



ZONING WORKSHEET

Pre08-00041

Park Place Center Short Plat

Date of Meeting: June 24, 2008 **REVISED**

Planner: Teresa Swan, 425-587-3258, tswan@ci.kirkland.wa.us

Property Address: 457 Center Way
Persons requesting meeting: Lacey Davidson of Touchstone Development
Proposal: 2 lot short plat

A. Tax Assessor's Parcel Numbers: 1248700051

B. Lot Size: 11.5 acres.

C. Zone: CBD 5. No minimum lot size.

D. Sensitive Area Maps: No Sensitive areas are identified on the City's Maps.

E. Response to Questions:

- Attached is the short plat application containing the list of submittals. I have noted any that do not apply to the project. Also attached is a past example of a commercial short plat.
- Short plat reviewed through a Process I: A one step process (preliminary and final applicable for 10 or more lots). Reviewed by the Planning Director with written public comments taken. Approximately 30 days after submittal, you receive letter outlining any additional items or corrections needed. Once application is determined to be complete, generally try to have decision issued in 120 days. Appeals to Hearing Examiner with hearing held. Appeals are to be completed within 90 days of filing of the appeal.
- Process I application fee: \$5,720.00

F. Potential Issues/ Code Requirements:

- Recording the plat: prior to recording the short plat, all corners must be set in the ground and right-of-way improvements completed or bonded. Short plat must be recorded within 4 years of the date of approval or it expires.
- Demolition of Existing Structure on new property line: Demolition must be done before short plat is recorded.
- Existing lot lines: In the opinion of the City Attorney's office, the short plat process will extinguish the old tax lots, but check with the King County Assessor's office to confirm that this is what actually happens.
- Lot Coverage: 80% for each lot. Includes all paved surfaces, except sidewalks. Site is legal nonconforming.
- Parking: Provide a joint easement for parking and vehicular and pedestrian access.
- Tree Retention: TREE PLAN II not required since only short platting an existing development.
- Driveway Grades: KZC 105.12 states that the maximum allowable grade shall not exceed 6% for the first 20 feet from the face of the abutting right of way curb. Public Works and Fire are authorized to modify the standards on a case by case basis.
- Site Circulation: Contact Thang Nguyen, Transportation Engineer in the Public Works Department (425-587-3258) for any questions concerning circulation on the site.

NOTE:

The information related by the City staff is a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary development permit, the role and authority of the City staff is advisory only. Final recommendation and decision on such permits can only be made, after public comment and/or public hearing, by the Planning Director (as to Short Plats and Zoning Code Process I Permits), the Hearing Examiner, or the Planning Commission and City Council, depending upon the type of permit.

G. Documents attached to Zoning Worksheet:

- CBD 5 use zone chart
- Subdivision Ordinance: Applicable short plat regulations
- Zoning Code Chapter 145 – Process I
- Sample of short plat drawings for a commercial site
- Short Plat Application

The Kirkland Zoning Code, Subdivision Ordinance (Chapter 22 in the Municipal Code) and Comprehensive Plan are now available on the internet. A link to these sites can be found at www.kirklandpermits.net under the **Go To** section on the left hand side of the home page.

NOTE: Following is a list of some typical conditions that may be imposed on your short plat application. Items may have been included that don't pertain or have been omitted from the list that will apply to the project. Only a complete and thorough review can determine exactly what conditions apply to a particular case.

DEVELOPMENT STANDARDS LIST

SUBDIVISION STANDARDS

22.16.030 Final Plat - Lot Corners. The exterior plat boundary and all interior lot corners shall be set by a registered land surveyor.

22.16.040 Final Plat - Title Report. The applicant shall submit a title company certification which is not more than 30 calendar days old verifying ownership of the subject property on the date that the property owner(s) (as indicated in the report) sign(s) the subdivision documents; containing a legal description of the entire parcel to be subdivided; describing any easements or restrictions affecting the property with a description, purpose and reference by auditor's file number and/or recording number; any encumbrances on the property; and any delinquent taxes or assessments on the property.

22.16.150 Final Plat - Improvements. The owner shall complete or bond all required right-of-way, easement, utility and other similar improvements.

22.20.362 Short Plat - Title Report. The applicant shall submit a title company certification which is not more than 30 calendar days old verifying ownership of the subject property on the date that the property owner(s) (as indicated in the report) sign(s) the short plat documents; containing a legal description of the entire parcel to be subdivided; describing any easements or restrictions affecting the property with a description, purpose and reference by auditor's file number and/or recording number; any encumbrances on the property; and any delinquent taxes or assessments on the property.

22.20.366 Short Plat - Lot Corners. The exterior short plat boundary and all interior lot corners shall be set by a registered land surveyor. If the applicant submits a bond for construction of short plat improvements and installation of permanent interior lot corners, the City may allow installation of temporary interior lot corners until the short plat improvements are completed.

