



**City of Kirkland**  
Planning and Building Department  
123 Fifth Avenue, Kirkland, WA 98033  
425-587-3600 ~ [www.kirklandwa.gov](http://www.kirklandwa.gov)

## **PLANNING DEPARTMENT PRE-SUBMITTAL MEETING INFORMATION**

### **PLANNING DEPARTMENT STAFF CONTACT**

**PLANNER:** Cate Carlberg

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*Note: Pre-submittal meetings do not vest a project. In addition, 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 City Council, depending upon the type of permit.*

***If you are designing a project oriented to seniors (e.g., senior housing), we strongly encourage you to reach out early in the process to the City of Kirkland's Senior Council ([Souncil@kirklandwa.gov](mailto:Souncil@kirklandwa.gov)) for feedback.***

**DATE:** January 20, 2026

**FILE NO.:** PRE25-00924

**PROJECT ADDRESS:** 9001 NE 116<sup>TH</sup> PL

**PROJECT NAME:** Juanita 2 lot Short plat

**PROJECT DESCRIPTION:** Divide a single parcel into 2 lots

**PARCEL NO.:** 3760500550

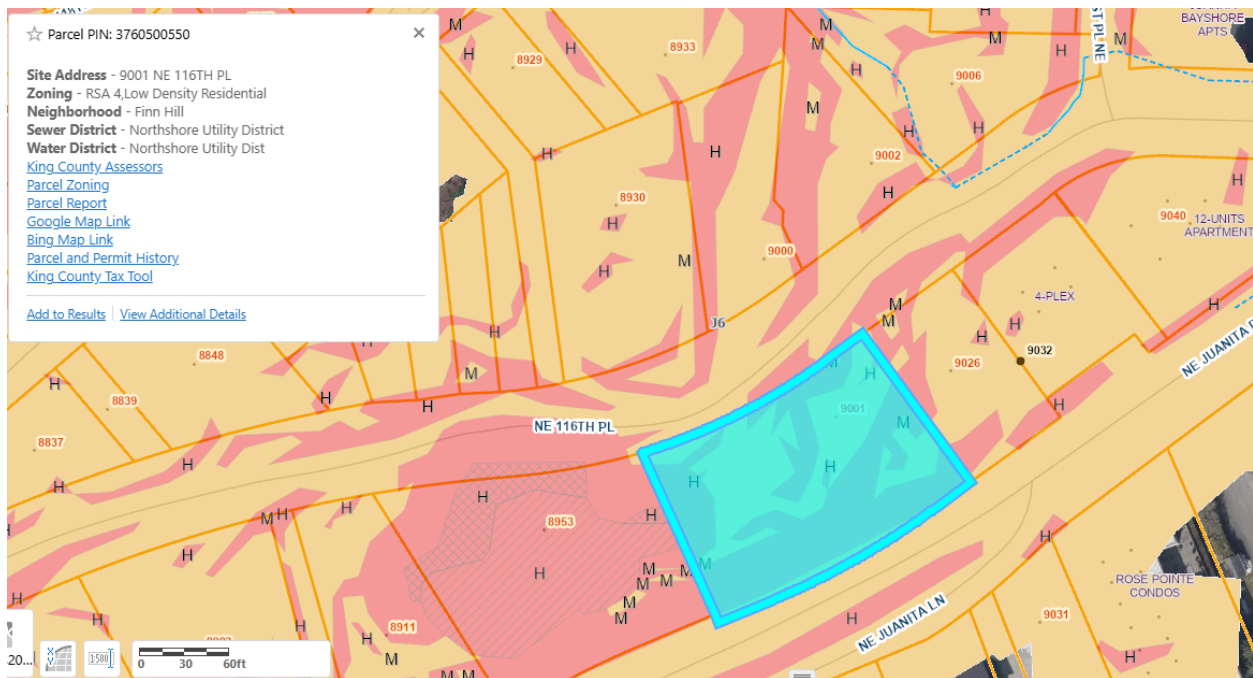
**LOT SIZE:** 22,529 SF

**ZONE:** RSA 4

**OVERLAY:** Goat Hill Overlay Zone

**SHORELINE DESIGNATION:** N/A

**SENSITIVE AREAS MAP:** There is a mapped stream within 125 feet of the subject property and there are also high and moderate landslide hazard areas mapped.



## HANDOUTS GIVEN AT MEETING

- A. [Short Plat or Preliminary Plat Application Checklist](#)

## RESPONSE TO QUESTIONS

- A. *We already did a pre-app a few years ago and have gone over any issues with city staff since putting this 2 lot submittal together. We have a complete submittal for the short plat ready.*

See the Comments on Zoning section below.

## COMMENTS ON ZONING

- A. Lot Size: The subject property is 22,529 SF. The minimum lot size in the RSA 4 zone is 7,600 SF per KZC 15.30.DD-11.i. Each child parcel must meet this minimum square footage.
- a. The area of any road dedication is not included in the lot size.
  - b. Per KZC 5.10.482, lot size is the total area of the subject property minus the area of vehicular access easements or tracts serving more than one (1) lot not abutting a right-of-way.
  - c. Please show the extent of the vehicular access easement and clarify whether it serves more than one lot not abutting a right-of-way as the easement may impact the net lot size.
- B. Density: In RSA 4, the maximum units per acre is four dwelling units per KZC 15.30.DD-17.
- C. Setbacks: The required setbacks for the RSA 4 zone can be found in KZC 15.30. They are as follows:
- a. Front: 20'
    - i. DD-16: On lots with two front yards that are essentially parallel to one another, only one front yard must be a minimum of 20 feet. The other will be regulated as a rear yard (minimum 10 feet). The front yard shall be the yard adjacent to the front facade of the dwelling unit.
  - b. Side: 5'
  - c. Rear: 10'
- D. Lot Coverage: Per KZC 71.15.1, the maximum lot coverage is 40% of the lot size. Refer to KZC 115.90 for more information on how to calculate lot coverage.
- E. Floor Area Ratio (FAR): Per KZC 71.15.2, the maximum floor area ratio is 40% of the lot size. Refer to KZC 115.42 for more information on how to calculate FAR.
- F. Height: Per KZC 15.30, the maximum height is 30' above the average building elevation (ABE). Refer to KZC 115.59 for more information on how to calculate the ABE.
- G. Landscaping: Landscape category E. Refer to KZC 95.41 for general landscaping requirements.
- H. Tree Retention: See Attachment 1 and KZC Chapter 95.
- I. Retaining Walls and Rockeries: Per KZC 115.115.3.g, rockeries and retaining walls in the required yards may not be higher than four (4) feet in height. The Planning Official may approve a modification to that height limit if it is necessary because of the size, configuration, topography, or location of the subject property, and either:
- a. The design of the rockery or retaining wall includes terraces deep enough to incorporate vegetation, or other techniques that reduce the visual mass of the wall; or
  - b. The modification will not have any substantial detrimental effect on abutting properties or the City as a whole.
- J. Signs: Sign category A. See KZC Chapter 100 for more information.
- K. Parking and Vehicular Access:

- a. 2.0 on-site parking spaces are required per dwelling unit (KZC 15.40.060).
  - b. Driveways and Parking Areas: Refer to KZC 115.115.5.a for driveway and parking area design standards.
  - c. Per KZC 105.45, garages serving detached dwelling units in low density zones shall provide a minimum driveway depth of 20 feet between the garage and the access easement, tract, or right-of-way providing access to the garage.
  - d. Vehicular Access Easement: See KZC 105.10 for vehicular access easement or tract standards.
- L. Historic Designation: The subject property was inventoried as possibly eligible for historic designation.
- M. Pedestrian Access: Refer to Public Works for street and pedestrian access improvements.
- N. Overlay Zone: The subject property is in the Goat Hill Overlay Zone, KZC Chapter 71.
  - a. The maximum lot coverage is 40% of the lot size.
  - b. The maximum FAR is 40% of the lot size.
  - c. Middle housing developments using the provisions of KZC Chapter 113 are prohibited.
  - d. One (1) attached ADU is permitted per single-family residence. Detached ADUs are prohibited.
- O. Sensitive Areas: There are mapped critical areas on and near the subject property. See the Sensitive Areas Map above.
  - a. Stream: There is a mapped stream northeast of the subject property. The stream appears to be piped, and there is an interrupted buffer (KZC 90.120.1) due to the improved public right-of-way, NE 116<sup>TH</sup> PL. No critical area determination is required.
  - b. Landslide Hazards: A geotechnical report pursuant to KZC 85.15 is required to be submitted with the short plat application materials. While a report was already prepared for BSF25-03580, the report will need to be updated to cover the entire site and new scope of work. It will then need to be peer reviewed pursuant to KZC 85.22.
- P. Affordable Housing: See KZC Chapter 112 for affordable housing requirements. Affordable housing requirements pursuant to KZC 112.15.1 are set to go into effect January 1, 2027.
- Q. Middle Housing: Middle housing development is prohibited pursuant to KZC 71.15.3.

## SEPA

- A. The project is regulated pursuant to KMC Title 24 and would only be exempt from SEPA if it meets any of the categorical exemptions in WAC 197-11-800.
  - a. It appears that the project is exempt from SEPA upon initial review; however, if any comments are made during the public comment period, more information may be required.

## SHORT PLAT/SUBDIVISION

- A. See KMC 22.20 for Short Plat Procedures.
- B. Refer to KMC 22.28 for Design Requirements.
  - a. Please show the proposed footprints of new structures and improvements on the lots in the development plans when you apply for the short plat.

