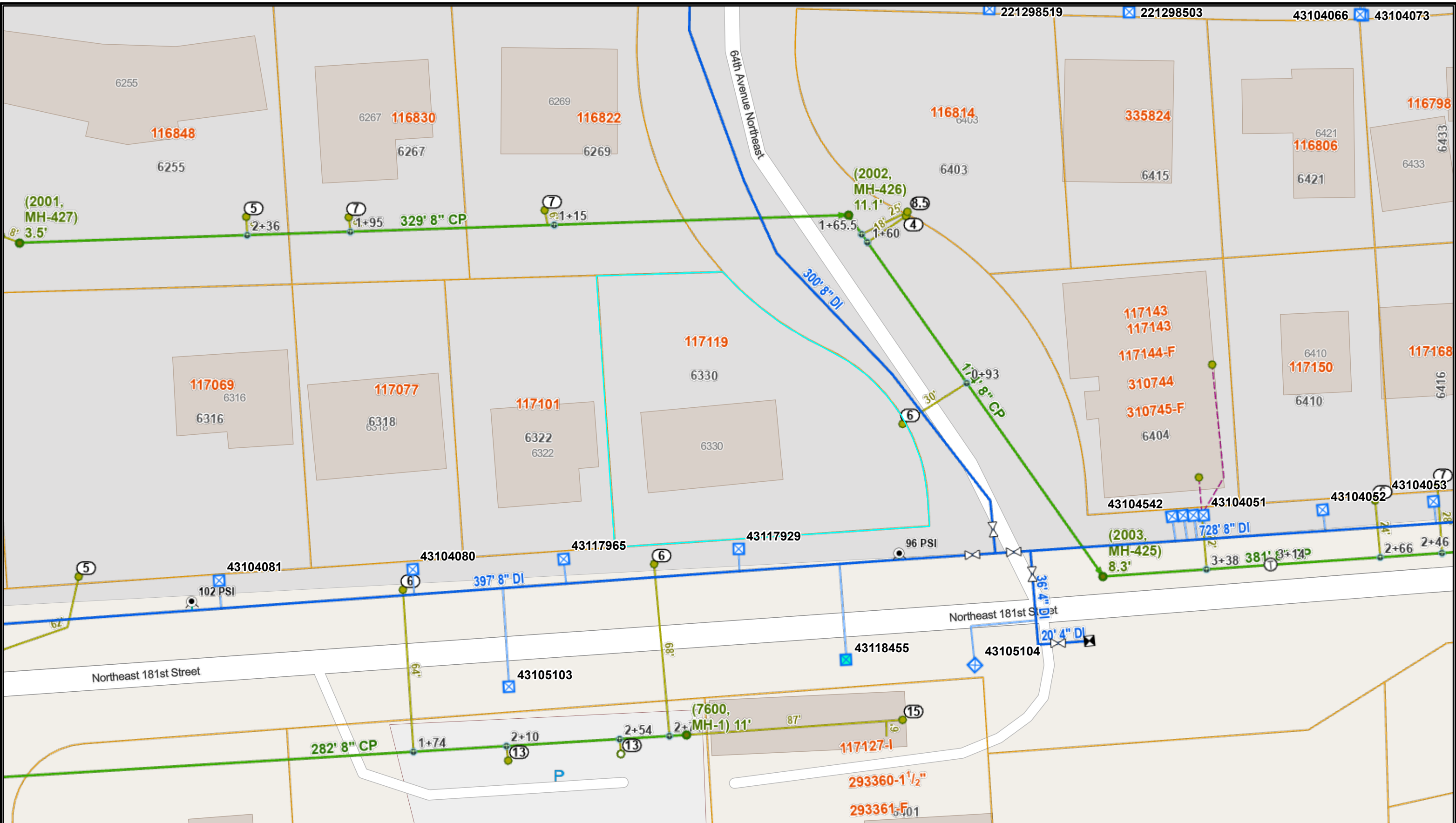
The developer is to submit engineered sewer and water plans to the District for review and approval. An application for Developer Extension Agreement is to accompany the plan submittal. The developer is encouraged to contact the District to schedule a pre-design meeting prior to plan submittal.

All comments provided by the District are cursory and are based on the preliminary documents provided at the time. New or additional requirements may become evident upon thorough review of the completed development plans. The developer is to coordinate directly with the Northshore Utility District to comply with all water and sewer requirements for this project.

### **Thema Crenshaw**

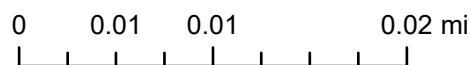
Permit Specialist

**Ph:** (425) 521-3729 | **Email:** [tcrenshaw@nud.net](mailto:tcrenshaw@nud.net)



**Northshore Utility Map**

1:628      1 inch = 52 feet



Disclaimer:  
 Maps and information provided herein represent general geospatial information. The maps are not to be used as a substitute for site surveys or advice from a licensed professional. The information provided is "AS IS" and "WITH ALL FAULTS". The District disclaims all warranties, express or implied, related to accuracy, warranties of content and reliability of the information included. The District disclaims all liability and damages arising from the specific use, or misuse of the maps or information contained or referenced. The District reserves the right to change parameters and content without notice.



**Shoreline Fire Department**  
**Fire Marshal's Office**  
17525 Aurora Avenue North  
Shoreline, WA 98133-4812  
206-533-6565  
Fax 206-546-5719

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### **Residential Fire Review**

Date: 2/11/2026

Permit Number: PRE26-0003

Reviewer: Ryan Burgess

Description: Remove existing single-family residence on existing lot, construct six (6) three-story townhouse units as part of one structure.

Address: 6330 NE 181<sup>st</sup> Street Kenmore, WA 98028

Construction Type: V-B

#### **Proposed project is required to comply with 2021 IFC and Shoreline Municipal Fire Code and Standards.**

A Fire Department review has been completed for the address and project description noted above. The plans and other documentation provided have been reviewed in accordance with City of Kenmore Municipal Fire Code and International Fire Code. The following comments apply to this project:

1. **Fire Flow Requirements:** 1625GPM for 2 hours required fire flow per Appendix B of the 2021 IFC, table B105.1 (1). Fire flow requirements based on total square footage of Type-B construction and the installation of an NFPA 13D sprinkler system.
  - a. A water certificate is required from NorthShore Utility District to verify available fire flow.
2. **Fire Main/ Number of Hydrants required:** No additional hydrant will be required. Existing hydrant located within the distance requirements as set forth by KMC 507.5.1 Exception 1
  - a. Show existing hydrants on civil plans or notate the location of existing hydrant.
3. **Sprinkler Requirements:**
  - a. All new proposed townhomes shall be equipped with an approved fire sprinkler system designed and installed in accordance with NFPA 13D, Shoreline Fire Standards and Kenmore Municipal code requirements.
  - b. A minimum of a 1" inch water meter will be required to serve the 13D sprinkler system.
  - c. Sprinkler permits are applied for and issued through the Shoreline Fire Department: [Fire Permit Application - Shoreline Fire Department](#)
4. **Fire Access requirements:**
  - a. Preliminary fire access design meets current International Fire Code and Kenmore Municipal Code Requirements.
5. **Building Addressing:**
  - a. Building addressing shall be installed as required by 2021 International Fire Code Section 505.1 and Kenmore Municipal Code.

#### **Separate fire permits required:**

1. Fire Sprinkler System

For questions concerning the above-mentioned comments please contact:

Ryan Burgess  
Fire Marshal  
Shoreline Fire Department  
206.533.6578  
rburgess@Shorelinefire.com