22.20.390 Short Plat – Improvements. The owner shall complete or bond all required right-of-way, easement, utility and other similar improvements.

22.28.130 Vehicular Access Easements. The applicant shall comply with the requirements found in the Zoning Code for vehicular access easements or tracts.

22.28.210 Significant Trees. The applicant shall design the plat so comply with the tree management requirements set forth in Chapter 95 of the Zoning Code, maximize the chances of survival of trees and associated vegetation designated for retention and minimize potential hazards to life and property.

22.32.010 Utility System Improvements. All utility system improvements must be designed and installed in accordance with all standards of the applicable serving utility.

22.32.020 Water System. The applicant shall install a system to provide potable water, adequate fire flow and all required fire-fighting infrastructure and appurtenances to each lot created.

22.32.030 Stormwater Control System. The applicant shall comply with the construction phase and permanent stormwater control requirements of the Municipal Code.

22.32.040 Sanitary Sewer System. The developer shall install a sanitary sewer system to serve each lot created.

22.32.050 Transmission Line Undergrounding. The applicant shall comply with the utility lines and appurtenances requirements of the Zoning Code.

22.32.060 Utility Easements. Except in unusual circumstances, easements for utilities should be at least ten feet in width.

22.32.080 Performance Bonds. In lieu of installing all required improvements and components as part of a plat or short plat, the applicant may propose to post a bond, or submit evidence that an adequate security device has been submitted and accepted by the City, for a period of one year to ensure completion of these requirements within one year of plat/short plat approval.

22.32.090 Maintenance Bonds. A two-year maintenance bond may be required for any of the improvements or landscaping installed or maintained under this title.

ZONING CODE STANDARDS

95.15.4 Tree Protection Techniques. In order to provide the best possible conditions for the retention of significant trees, the applicant shall construct a temporary but immovable 4 foot high chain-link fence generally corresponding to the drip line of each tree or group of trees shown on the tree retention plan to be retained. Additional tree protection measures may be required of the applicant. The protective fencing must remain in place throughout the demolition, clearing, grading, excavation, and construction processes, including the construction of homes. No grading, operation of heavy equipment, stockpiling, or excavation may occur inside the protective fences.

95.40 Bonds. The City may require a maintenance agreement or bond to ensure compliance with any aspect of the Landscaping chapter.

105.10.2 Pavement Setbacks. The paved surface in an access easement or tract shall be set back at least 5 feet from any adjacent property which does not receive access from that easement or tract. An access easement or tract that has a paved area greater than 10 feet in width must be screened from any adjacent property that does not receive access from it. Screening standards are outlined in this section.

105.18 Pedestrian Walkways. All uses, except single family dwelling units and duplex structures, must provide pedestrian walkways designed to minimize walking distances from the building entrance to the right of way and adjacent transit facilities.

105.18.2 Walkway Standards. Pedestrian walkways must be at least 5' wide; must be distinguishable from traffic lanes by pavement texture or elevation; must have adequate lighting for security and safety. Lights must be non-glare and mounted no more than 20' above the ground.

105.20 Required Parking. 1 parking space is required for every 350 sq ft of office.

110.60.8 Street Trees. All trees planted in the right-of-way must be approved as to species by the City. All trees must be two inches in diameter at the time of planting as measured using the standards of the American Association of Nurserymen with a canopy that starts at least six feet above finished grade and does not obstruct any adjoining sidewalks or driving lanes.

105.10 Easement Roads. The minimum standard is 20 feet of unobstructed paved surface with vertical cast in place curbs and gutters within a 20 foot wide easement or tract. A greater pavement width and/or easement or tract width may be required by the Departments of Public Works, Fire or Planning as determined on a case-by-case basis.

115.25 Work Hours. It is a violation of this Code to engage in any development activity or to operate any heavy equipment before 7:00 am or after 8:00 pm Monday through Friday, or before 9:00 am or after 6:00 pm Saturday. No development activity or use of heavy equipment may occur on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The applicant will be required to comply with these regulations and

any violation of this section will result in enforcement action, unless written permission is obtained from the Planning official.

115.95 Noise Standards. The City of Kirkland adopts by reference the Maximum Environmental Noise Levels established pursuant to the Noise Control Act of 1974, RCW 70.107. See Chapter 173-60 WAC. Any noise, which injures, endangers the comfort, repose, health or safety of persons, or in any way renders persons insecure in life, or in the use of property is a violation of this Code.

115.115.5.a Driveway Width and Setbacks. For a detached dwelling unit, a driveway and/or parking area shall not exceed 20 feet in width in any required front yard, and shall not be closer than 5 feet to any side property line unless certain standards are met.

115.135 Sight Distance at Intersection. Areas around all intersections, including the entrance of driveways onto streets, must be kept clear of sight obstruction as described in this section.

145.22.2 Public Notice Signs. Within seven (7) calendar days after the end of the 21-day period following the City's final decision on the permit, the applicant shall remove all public notice signs.