## PROCESS

- A. Short Plat
  - a. Determination of Completeness (28 days)
  - b. Notice of Application + Comment Period (14 days)
  - B. Review: 120 days from Notice of Application
  - C. Notice of Determination and Appeal Period (14 days)
  - D. Notice of Approval
- E. Demolition
- F. Land Surface Modification (LSM)
- G. Short Plat Recording
- H. Building Permit(s)

**FEES** – *All permits will be assessed a 3.5% Mybuildingpermit.com surcharge*

- A. Short Plat: \$21,272.00
- B. Short Plat Recording: \$3,223.00
- C. Demolition Permit: Based on valuation. See the Building Services Fee Schedule.
- D. LSM Permit: Based on volume. See the Building Services Fee Schedule.
- E. Building Permit: Based on valuation. See the Building Services Fee Schedule.
- F. Impact Fees

**MBP APPLICATION PATH:** We encourage all applications to be made electronically through [mybuildingpermit.com](https://mybuildingpermit.com). For land use applications, the following chart indicates which options you would select in MBP for the proposed application type(s).

| <b>Jurisdiction</b> | <b>Application Type</b> | <b>Project Type</b>     | <b>Activity Type</b> | <b>Scope of Work</b>         |
|---------------------|-------------------------|-------------------------|----------------------|------------------------------|
| <i>Kirkland</i>     | <i>Land Use</i>         | <i>Any Project Type</i> | <i>Land Division</i> | <i>Subdivision Process I</i> |

## ATTACHMENTS

- A. Planning Department Pre-Submittal Tree Retention Comments (Attachment 1)

## DEVELOPMENT STANDARDS

### **SUBDIVISION STANDARDS**

**22.28.030 Lot Size.** Unless otherwise approved in the preliminary subdivision or short subdivision approval, all lots within a subdivision must meet the minimum size requirements established for the property in the Kirkland zoning code or other land use regulatory document.

**22.28.050 Lot Dimensions.** For lots smaller than 5,000 square feet in low density zones, the lot width at the back of the required front yard shall not be less than 50 feet unless the garage is located at the rear of the lot or the lot is a flag lot. This lot width requirement shall not apply to lots developed pursuant to the Cottage, Carriage, or Two/Three-Unit Homes Regulations in KZC 113.

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

**22.28.190 Subdivisions on the Shoreline.** Subdivisions adjacent to Lake Washington must comply with the provisions of Kirkland's Shoreline Master Program regarding open space and public access along the waterfront.

**22.28.210 & KZC 95.30 Regulated Trees.** A Tree Retention Plan was submitted with the short plat in which the location of all proposed improvements were known. There are \_\_\_ **regulated** trees on the site, of which \_\_\_ are viable. These trees have been assessed by the City's Urban Forester. They are identified by number in the following chart.

No trees are to be removed with an approved short plat or subdivision permit. Based on the approved Tree Retention Plan, the applicant shall retain and protect all viable trees throughout the development of each single family lot except for those trees allowed to be removed for the installation of the plat infrastructure improvements *and* construction of the residence and associated site improvements. Modifications to the Tree Retention Plan must be approved per KZC 95.30(4)(d)(2).

**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.

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

**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.

### ***Prior to Recording:***

**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.

**22.24.050 Innovative or Unusual Plat.** The recorded plat or short plat must clearly reflect that each lot in the plat or short plat must be used, developed or maintained consistent with the entire approved plat or short plat. Any proposed change to the use, development or existence of any of the lots or tracts in the plat or short plat will not be approved unless the entire plat or short plat is subject to City review and modification.

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

**22.26.470 Plat Alteration - 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 plat alteration documents.

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

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

**22.26.690 Plat Vacation - 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 plat vacation documents..

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

**22.28.042 Lots – Small Lot Single Family.** The applicant shall record on the face of the plat the following restriction language for the undersized lot(s): "Accessory Dwelling Units are prohibited and the floor area ratio for lots @, and @ is restricted pursuant to KMC 22.28.042 relating to small lot single family lots.

**22.28.048.e Lots – Historic Preservation.** The applicant shall record on the face of the plat the following restriction language for the undersized lot(s): "Accessory Dwelling Units are prohibited for lots @ and @ pursuant to KMC 22.28.048 relating to historic residences."

**22.28.048.f Lots – Historic Preservation.** The applicant shall record on the face of the plat the following restriction language for the lots containing historic residences: "If the historic residences on lots @ and @ are destroyed, damaged, relocated or altered, reduced floor area ratio shall be imposed on the lots pursuant to KMC 22.28.048."

**22.28.048.h Lots – Historic Preservation.** The owner of the property containing the designated historic residence shall sign a notice that the property is subject to regulations contained in Zoning Code Sections 75.55 – 75.110.

**22.28.050 Lot Dimensions.** The owner of the property shall sign a covenant to ensure that the garage will be located at the rear of any lot which is smaller than 5,000 square feet in a low density zone, has a lot width at the back of the required front yard less than 50 feet, and is not a flag lot. This lot width requirement shall not apply to lots developed pursuant to the Cottage, Carriage, or Two/Three-Unit Homes Regulations in KZC 113.

**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.

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

**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 service provider (City of Kirkland and/or Northshore Utility District), for a period of one year to ensure completion of these requirements within one year of plat/short plat approval.

***Prior to occupancy:***

**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.

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

**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. A maintenance bond will be required for @.

**ZONING CODE STANDARDS**

**20.10-60.187 Required Yards for Multi-family Development:** The side yard may be reduced to zero feet if the side of the dwelling unit is attached to a dwelling unit on an adjoining lot. If one side of a dwelling unit is so attached and the opposite side is not, the side that is not attached must provide a minimum side yard of five feet. The rear yard may be reduced to zero feet if the rear of the dwelling unit is attached to a dwelling unit on an adjoining lot.

**85.25.1 Geotechnical Report Recommendations.** The geotechnical recommendations contained in the report by @ dated @ shall be implemented.

**85.25.2 Geotechnical Acknowledgement.** Written acknowledgment from the licensed in Washington State geotechnical engineer or licensed in Washington State engineering geologist who prepared the report required by KZC 85.15 that they have reviewed the project plans and that they conform to their recommendations.

**85.25.3 Geotechnical Professional On-Site.** A qualified geotechnical professional shall be present on-site during land surface modification and foundation installation activities.

**85.25.8 and 85.40 Dedication.** The City may require that the applicant dedicate development rights, air space, or an open space easement to the City to avoid impacts associated with a landslide hazard area or seismic hazard area on the subject property.

**85.35 Bonds.** The City may require a bond under Chapter 175 KZC and/or a perpetual landscape maintenance agreement to ensure compliance with any aspect of this chapter or any decision or determination made under this chapter.

**85.45 Liability.** Prior to issuance of any development permit, the applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development activity on the subject property which is related to the physical condition of the property. The applicant shall record this agreement with the King County Recorder's Office and provide evidence to the City that the agreement has been recorded.

**85.50 Notice of Geologic Hazard.** Prior to final inspection of any development permit, the applicant shall record (unless legally prohibited from doing so), on the title of the property, a notice stating that the property is potentially located in a geologically hazardous area. This notice will inform future owners that, at the time of the permit's issuance, the property was potentially located in a geologically hazardous area.

**90.55 Wetlands and Wetland Buffers.** No land surface modification may take place and no improvement may be located in a wetland or within the environmentally sensitive area buffers for

a wetland, except as specifically provided in this Section.

**90.55 Structure Setback from Wetland Buffers.** A 10-foot-wide structure setback is required from the upland edge of the entire buffer. Improvements listed in KZC 90.140 are permitted within the setback.

**90.190 Wetland Buffer Fence.** Prior to development, the applicant shall install a six-foot high construction phase fence along the upland boundary of the wetland buffer with silt screen fabric installed per City standard. The fence shall remain upright in the approved location for the duration of development activities. Upon project completion, the applicant shall install between the upland boundary of all wetland buffers and the developed portion of the site, a permanent split rail, open slatted with at least 18 inches between each slat, wrought iron, chain link, or similar nonsolid fence between three (3) and six (6) feet in height must be installed along the entire edge of the buffer.

**90.65 Streams and Stream Buffers.** No land surface modification may take place and no improvements may be located in a stream except as specifically provided in this Section.

**90.65 Structure Setback from Stream Buffers.** A 10-foot-wide structure setback is required from the upland edge of the entire buffer. Improvements listed in KZC 90.140 are permitted within the setback.

**90.190 Stream Buffer Fence.** Prior to development, the applicant shall install a six-foot high construction phase fence along the upland boundary of the entire stream buffer with silt screen fabric installed per City standard. The fence shall remain upright in the approved location for the duration of development activities. Upon project completion, the applicant shall install between the upland boundary of all stream buffers and the developed portion of the site, a permanent split rail, open slatted with at least 18 inches between each slat, wrought iron, chain link, or similar nonsolid fence between three (3) and six (6) feet in height must be installed along the entire edge of the buffer.

**90.100 Frequently Flooded Areas.** No land surface modification may take place and no improvements may be located in a frequently flooded area, except as specifically provided in Chapter 21.56 of the Kirkland Municipal Code.

**KZC 90.160 Monitoring and Maintenance of Critical Area Mitigation or Vegetative Buffer Enhancement:** Critical area mitigation and vegetative buffer enhancement will require that the applicant submit a monitoring and maintenance plan consistent with the criteria found in 95.160, which is prepared by a qualified professional and reviewed by the City's wetland consultant. The cost of the plan and the City's review shall be borne by the applicant.

**90.210 Natural Greenbelt Protective Easement.** The applicant shall submit for recording a natural greenbelt protective easement, in a form acceptable to the City Attorney, for recording with King County (see Attachment @).

**90.215 Liability.** The applicant shall enter into an agreement with the City which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any claims, actions, liability and damages to critical areas arising out of development activity on the subject property (see Attachment \_\_\_\_).

**90.165 Financial Security for Performance, Maintenance and Monitoring.** A financial security for performance, monitoring and maintenance shall be submitted prior to issuance of a land surface modification or building permit for plantings, improvements and other mitigation measures required in this chapter. The performance portion of the security will be released upon City approval of the installed mitigation.

**92.35 Prohibited Materials In Design Districts.** If in a design district the following building materials are prohibited or limited in use: mirrored glass or reflective materials, corrugated fiberglass, chain link fencing, metal siding, concrete block, backlit awnings. Water spigots are required along building facades along sidewalks for cleaning and plant watering. Commercial buildings with more than one tenant shall install a cornerstone or plaque.

**95.51.2.a Required Landscaping.** All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with

King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City.

**95.44 Parking Area Landscape Islands.** Landscape islands must be included in parking areas as provided in this section.

**95.45 Parking Area Landscape Buffers.** Applicant shall buffer all parking areas and driveways from the right-of-way and from adjacent property with a 5-foot wide strip as provided in this section. If located in a design district a low hedge or masonry or concrete wall may be approved as an alternative through design review.

**95.50 Tree Installation Standards.** Installation of supplemental trees to be planted shall conform to Kirkland Zoning Code Section **95.50**.

**95.52 Prohibited Vegetation.** Plants listed as prohibited in the Kirkland Plant List shall not be planted in the City. These plants include Himalayan and Evergreen Blackberry, English Holly, Fragrant water lily; Bindweed or Morning Glory, Bird Cherry, English and Atlantic Ivy; Herb Robert; Bohemian, Giant, Himalayan, and Japanese Knotweed; Old man's beard, Poison hemlock, Reed canary grass, Scotch broom, Spurge laurel, Yellow archangel, and Yellow flag iris. Other plants, while not prohibited, are discouraged, including Butterfly bush, Black Locust, European Mountain Ash, Tree-of-Heaven, Common Hawthorn, and English laurel.

**100.25 Sign Permits.** Separate sign permit(s) are required. In JBD and CBD cabinet signs are prohibited.

**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, pedestrian connections to adjacent properties, between primary entrances of all uses on the subject property, through parking lots and parking garages to building entrances. Easements may be required. In design districts through block pathways or other pedestrian improvements may be required. See also Plates 34 in Chapter 180.

**105.32 Bicycle Parking.** All uses, except single family dwelling units and duplex structures with 6 or more vehicle parking spaces must provide covered bicycle parking within 50 feet of an entrance to the building at a ratio of one bicycle space for each twelve motor vehicle parking spaces. Check with Planner to determine the number of bike racks required and location.

**105.18 Entrance Walkways.** All uses, except single family dwellings and duplex structures, must provide pedestrian walkways between the principal entrances to all businesses, uses, and/or buildings on the subject property.

**105.18 Overhead Weather Protection.** All uses, except single family dwellings, multifamily, and industrial uses, must provide overhead weather protection along any portion of the building, which is adjacent to a pedestrian walkway.

**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.

**105.18.2 Overhead Weather Protection Standards.** Overhead weather protection must be provided along any portion of the building adjacent to a pedestrian walkway or sidewalk; over the primary exterior entrance to all buildings. May be composed of awnings, marquees, canopies or building overhangs; must cover at least 5' of the width of the adjacent walkway; and must be at least 8 feet above the ground immediately below it. In design districts, translucent awnings may not be backlit; see section for the percent of property frontage or building facade.

**105.19 Public Pedestrian Walkways.** The height of solid (blocking visibility) fences along pedestrian pathways that are not directly adjacent a public or private street right-of-way shall be limited to 42 inches unless otherwise approved by the Planning or Public Works Directors. All new building structures shall be setback a minimum of five feet from any pedestrian access right-of-way, tract, or easement that is not directly adjacent a public or private street right-of-way. If in a design district, see section and Plate 34 for through block pathways standards.

**105.20 Required Parking.** @ parking spaces are required for this use.

**105.47 Required Parking Pad.** Except for garages accessed from an alley, garages serving detached dwelling units in low density zones shall provide a minimum 20-foot by 20-foot parking pad between the garage and the access easement, tract, or right-of-way providing access to the garage.

**105.58 Parking Lot Locations in Design Districts.** See section for standards unique to each district.

**105.65 Compact Parking Stalls.** Up to 50% of the number of parking spaces may be designated for compact cars.

**105.60.2 Parking Area Driveways.** Driveways which are not driving aisles within a parking area shall be a minimum width of 20 feet.

**105.60.3 Wheelstops.** Parking areas must be constructed so that car wheels are kept at least 2' from pedestrian and landscape areas.

**105.60.4 Parking Lot Walkways.** All parking lots which contain more than 25 stalls must include pedestrian walkways through the parking lot to the main building entrance or a central location. Lots with more than 25,000 sq. ft. of paved area must provide pedestrian routes for every 3 aisles to the main entrance.

**105.77 Parking Area Curbing.** All parking areas and driveways, for uses other than detached dwelling units must be surrounded by a 6" high vertical concrete curb.

**105.96 Drive Through Facilities.** See section for design criteria for approving drive through facilities.

**110.52 Sidewalks and Public Improvements in Design Districts.** See section, Plate 34 and public works approved plans manual for sidewalk standards and decorative lighting design applicable to design districts.

**110.60.5 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.

**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.

**115.40 Fence Location.** Fences over 6 feet in height may not be located in a required setback yard. A detached dwelling unit abutting a neighborhood access or collector street may not have a fence over 3.5 feet in height within the required front yard. No fence may be placed within a high waterline setback yard or within any portion of a north or south property line yard, which is coincident with the high waterline setback yard.

A detached dwelling unit may not have a fence over 3.5 feet in height within 3 feet of the property line abutting a principal or minor arterial except where the abutting arterial contains an improved landscape strip between the street and sidewalk. The area between the fence and property line shall be planted with vegetation and maintained by the property owner.

**115.42 Floor Area Ratio (F.A.R.) Limits.** Floor area for detached dwelling units is limited to a

maximum floor area ratio in low density residential zones. See Use Zone charts for the maximum percentages allowed. This regulation does not apply within the disapproval jurisdiction of the Houghton Community Council.

**115.43 Garage Requirements for Detached Dwelling Units in Low Density Zones.** Detached dwelling units served by an open public alley, or an easement or tract serving as an alley, shall enter all garages from that alley. Whenever practicable, garage doors shall not be placed on the front façade of the house. Side-entry garages shall minimize blank walls. For garages with garage doors on the front façade, increased setbacks apply, and the garage width shall not exceed 50% of the total width of the front façade. These regulations do not apply within the disapproval jurisdiction of the Houghton Community Council. Section 115.43 lists other exceptions to these requirements.

**115.45 Garbage and Recycling Placement and Screening.** For uses other than detached dwelling units, duplexes, moorage facilities, parks, and construction sites, all garbage receptacles and dumpsters must be setback from property lines, located outside landscape buffers, and screened from view from the street, adjacent properties and pedestrian walkways or parks by a solid sight-obscuring enclosure.

**115.47 Service Bay Locations.** All uses, except single family dwellings and multifamily structures, must locate service bays away from pedestrian areas. If not feasible must screen from view.

**115.75.2 Fill Material.** All materials used as fill must be non-dissolving and non-decomposing. Fill material must not contain organic or inorganic material that would be detrimental to the water quality, or existing habitat, or create any other significant adverse impacts to the environment.

**115.85 Rose Hill Business District Lighting Standards:** See this section for specific requirements that apply to all exterior lighting on buildings, all open air parking areas and equipment storage yards within this business district. The intent of this section is to discourage excessive lighting and to protect low density residential zones from adverse impacts that can be associated with light trespass from nonresidential and medium to high density residential development.

**115.90 Calculating Lot Coverage.** The total area of all structures and pavement and any other impervious surface on the subject property is limited to a maximum percentage of total lot area. See the Use Zone charts for maximum lot coverage percentages allowed. Section 115.90 lists exceptions to total lot coverage calculations See Section 115.90 for a more detailed explanation of these exceptions.

**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 Required Setback Yards.** This section establishes what structures, improvements and activities may be within required setback yards as established for each use in each zone.

**115.115.3.g Rockerries and Retaining Walls.** Rockeries and retaining walls are limited to a maximum height of four feet in a required yard unless certain modification criteria in this section are met. The combined height of fences and retaining walls within five feet of each other in a required yard is limited to a maximum height of 6 feet, unless certain modification criteria in this section are met.

**115.115.3.n Covered Entry Porches.** In residential zones, covered entry porches on dwelling units may be located within 13 feet of the front property line if certain criteria in this section are met. This incentive is not effective within the disapproval jurisdiction of the Houghton Community Council.

**115.115.3.o Garage Setbacks.** In low density residential zones, garages meeting certain criteria in this section can be placed closer to the rear property line than is normally allowed in those zones.

**115.115.3.p HVAC and Similar Equipment:** These may be placed no closer than five feet to a front, side, or rear property line, and may only be located in a required front yard for single-family residential uses pursuant to subsection (3)(p)(2) of this section; provided, that HVAC equipment may be located in a storage shed approved pursuant to subsection (3)(m) of this section or a garage approved pursuant to subsection (3)(o)(2) of this section. All HVAC equipment shall be baffled, shielded, enclosed, or placed on the property in a manner that will ensure compliance with the noise provisions of KZC 115.95.

**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 be separated from other hard surfaced areas located in the front yard by a 18-inch wide landscape strip. Driveways shall not be closer than 5 feet to any side property line unless certain standards are met.

**115.115.5.b Driveway Setbacks.** For attached and stacked dwelling units in residential zones, driveways shall have a minimum 5' setback from all property lines except for the portion of any driveway, which connects with an adjacent street. Vehicle parking areas shall have a minimum 20-foot setback from all front property lines and meet the minimum required setbacks from all other property lines for the use.

**115.115.5.c Driveway Setbacks.** Vehicle parking areas for schools and day-care centers greater than 12 students shall have a minimum 20-foot setback from all property lines.

**115.115.d Driveway Setbacks.** Parking areas and driveways for uses other than detached dwelling units, attached and stacked dwelling units in residential zones, or schools and day-cares with more than 12 students, may be located within required setback yards, but, except for the portion of any driveway which connects with an adjacent street, not closer than 5 feet to any property line.

**115.120 Rooftop Appurtenance Screening.** New or replacement appurtenances on existing buildings shall be surrounded by a solid screening enclosure equal in height to the appurtenance. New construction shall screen rooftop appurtenances by incorporating them in to the roof form.

**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.

**KZC 117 Wireless Service Facilities.** The applicant for a wireless service facility permit shall follow all applicable development requirements established within KZC Chapter 117 Wireless Service Facilities and KMC Title 26 Telecommunications Franchises.

**118.40.3 Hazardous Liquid Pipeline Covenant.** Prior to issuance of any development permit, the applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development activity on the subject property which is related to a hazardous liquid pipeline. The agreement shall be recorded with the King County Recorder's Office.

**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.

**150.22.2 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.

**152.22.2 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.

**155.22.2 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.

***Prior to recording:***

**110.60.5 Landscape Maintenance Agreement.** The owner of the subject property shall sign a landscape maintenance agreement, in a form acceptable to the City Attorney, to run with the subject property to maintain landscaping within the landscape strip and landscape island portions of the right-of-way (see Attachment ). It is a violation to pave or cover the landscape strip with

impervious material or to park motor vehicles on this strip.

**110.60.6 Mailboxes.** Mailboxes shall be installed in the development in a location approved by the Postal Service and the Planning Official. The applicant shall, to the maximum extent possible, group mailboxes for units or uses in the development.

***Prior to issuance of a grading or building permit:***

**85.25.2 Geotechnical Acknowledgement.** Written acknowledgment from the licensed in Washington State geotechnical engineer or licensed in Washington State engineering geologist who prepared the report required by KZC 85.15 that they have reviewed the project plans and that they conform to their recommendations.

**85.25.8 and 85.40 Dedication.** The City may require that the applicant dedicate development rights, air space, or an open space easement to the City to avoid impacts associated with a landslide hazard area or seismic hazard area on the subject property.

**85.35 Bonds.** The City may require a bond under Chapter 175 KZC and/or a perpetual landscape maintenance agreement to ensure compliance with any aspect of this chapter or any decision or determination made under this chapter.

**85.45 Liability.** The applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development activity on the subject property which is related to the physical condition of the property (see Attachment @).

**90.165 Financial Security for Performance, Maintenance and Monitoring.** A financial security for performance, monitoring and maintenance shall be submitted prior to issuance of a land surface modification or building permit for plantings, improvements and other mitigation measures required in this chapter. The performance portion of the security will be released upon City approval of the installed mitigation.

**90.190 Wetland Buffer Fence.** Prior to development, the applicant shall install a six-foot high construction phase fence along the upland boundary of the wetland buffer with silt screen fabric installed per City standard. The fence shall remain upright in the approved location for the duration of development activities. Upon project completion, the applicant shall install between the upland boundary of all wetland buffers and the developed portion of the site, a permanent split rail, open slatted with at least 18 inches between each slat, wrought iron, chain link, or similar nonsolid fence between three (3) and six (6) feet in height must be installed along the entire edge of the buffer.

**90.190 Stream Buffer Fence.** Prior to development, the applicant shall install a six-foot high construction phase fence along the upland boundary of the entire stream buffer with silt screen fabric installed per City standard. The fence shall remain upright in the approved location for the duration of development activities. Upon project completion, the applicant shall install between the upland boundary of all stream buffers and the developed portion of the site, a permanent split rail, open slatted with at least 18 inches between each slat, wrought iron, chain link, or similar nonsolid fence between three (3) and six (6) feet in height must be installed along the entire edge of the buffer.

**90.210 Natural Greenbelt Protective Easement.** The applicant shall submit for recording a natural greenbelt protective easement, in a form acceptable to the City Attorney, for recording with King County (see Attachment @).

**90.215 Liability.** The applicant shall enter into an agreement with the City which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any claims, actions, liability and damages to critical areas arising out of development activity on the subject property (see Attachment @).

**95.30.4 Tree Protection Zone (TPZ).** A description and location of tree protection measures during construction for trees to be retained must be shown on demolition and grading plans,

including the TPZ distance specified in feet from the face of each tree trunk.

**95.30.3 Tree Retention Plan Requirements.** All required Tree Retention Plan components must be submitted pursuant to KZC 95.30(3), including the identification of Landmark Trees and Groves, planned over-excavation and impacts to retained trees, and individual tree viability ratings pursuant to KZC 95.30(3)(c).

**95.30.4 Tree Retention Standards.** All High Retention Value trees shall be retained and protected. High Retention Value Trees are defined as (1) viable regulated trees with any portion of the trunk located in a required yard, land use buffer, and/or common open space; (2) viable Landmark Trees with a minimum 26-inch DBH located anywhere on a property; and (3) Grove trees with three or more viable regulated trees with overlapping or touching crowns, one of which is located in a required yard, land use buffer, and/or common open space.

**95.30.4.a High Retention Value Tree Removal Authorization.** An assessment of available Site Plan Alterations, Arboricultural Methods, and Variations to Development Standards shall be explored prior to the Planning Official authorizing the removal of High Retention Value Trees pursuant to KZC 95.30(6). This may include multiple schematics illustrating site constraints that do not support retention of the subject trees while still meeting the development guarantees per KZC 95.30(2), accompanied by a comment response letter providing a narrative and Qualified Professional Arborist Report.

**95.30.4.b Landmark Tree and Grove Removal Authorization.** In addition to the standards in KZC 95.30(4)(a), additional Site Plan Alterations, Arboricultural Methods, and Variations to Development Standards shall be explored prior to the Planning Official authorizing the removal of Landmark Trees and Groves pursuant to KZC 95.30(6). This may include multiple schematics illustrating site constraints that do not support retention of the subject trees while still meeting the development guarantees per KZC 95.30(2), accompanied by a comment response letter providing a narrative and Qualified Professional Arborist Report.

**95.32 Tree Protection.** Prior to development activity or initiating tree removal on the site, vegetated areas and individual trees to be preserved shall be protected from potentially damaging activities. Protection measures for trees to be retained shall include (1) placing no construction material or equipment within the protected area of any tree to be retained; (2) providing a visible temporary protective chain link fence at least 6 feet in height around the protected area of retained trees or groups of trees until the Planning Official authorizes their removal; (3) installing visible signs spaced no further apart than 15 feet along the protective fence stating "Tree Protection Area, Entrance Prohibited" with the City code enforcement phone number; (4) displaying site plans showing approved tree retention/protection in plain view with general contractor or other responsible party's phone number; (5) prohibiting excavation or compaction of earth or other damaging activities within the barriers unless approved by the Planning Official and supervised by a qualified professional; and (6) ensuring that approved landscaping in a protected zone shall be done with light machinery or by hand.

**95.23 Landmark Tree Mitigation Standards.** Landmark Trees that are authorized for removal by the Planning Official must be replaced on-site at a 3:1 ratio. Mitigation trees must be selected from the Approved Landmark Tree List. Fee-in-lieu pursuant to KZC 95.23(5) may be pursued if the Planning Official and applicant, after working in good faith, conclude there is inadequate space to replant on-site. Landmark mitigation is in addition to the Tree Density Credits required per KZC 95.34.

**95.34 Tree Replacement Standards.** The minimum tree credit density is 50 tree density credits (TDC) per acre. All required tree replacements must be clearly shown on the Tree Retention Plan, including the size, species, and location of the proposed trees. All additional standards pursuant to KZC 95.34 must be met.

**118.40.3 Hazardous Liquid Pipeline Covenant.** Prior to issuance of any development permit, the applicant shall enter into an agreement with the City, which runs with the property, in a form acceptable to the City Attorney, indemnifying the City for any damage resulting from development

activity on the subject property which is related to a hazardous liquid pipeline. The agreement shall be recorded with the King County Recorder's Office.

**27.06.030 Park Impact Fees.** New residential units are required to pay park impact fees prior to issuance of a building permit. Please see KMC 27.06 for the current rate. Exemptions and/or credits may apply pursuant to KMC 27.06.050 and KMC 27.06.060. If a property contains an existing unit to be removed, a "credit" for that unit shall apply to the first building permit of the subdivision.

***Prior to occupancy:***

**85.25.3 Geotechnical Professional On-Site.** The geotechnical engineer shall submit a final report certifying substantial compliance with the geotechnical recommendations and geotechnical related permit requirements.

**85.35 Bonds.** The City may require a bond under Chapter 175 KZC and/or a perpetual landscape maintenance agreement to ensure compliance with any aspect of this chapter or any decision or determination made under this chapter.

**95.50.2 Bonds.** The City may require a bond for deferred installation of required plantings pursuant to KZC 175 to ensure compliance with any aspect of the KZC 95. A \_\_\_\_ is required for \_\_\_\_ (see Attachment \_\_\_\_).

**85.50 Notice of Geologic Hazard.** Prior to final inspection of any development permit, the applicant shall record (unless legally prohibited from doing so), on the title of the property, a notice stating that the property is potentially located in a geologically hazardous area. This notice will inform future owners that, at the time of the permit's issuance, the property was potentially located in a geologically hazardous area.

**95.51.2.a Required Landscaping.** All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City

**95.51.2.a Tree Maintenance.** For detached dwelling units, the applicant shall submit a 5-year tree maintenance agreement to the Planning and Building Department to maintain all pre-existing trees designated for preservation and any supplemental trees required to be planted.

**95.51.3 Maintenance of Preserved Grove.** The applicant shall provide a legal instrument acceptable to the City ensuring the preservation in perpetuity of approved groves of trees to be retained.

**110.60.5 Landscape Maintenance Agreement.** The owner of the subject property shall sign a landscape maintenance agreement, in a form acceptable to the City Attorney, to run with the subject property to maintain landscaping within the landscape strip and landscape island portions of the right-of-way (see Attachment @). It is a violation to pave or cover the landscape strip with impervious material or to park motor vehicles on this strip.

**110.60.6 Mailboxes.** Mailboxes shall be installed in the development in a location approved by the Postal Service and the Planning Official. The applicant shall, to the maximum extent possible, group mailboxes for units or uses in the development.

**110.75 Bonds.** The City may require or permit a bond to ensure compliance with any of the requirements of the Required Public Improvements chapter. A @ shall be submitted for @.

PLANNING DEPARTMENT PRE-SUBMITTAL TREE RETENTION COMMENTS

| PLANNING DEPARTMENT STAFF CONTACT(S) |                                                                                                                                                           | PROJECT INFORMATION     |                              |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| <b>Planner:</b>                      | Cate Carlberg                                                                                                                                             | <b>Permit No.:</b>      | PRE25-00924                  |
| <b>Development Review Arborist:</b>  | Tim Coye                                                                                                                                                  | <b>Project Name:</b>    | Juanita 2 lot Short plat     |
| <b>Phone:</b>                        | Cate: (425) 587-3240<br>Tim: (425) 587-3209                                                                                                               | <b>Project Address:</b> | 9001 NE 116 <sup>TH</sup> PL |
| <b>Email:</b>                        | Cate:<br><a href="mailto:ccarlberg@kirklandwa.gov">ccarlberg@kirklandwa.gov</a><br>Tim:<br><a href="mailto:tcoye@kirklandwa.gov">tcoye@kirklandwa.gov</a> | <b>Parcel No.:</b>      | 3760500550                   |
| <b>PUBLIC WORKS (IF APPLICABLE):</b> |                                                                                                                                                           |                         |                              |
| <b>Engineer:</b>                     | Ryan Schauble                                                                                                                                             | (425) 587-3842          | rschauble@kirklandwa.gov     |

Urban Forestry Pre-Submittal Review

Did the applicant provide tree information (i.e., tree inventory table with species, diameters, etc.)

☒ Yes

☐ No

Table 1

| Summary Preliminary Tree Info                           |        |        |       |
|---------------------------------------------------------|--------|--------|-------|
| Tree Type                                               | Remove | Retain | Total |
| Regulated Trees (>6" DBH)                               | 10     | 25     | 35    |
| High Retention Value Trees                              |        |        |       |
| <i>Landmark (26" DBH or greater)</i>                    | 1      | 4      | 5     |
| <i>Grove (3 or more trees with canopy overlap)</i>      | 9      | 18     | 27    |
| <i>Other (trees located in required yards/setbacks)</i> | 9      | 19     | 28    |

**Comments on Tree Retention**

A. The pre-submittal application is complete and generally provides the documentation outlined in the [Pre-Submittal Conference Tree Retention Checklist](#).

☒ **Yes**

☐ **No**

1. City comments on missing documents/information identified to-date in the pre-submittal process includes the following:

B. For High Retention Value Trees proposed for removal, has the applicant provided the [High Retention Value Tree Checklist](#) or other supporting information/documentation demonstrating site constraints that do not support retention?

☐ **Yes**

☒ **No**

1. City comments on conflicts with the development standards per KZC 95.30(4) or (5), as applicable, identified to date include the following:

**1. Tree Retention Standards per KZC 95.30:**

- a. High Retention Value Trees – **trees shall be retained**. Review [KZC 95.30\(4\)](#) for retention standards of High Retention Value Trees. The following trees proposed for removal are all High Retention Value due to being in a grove, required yard, or Landmark size.
  - 1) Grove Trees: Tree #s 1-3, 22-26, 31
  - 2) Landmark Trees: Tree # 1, 25, 36
  - 3) Required Yard: Tree # 1-3, 22-26
- b. Provide an assessment of available Site Plan Alterations, Arboricultural Methods, and Variations to Development Standards per [KZC 95.30\(4\)](#). This should include multiple schematics illustrating site constraints that either support or do not support retention. Review the development guarantees per [KZC 95.30\(2\)](#). The Planning Official shall only authorize the removal of High Retention Value Trees if there are no alternate development proposals that result in fewer tree removals after exploring these standards. If retention is not

feasible, provide a comment response letter providing a narrative of site constraints and review from a Qualified Professional Arborist Report.

☐ **Not Applicable** (no HRV trees exist on site or are proposed for removal)

C. Based on the materials provided during the pre-submittal conference on **January 20, 2026**, the proposed tree retention and removal is:

☐ **Acceptable** per KZC Chapter 95

*Note: This preliminary determination is non-binding and may change if the reviewed proposal changes.*

☒ **Not acceptable** per KZC Chapter 95

City Comments:

**1. Tree Retention Standards per KZC 95.30:**

- i. High Retention Value Trees – **trees shall be retained**. Review [KZC 95.30\(4\)](#) for retention standards of High Retention Value Trees. The following trees proposed for removal are all High Retention Value due to being in a grove, required yard, or Landmark size.
  - Grove Trees: Tree #s 1-3, 22-26, 31
  - Landmark Trees: Tree # 1, 25, 36
  - Required Yard: Tree # 1-3, 22-26
- ii. Provide an assessment of available Site Plan Alterations, Arboricultural Methods, and Variations to Development Standards per [KZC 95.30\(4\)](#). This should include multiple schematics illustrating site constraints that either support or do not support retention. Review the development guarantees per [KZC 95.30\(2\)](#). The Planning Official shall only authorize the removal of High Retention Value Trees if there are no alternate development proposals that result in fewer tree removals after exploring these standards. If retention is not feasible, provide a comment response letter providing a narrative of site constraints and review from a Qualified Professional Arborist Report.

- 2. Landmark Tree Removals & Mitigation:** Per [KZC 95.23](#), all Landmark Trees removed shall be mitigated on-site at a 3:1 ratio. 3 Landmark trees are proposed for removal, therefore 9 mitigation trees would be required. The replacement species must be selected from the [City's Approved Landmark Tree](#)

[Mitigation List](#). Landmark Tree mitigation is addition to required tree density credits per [KZC 95.34](#).

- i. If there is inadequate space to replant on-site, a fee-in-lieu of \$450 per mitigation tree that is not planted on the subject property is required.

Please discuss fee-in-lieu options with the Planning Official.

3. **Arborist Report:** The submitted arborist report is over 3 years old and was composed under the outdated tree code. Conditions and sizes of trees may have also changed over that time. Please provide an updated arborist report that evaluates the trees under the current code and update any changes to the trees.
4. **Tree Retention Plan:** Tree Protection Plan provided with submittal does not meet requirements per KZC 95.30.3.b. Add the following items to the Site Plan:
  - i. Location of all proposed improvements, including building footprint, access, utilities, applicable required yards, buffers, and required landscaped areas clearly identified
  - ii. CRZs drawn to scale around all trees potentially impacted by site disturbance resulting from grading, demolition, or construction activities (including approximate CRZs of all trees that are potentially impacted on adjacent properties). Site plans shall include site disturbances associated with over-excavation of foundations, retaining walls, and similar improvements.

## **Building Department Conditions (PRE25-00924) 01/20/26**

Please call Patrick McJunkin, [pmcjunkin@kirklandwa.gov](mailto:pmcjunkin@kirklandwa.gov) 425-587-3668 for Building Department questions related to this Pre app meeting.

### **Building Questions:**

Q: No Questions for Building.

## **Building Department Conditions**

### **Permits & Codes:**

1. Permit applications shall demonstrate compliance with the 2021 editions of the International Building, Residential, Mechanical Codes and the Uniform Plumbing Code as adopted and amended by the State of Washington and the City of Kirkland. (IBC, IRC, IMC, UPC)
2. To determine fire-rated assemblies, indicate the fire separation distances to imaginary lot lines between the residences on the site plans.
3. For a main residence and any detached ADUs, a separate permit application is required. A single plan set depicting all structures may be submitted with the understanding that all the permits must be issued concurrently.
4. For Cottage Unit developments, a separate permit application with plans and other submittal documents specific to each dwelling unit is required. Each site plan needs to indicate the fire separation distances to imaginary lot lines between the residences to determine if any fire-rated assemblies are required. The overall site plan will be contained in your Enhanced LSM and does not need to be submitted as part of the building permit set.
5. Permit applications shall demonstrate compliance with the 2021 edition of the International Energy Conservation Code as adopted and amended by the State of Washington. (WSEC)
6. An Electrical Permit is required to be obtained separately. Kirkland reviews, issues and inspects all electrical permits in the city. Electrical permit applications shall

demonstrate compliance with the 2023 Washington Cities Electrical Code Chapters 1 and 3 as published by WABO. (WCEC)

7. A Plumbing Permit, where required, is to be obtained separately or may be combined with the Building Permit.
8. A Mechanical Permit, where required, is to be obtained separately or may be combined with the Building Permit.
9. A Demolition Permit, where required for removal of existing structure(s) shall be obtained separately.
10. Cast-in-place concrete stormwater detention vaults or retaining walls to be constructed with an LSM will require building permits. These building permits may be obtained separately or combined with the LSM.
11. If a smoke control system per IBC Section 909 is required or provided, a separate Fire Permit for the smoke control system must be applied for. The Fire Permit consists of two separate submittals: A) The Conceptual Smoke Control Submittal (OP9a) shall be submitted prior to submittal of the Building Permit. B) The Detailed Smoke Control Submittal (OP9b) shall be submitted prior to the issuance of the Building Permit.

**Structural:**

12. Structures and their components must be designed for seismic design category D, a wind speed of 110 miles per hour for IRC structures or a wind speed of 98 miles per hour for IBC structures and wind Exposure B or Exposure C if within 1500 feet of the shoreline of Lake Washington or Exposure D if within 600 feet of the shoreline of Lake Washington.
13. A geotechnical report is required to address development activity. The report must be prepared by a Washington State licensed Professional Engineer. Recommendations contained within the report shall be incorporated into the design of the Land Surface Modification and subsequent structures.

14. If the parcel is comprised of multiple lots, it may need to be consolidated prior to permit issuance. A Lot Consolidation by Restrictive Covenant document will be created by the City for signature by the property owners and sent to King County for recording at the time of permit issuance.
15. Prior to issuance of Building, Demolition or Land Surface Modification permit applicant must submit a proposed rat baiting program for review and approval.  
Kirkland Municipal Ordinance 9.04.040

# PRE-SUBMITTAL MEETING COMMENTS

**PRE25-00924**

January 20, 2026



LU presub 1.20.26 @ 11:00am - Microsoft Teams: Divide a single parcel into 2 lots

## FIRE DEPARTMENT

### FIRE DEPARTMENT COMMENTS

Fire Prevention Bureau

Contact: Todd Anderson 425-587-3639; or [tanderson@kirklandwa.gov](mailto:tanderson@kirklandwa.gov)

**\*\*NFPA 13D Fire Sprinkler systems required in all new homes due to Inadequate FD Access (Goat Hill)\*\***

#### FIRE FLOW

4000 gpm (NUD), adequate for this project. A certificate of water availability shall be obtained from NUD.

Per Kirkland Operating Policy 4a (Fire Flow Requirements for Single Family Homes) table B105.1(2) type V (wood frame) construction homes with a gross floor area of under 3,600 sq ft require a minimum fire flow of 1000 gpm. Homes from 3,601-4800 sq. ft require a minimum fire flow of 1,750 gpm and homes from 4,801-6,200 require a minimum of 2000 gpm fire flow.

#### HYDRANT

No issues.

#### ACCESS

Inadequate (Goat Hill). NFPA 13D Fire Sprinkler system required for all new homes.

#### SPRINKLER THRESHOLD

Per Kirkland Municipal Code, all new buildings which are 5,000 gross square feet or larger require fire sprinklers. Included are single family homes, duplexes, and zero lot line townhouses where the aggregate area of all connected townhouses is greater than 5,000 square feet; garages, porches, covered decks, etc, are included in the gross square footage.

(This comment is included in these conditions for informational purposes only.)



## **PUBLIC WORKS CONDITIONS**

**Permit #: PRE25-00924**

**Project Name: 2-Lot Short Plat**

**Project Address: 9001 NE 116<sup>th</sup> Place**

**Date: January 20, 2026**

### **Public Works Staff Contacts**

**Ryan Schauble, Senior Development Engineer**

**Phone: 425-587-3842 / E-mail: [rschauble@kirklandwa.gov](mailto:rschauble@kirklandwa.gov)**

### **General Conditions:**

1. All public improvements associated with this project including street and utility improvements, must meet the [City of Kirkland Public Works Pre-Approved Plans and Policies Manual](#). A Public Works Pre-Approved Plans and Policies manual can be purchased from the Public Works Department, or it may be retrieved from the Public Works Department's page at the City of Kirkland's web site.
2. [Permit Fees, Connection Charges](#) and [Impact Fees](#). Click on the hyperlinks to view the latest fee schedules. Contact Public Works staff if there are general questions about fees. Fees for a specific permit will not be determined until plan review is complete. The applicant is responsible for completing and submitting the Public Works Improvement Evaluation Packet (available in either [Excel](#) or [PDF](#)) before fees and securities are determined. If the project site is located in a water/sewer service area other than City of Kirkland (i.e., Northshore Utility District or Woodinville Water District), then those utility connection charges will be collected by the respective utility district.
3. All street and utility improvements for Short Plats and Subdivisions shall be permitted through a [Land Surface Modification \(LSM\) Permit](#). Click on the hyperlink to view the LSM Checklist. Street and utility improvements covered under a building permit will not require a separate LSM permit, unless specified otherwise by staff.
4. Submittal of Building Permits WITHIN A SUBDIVISION PRIOR TO RECORDING:
  - Submittal and Issuance of a Building Permit with an existing legal building site prior to subdivision recording.
    - A. Submittal - A Building Permit can be submitted prior to recording of the subdivision for each existing legal building site in the subject subdivision if one the following is met:
      - I. A complete Building Permit shall include all the required utility and street improvement engineering for the legal building site; or,



- II. A separate complete LSM Permit has been applied for prior to or at the same time that Building Permit is applied for that includes all of the required utility and street improvement engineering.
  - III. The Building Permit shall comply with applicable codes for that legal building site.
- B. Issuance – The Building Permit will be reviewed and approved for issuance (the Building Department determines when the permit can be issued) by the Public Works Department if the following conditions are met:
- I. The utility and street improvement engineering was reviewed with the Building Permit; or,
  - II. The LSM is approved before the Building Permit is issued; or,
  - III. The Development Engineer determines that the LSM review is substantially complete to allow the Building Permit issuance. In this case the Development Engineer may opt to add special conditions to the new Building Permit related to utility and street improvement engineering that must be completed prior to final inspection of the Building.
- Submittal of Building Permits within an Integrated Development Plan (IDP): If the subdivision is using the IDP process, the Building Permits for the new homes can only be submitted after the LSM Permit has been approved.
  - Review of Expedited or Green Building Permits: A new single family Building Permit within a subdivision can only be applied for after the subdivision is recorded and will only be reviewed as an expedited or green building fast track if submitted electronically through MBP and the LSM Permit has been approved.
5. Securities:
- Performance Security for Short Plat Recording: A short plat may record in advanced of completing all required street and utility improvements by posting a performance security (i.e., a bond). The security amount depends on multiple factors, including but not limited to, whether or not an LSM permit has been approved for the plat (i.e., having a set of approved and construction-ready plans for all plat improvements). Other risk factors will be evaluated. The security amount will be determined by the Public Works Department. Refer to the Public Works Improvement Evaluation Packet for details (available in either [Excel](#) or [PDF](#)).
  - Performance Security for Right-of-Way (ROW) Restoration: If a plat recording Performance Security has not yet been posted, then prior to issuance of the LSM Permit, the Developer must post a performance security to cover all ROW restoration requirements. The security amount will be based on the scope of work in the right-of-way and other risk factors to public infrastructure. The performance security will be released once the project is complete and the permit(s) passed Final Inspections.



- Maintenance Security for LSM Permit Final: Prior to Final Inspections, the Developer must also post a Maintenance Security covering all public improvements installed by the project for a period of two (2) years from the permit Final date. The security amount will be determined by the Public Works Department.
6. Subdivision and Short Plat recording notes and provisions. Refer to the attachment for a list of notes and provisions required by Public Works to be recorded with each subdivision or short plat recording. Contact the Development Engineer for more details.
  7. All civil engineering plans which are submitted in conjunction with a building, grading, or right-of-way permit must conform to the Public Works Policy G-7, Engineering Plan Requirements. This policy is contained in the Public Works Pre-Approved Plans and Policies Manual. All street improvements and underground utility improvements (storm, sewer, and water) must be designed by a Washington State Licensed Engineer. All drawings shall bear the licensed engineer's stamp. All plans submitted in conjunction with a building, grading or right-of-way permit must have elevations which are based on the King County datum only (NAVD 88).
  8. The required tree plan shall include any significant tree in the public right-of-way along the property frontage.

#### **Sanitary Sewer and Water Conditions:**

1. Northshore Utility District (NUD) approval is required for sanitary sewer and water service. A letter of sewer and water availability is required. Contact NUD at 425-398-4400.
2. See Fire Department conditions for fire flow requirements.

#### **Surface Water Conditions:**

1. Provide temporary and permanent storm water control in accordance with the [2021 King County Surface Water Design Manual \(KCSWDM\)](#) and the [City of Kirkland Addendum \(Policy D-10\)](#). Refer to [Policies D-2 and D-3](#) in the [Public Works Pre-Approved Plans and Policies Manual](#) for design guidance, or contact Kirkland Surface Water staff at (425) 587-3800 for assistance. Based on the pre-submittal information provided by the applicant, this project should expect a Full Drainage Review. The drainage review level and requirements may change based on the actual development proposal at the time of permit application.
2. **Vesting of Surface Water Regulations and Design Manual:**
  - Only a "Complete Building Permit Application" or "Complete Short Plat / Subdivision Application" will vest a development project to the current surface water design requirements (i.e., current Design Manual). Other Land Use Permits, Zoning



- Permits, or Design Review Process does not vest a project with regard to surface water requirements. For example: Master Plan, Variance, Use Permits, Design Review Board - does not vest. Complete application means, at a minimum, a complete project description, site plan, and if applicable, SEPA checklist; and shall satisfy Kirkland Municipal Code 20.12.210.
- If a new Design Manual is adopted by the City of Kirkland after a project is vested to the former Design Manual, then the vested project must start construction within 5 years from the date of new Design Manual adoption to remain vested to the former requirements. Start construction means the site work associated with, and directly related to the approved project has begun. For example: grading the project site to final grade or utility installation. Simply clearing the project site does not constitute the start of construction. A performance bond is not equivalent to construction start.
3. **Calculating impervious surface area based on lot coverage: This is important for flow control analysis (hydrologic modeling purposes).** In accordance with KZC Chapter 115.90 – Calculating Lot Coverage. The regulation update allowed conventional (sand set) pavers to be counted as a “Partially Exempt Material”, allowed to received 50 percent exemption for zoning lot coverage for the area they cover. The lot coverage exemption shall not exceed 10 percent of the total lot size. Conventional pavers do not have to meet surface water mitigation specifications (e.g. not designed as LID BMP pervious pavers per Public Works Pre-Approved Plan CK-L-09). As a result, lots are allowed 10 percent more runoff generating surface area, and thus have to provide flow control accordingly. Furthermore, impervious surface areas shall also include frontage and street improvements – streets, sidewalks, trails, etcetera and shall be taken from the layouts of the proposed plans. Building footprint and driveways or building coverage shall be as follows:
- For residential development, the assumed impervious coverage shall be the maximum impervious coverage permitting by the Kirkland Zoning Code (KZC) plus an additional 10%.
4. A drainage report (Technical Information Report or TIR) must be submitted with the Land Use application or permit application. A downstream analysis is required for all projects (except for Basic Drainage Review). For Simplified Drainage Review, use the [Simplified TIR Submittal Template](#) available on the City of Kirkland website.
5. This project is in a Level 2 Flow Control Area and is required to comply with core drainage requirements in the KCSWDM. Historic (forested) conditions shall be used as the pre-developed modeling condition for design of the stormwater detention system.
6. The project may qualify for an exception to detention if the target surfaces will generate no more than a 0.15 cfs increase in the historic (forested) conditions 100-year peak flow. The 15-minute time step must be used to perform the flow control analysis. Do



not use the 1-hour time step. Approved hydrologic modeling programs are MGS Flood and WWHM (latest version of the software).

7. Evaluate the feasibility and applicability of dispersion, infiltration, and other stormwater Low Impact Development (LID) Best Management Practices (BMPs) per the KCSWDM. If feasible, stormwater LID BMPs are required to the maximum extent feasible. If LID BMPs are infeasible, pervious pavement cannot be used to reduce overall impervious coverage. The Private Maintenance Agreement will be recorded on all projects that construct a stormwater LID BMP or facility, per Policy D-7.
8. Soil information may be necessary for designing LID BMPs per the KCSWDM, and there are other reasons a soil report is necessary for a project (e.g., steep slopes, sensitive areas, etc.). Refer to Policy D-8 for details.
9. Special inspections may be required for LID BMPs on this project. Provide documentation of inspections by a licensed geotechnical professional that the BMP will function as designed.
10. If the project will create or replace more than 5,000 square feet of pollution generating impervious surface (PGIS), provide water quality treatment in accordance with the KCSWDM. The enhanced treatment level is required for multi-family residential, commercial, industrial projects, and single family residential projects with eight or more dwelling units per acre density.
11. Soil Amendment per Pre-Approved Plan E.12 is required for all landscaped areas.
12. Provide a separate storm drain connection to each lot for conveyance. All roof and driveway drainage must be tight-lined to the storm drain system or utilize low impact development techniques on-site.
13. Provide collection and conveyance of right-of-way storm drainage. The existing 18" CAP main along NE Juanita Drive will likely have to be removed and replaced. Note that there are downstream 6" and 12" pipes, so a conveyance analysis is required to determine if this system can take on additional flows. Provide a plan and profile design for the storm sewer system. Size and material of construction shall be in accordance with the City Kirkland Pre-Approved Plans and Notes. Refer to Policy D-5 for details.
14. A Public storm sewer line easement is required if a detention facility is required.
15. Maintenance access road(s) per Pre-Approved Plan CK-D.37 shall be provided to the control structure and other drainage structures associated with the detention facility (e.g., inlet, access openings, emergency overflow or bypass structures). Vehicular access to the drainage structures associated with the detention facility shall not be obstructed on a temporary or permanent basis without prior approval from the City. Location of



parking stalls shall not obstruct maintenance access. Where maintenance access is required on a driveway that shares access to residential units, a min. 16' wide drive line is required to accommodate two-way traffic.

16. A storm sewer "Joint Maintenance Agreement" must be recorded with the property for the jointly used storm sewer lines.
17. If working within an existing ditch, the applicant is hereby given notice that the Army Corps of Engineers (COE) has asserted jurisdiction over upland ditches draining to streams. Either an existing Nationwide COE permit or an Individual COE permit may be necessary for work within ditches, depending on the project activities. Applicants should obtain the applicable COE permit; information about COE permits can be found at: U.S. Army Corps of Engineers, Seattle District Regulatory Branch  
<http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx>

Specific questions can be directed to: Seattle District, Corps of Engineers, Regulatory Branch, CENWS-OD-RG, Post Office Box 3755, Seattle, WA 98124-3755, Phone: (206) 764-3495

18. Construction Stormwater Pollution Prevention Plan (CSWPPP):
  - All proposed projects that will conduct construction activities onsite, or offsite must provide stormwater pollution prevention and spill controls to prevent, reduce, or eliminate the discharge of pollutants (including sediment) to onsite or adjacent stormwater systems or watercourses.
  - Refer to Core Requirement No. 5 in the KCSWDM and Policy D-12.
  - Provide an erosion control report and plan with the Building or Land Surface Modification Permit application. The plan shall be in accordance with the KCSWDM.
  - Construction drainage control shall be maintained by the developer and will be subject to periodic inspections. During the period from May 1 and September 30, all denuded soils must be covered within 7 days; between October 1 and April 30, all denuded soils must be covered within 12 hours. Additional erosion control measures may be required based on site and weather conditions. Exposed soils shall be stabilized at the end of the workday prior to a weekend, holiday, or predicted rain event.

#### **Street and Pedestrian Improvement Conditions:**

1. The subject property abuts NE 116<sup>th</sup> Place (Neighborhood Access) and NE Juanita Drive (Minor Arterial). Zoning Code sections 110.10 and 110.25 require the applicant to make half-street improvements in rights-of-way abutting the subject property. Section 110.30-110.50 establishes that this street must be improved with the following:



### NE Juanita Drive

- A. Dedicate sufficient right-of-way (ROW) abutting the property to install half-street improvements. It appears that ROW dedication may not be required, to be confirmed by engineered plans.
- B. Install Type-A concrete curb and gutter. The face of curb shall be located to allow for the existing 11' travel lane, 2' bike lane buffer, and 5' bike lane (6' if including the gutter pan). See CK-R.35A.
- C. Install a 4.5-ft landscape strip behind the curb, with street trees 30 feet on-center.
- D. Install a 5-ft wide concrete sidewalk behind the landscape strip.
- E. See Public Modifications section.
- F. Remove and replace existing half-street improvements in substandard condition.
- G. Remove obsolete driveway cuts, and replace with new frontage improvements.
- H. Identify and protect trees with retention value in the right-of-way.

### NE 116<sup>th</sup> Place

- A. Dedicate sufficient right-of-way (ROW) abutting the property to install half-street improvements. It appears that ROW dedication may not be required, to be confirmed by engineered plans.
- B. Install Type-A concrete curb and gutter. The face of curb shall be located to allow for 20' pavement width.
- C. Install a 4.5-ft landscape strip behind the curb, with street trees 30 feet on-center.
- D. Install a 5-ft wide concrete sidewalk behind the landscape strip.
- E. See Public Modifications section.
- F. Remove and replace existing half-street improvements in substandard condition.
- G. Remove obsolete driveway cuts, and replace with new frontage improvements.
- H. Identify and protect trees with retention value in the right-of-way.

2. **Street Lighting Analysis Requirement:** This project requires a street lighting analysis to determine the appropriate new and/or upgraded street light infrastructure along the project frontage. Refer to COK Policy R-40 for more specific information including the light level requirements, analysis areas, and luminaire requirements. (<https://www.kirklandwa.gov/files/sharedassets/public/v/2/development-services/pdfs/pre-approved-plans/policy-r-40-street-lighting-design-guidelines.pdf>) Please reach out to City staff for additional direction, if needed, on the lighting analysis prior to submission. If the street lighting analysis shows that infrastructure improvements are needed to achieve target light levels (e.g., new luminaire poles), a street lighting plan prepared by a Professional Civil or Electrical engineer will be required. Provide a street lighting analysis and plan at the first submittal or the application may be rejected at completeness.

- 3. Public Improvements Modification (KZC 110.70.3): The City may require or grant a modification to the nature or extent of any required improvement for any of the following reasons:
  - A. If the improvement as required would not match the existing improvements.



- B. If unusual topographic or physical conditions preclude the construction of the improvements as required.
- C. If other unusual circumstances preclude the construction of the improvements as required.
- D. If the City and a neighborhood has agreed upon a modified standard for a particular street (see the Public Works Pre-Approved Plans and Policies Notebook for a description of the Neighborhood Access Street Improvement Modification and Waiver Process).

Review KZC 110.70 for full details about Modifications, Deferments and Waivers, and Construction-in-Lieu, and details about granting authority consistent with the approval processes for short plats and subdivisions.

Due to the steep slopes fronting NE Juanita Drive, the City supports a modification to locate the 5' sidewalk immediately behind the curb and gutter.

Due to the steep slopes fronting NE 116<sup>th</sup> Place, the City supports a modification to remove the curb and gutter, sidewalk, and planter strip requirement along the frontage. The project must ensure 20' pavement width across the entire frontage and widen off-site to the east where 20' width does not exist per KZC 110.25.3.

4. Access Requirements (KZC Chapter 105.10):

- A. Each lot may have a separate driveway from 116<sup>th</sup> Place.
  - B. Meet requirements of Policy R-4 and R-13.
  - C. The driveway for each lot shall be long enough so that parked cars do not extend into any easement, tract, or right-of-way (20' minimum). The parking pad shall measure 20' by 20'.
5. Meet the requirements of the Kirkland Driveway Policy R-4.
6. Meet the requirements of the Kirkland Intersection Sight Distance Policy R.13. All street and driveway intersections shall not have any visual obstructions within the sight distance triangle.
7. When three or more utility trench crossings occur within 150 lineal ft. of street length or where utility trenches parallel the street centerline, the street shall be overlaid with new asphalt or the existing asphalt shall be removed and replaced per the City of Kirkland Street Asphalt Overlay Policy R-7.
- Existing streets with 4-inches or more of existing asphalt shall receive a 2-inch (minimum thickness) asphalt overlay. Grinding of the existing asphalt to blend in the overlay will be required along all match lines.
  - Existing streets with 3-inches or less of existing asphalt shall have the existing asphalt removed and replaced with an asphalt thickness equal or greater than



the existing asphalt provided however that no asphalt shall be less than 2-inches thick and the subgrade shall be compacted to 95% density.

8. It shall be the responsibility of the applicant to relocate any above-ground or below-ground utilities which conflict with the project, associated street, or utility improvements.
9. Underground all new and existing on-site utility lines and overhead transmission lines. Underground any new off-site transmission lines.
10. Zoning Code Section 110.60.7.b establishes the requirement that existing utility and transmission (power, telephone, etc.) lines on-site and in rights-of-way adjacent to the site must be underground. The Public Works Director may determine if undergrounding transmission lines in the adjacent right-of-way is not feasible and defer the undergrounding by signing an agreement to participate in an undergrounding project, if one is ever proposed. In this case, the Public Works Director has determined that undergrounding of existing overhead utility on NE 116<sup>th</sup> Place and NE Juanita Drive is not feasible at this time and the undergrounding of off-site/frontage transmission lines should be deferred with a Local Improvement District (LID) No Protest Agreement.

A recording note must be included on the subdivision or short plat recording. Refer to the attached list of recording notes and provisions, and use the note called "Local Improvement District (LID) Waiver Agreement".

11. A striping plan for the street must be submitted with the building or grading permit.



## **SUBDIVISION AND SHORT PLAT RECORDING NOTES AND PROVISIONS**

*Utility Maintenance: Each property owner shall be responsible for maintenance of the sanitary sewer, storm water stub, rain garden, permeable pavement, or any infiltration facilities (known as Low Impact Development) from the point of use on their own property to the point of connection in the City sanitary sewer main or storm water main. Any portion of a sanitary sewer, surface water stub, rain garden, permeable pavement, or any infiltration facilities, which jointly serves more than one property, shall be jointly maintained and repaired by the property owners sharing such stub. The joint use and maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assigns.*

*Public Right-of-way Sidewalk and Vegetation Maintenance: Each property owner shall be responsible for keeping the sidewalk abutting the subject property clean and litter free. The property owner shall also be responsible for the maintenance of the vegetation within the abutting landscape strip. The maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assigns.*

### **If the lots have on-site private storm water facilities:**

*Maintenance of On-site Private Stormwater Facilities: Each Lot within the Subdivision has a stormwater facility (infiltration trench, dry wells, dispersion systems, rain garden, and permeable pavement) which is designed to aid storm water flow control for the development. The stormwater facility within the property shall be owned, operated and maintained by the Owner. The City of Kirkland shall have the right to ingress and egress the Property for inspection of and to reasonable monitoring of the performance, operational flows, or defects of the stormwater/flow control facility. If the City of Kirkland determines related maintenance or repair work of the stormwater facility is required, the City of Kirkland shall give notice to the Owner of the specific maintenance and/or repair work required. If the above required maintenance or repair is not completed within the time set by the City of Kirkland, the City of Kirkland may perform the required maintenance or repair, or contract with a private company capable of performing the stormwater facility maintenance or repair and the Owner will be required to reimburse the City for any such work performed. The Owner is required to obtain written approval from the City of Kirkland prior to replacing, altering, modifying or maintaining the storm water facility.*

### **If the project contains LID storm improvements that will be installed as a condition of the new home Building Permit:**

*Installation of Low Impact Development (LID) storm drainage improvements with Building Permits: All LID storm drainage features depicted on Sheet \_\_\_\_ of \_\_\_\_ of issued permit LSM1X-0XXXX shall be installed in conjunction with the construction of each new home on lots X to X. The LID improvements include, but are not limited to the rain gardens and the pervious driveways. The Building Permit for the new single family home on lots X to X will not receive a final inspection until said LID improvements are installed. The pervious access road/Tract*



*serving lots X and X shall be constructed or secured by a performance bond prior to recording of the short plat*

**If the plat is proposing a Native Growth Retention Area (NGRA):**

*Native Growth Retention Area (NGRA): The owners of the land herein short subdivided hereby grants to the City of Kirkland a municipal corporation, a native growth retention area easement over, across, under and on that area shown hereon as Native Growth Retention Area (NGRA). The City shall have a license to enter the property to access the easement area for the purposes of monitoring for compliance with the terms of this easement as outlined in the 2016 King County Surface Water Design Manual.*

*It is the responsibility of the property owner(s) to maintain the NGRA. Maintenance shall include removing non-native, invasive and noxious plants; and planting native plants and trees as determined by the City of Kirkland.*

*All trees within the NGRA shall be retained, aside from approved timber harvest activities and the removal of dangerous or diseased trees. The NGRA may be used for passive recreation; provided temporary structures with or without foundation (tree houses, sheds, etc) are not installed and any cleared and compacted areas do not exceed eight percent (8%) of the NGRA. All improvements within NGRA shall require written approval by the City of Kirkland Public Works Department Stormwater Engineering staff. It shall be the responsibility of the property owner to gain all permits and approvals.*

*Each of the undersigned owners agree to defend, pay, and save harmless the City of Kirkland, its officials, agents, and employees from any and all claims of every nature whatsoever, real or imaginary, which may be made against the City, its officers, agents, or employees for any damage to the property or injury to any person arising out of the existence of said native growth retention area over said owner's property or the actions of the undersigned owners in carrying out the responsibilities under this agreement, including all costs and expenses, and recover attorney's fees as may be incurred by the City of Kirkland in defense thereof; excepting therefrom only such claims as may arise solely out of the negligence of the City of Kirkland, its officers, agents, or employees.*

*This easement is given to satisfy a condition of the development permit approved by the City of Kirkland under Kirkland file/permit no. SUBXX-XXXXX.*

*This easement shall be binding upon the parties hereto, their successors and assigns, and shall run with the land."*

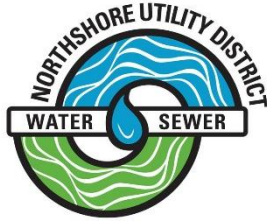


**If the plat is proposing to restrict the amount of impervious surface area:**

*Impervious Surface Covenant:* *The subdivision is hereby restricted to the amount of impervious surface allowed for the purpose of limiting stormwater flows. Each Property owner with the restriction hereby covenants and agrees as follows: the allowable square footage of impervious surface is restricted as listed in the **Impervious Surface Limit Table**, see this sheet. Impervious surface means a hard surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions before development; or that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof, walkways, patios, driveways, parking lots, or storage areas, areas that are paved, graveled or made of packed or oiled earthen materials, or other surfaces that similarly impede the natural infiltration of surface and storm water; pervious surfaces with underdrains designed to collect stormwater runoff are considered an impervious surface. Common pervious surfaces are considered 50% impervious for the purposes of calculating an impervious surface limit are porous concrete, pervious pavers, permeable asphalt, and slatted decks, per KZC 115.90.3 Exemptions. The City of Kirkland or its municipal successors shall have a nonexclusive perpetual access easement on the Property in order to ingress and egress for the sole purposes of inspecting and monitoring the Property's impervious surface coverage. This easement/restriction is binding upon the Grantor(s), its heirs, successors, and assigns unless or until a new drainage or site plan is reviewed and approved by the City of Kirkland Public Works Department or its successor.*

**If the plat is approved to record an LID Waiver Agreement for underground power:**

*Local Improvement District (LID) Waiver Agreement:* *Chapter 110.60.7.b of the Kirkland Zoning Code requires all overhead utility lines along the frontage of the subject property to be converted to underground unless the Public Works Director determines that it is infeasible to do so at the time of the subdivision recording. If it is determined to be infeasible, then the property owner shall consent to the formation of a Local Improvement District, hereafter formed by the City or other property owners. During review of this subdivision it was determined that it was infeasible to convert the overhead utility lines to underground along the frontage of this subdivision on (((\_\_\_\_\_))). Therefore, in consideration of deferring the requirement to underground the overhead utility lines at the time of the subdivision recording, the property owner and all future property owners of lots within this subdivision hereby consent to the formation of a Local Improvement District hereafter formed by the City or other property owners.*



# 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:** Ryan Schauble, City of Kirkland  
**From:** Tyler Johnson  
**Date:** January 21, 2026  
**Re:** 9001 NE 116<sup>th</sup> PL - NUD Development Review – PRE25-00924

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The District has reviewed the information provided for the proposed 2 lot short plat at 9001 NE 116<sup>th</sup> Pl. The site currently contains an existing single-family home that is connected to the water system only. Prior to demolition, the developer is to contact the District to have the water meter removed from the property.

### Water

The District requires individual water services for each structure being built on a property. If the existing water service is in good condition and is in a suitable location it can be reused to serve the structure being built on lot 2. Otherwise, it is to be abandoned at the main. Additional water services can be installed as necessary. District crews will construct the new water services in the ROW; the developer is responsible for connecting the backside of the meters to the homes. Installation of double-check backflow assemblies directly behind the water meters may be required depending on meter elevation, building height or the presence of fire sprinklers. The District does not allow backflow devices to be installed inside the homes. Other specific fire related requirements must be coordinated directly with the Kirkland Fire Department.

### Sewer

Two existing side sewer stubs off Juanita Drive can be used to serve the two new lots. If additional side sewer connections are required, the developer's contractor is responsible for any sewer construction work in the ROW. Each home is to be designed to gravity into the sewer main. Pumping is not allowed.

Connection charges for the development are due prior to the start of any utility construction and plat recording. The developer is to create a utility plan and submit it to the District for review and approval, showing what is to be constructed on each lot.

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 complete all water and sewer requirements for this project.

**Tyler Johnson**

Engineering Permit Technician

**Ph:** (425) 521-3731 | **Email:** [tjohnson@nud.net](mailto:tjohnson@nud.net)

