



City Of Kenmore, Washington

Memorandum

TO: Comprehensive Plan & Development Regulation Amendment Applicants

FROM: Debbie Bent, Community Development Director

DATE: October 31, 2025

SUBJECT: Comprehensive Plan and Development Regulation Amendment Applications

Each year the city's Comprehensive Plan and development regulations may be amended by the Kenmore City Council. To request consideration of a 2026 amendment, applications must be delivered, or postmarked and mailed, to the City of Kenmore no later than **December 1, 2025**.

The attached information includes an application form (Form 901) and submittal checklist (Form 902). The pre-screening / threshold review fee is \$200.00. An applicant whose amendment proposal is approved by the City Council for consideration during the 2026 Amendment Process pursuant to KMC 19.20.060(D) shall pay an additional fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal. A fee waiver request may be granted in the following cases: requests involving a topic of a city-wide nature; or a neighborhood wide request; a request made by a nonprofit organization when involving more than one property; or city-sponsored proposals. Fee waivers are not allowed for site-specific Comprehensive Plan land use amendments.

Applications are evaluated for compliance with the Kenmore Municipal Code, Kenmore Comprehensive Plan and the State Growth Management Act (GMA). Applications will be reviewed by City staff and forwarded to the City Council. The City Council will review the applications and determine which applications will be reviewed by the Planning Commission, which applications will be delayed to the next amendment cycle and which applications will not be considered. Those applications accepted for further review will be forwarded on to the Planning Commission who will hold a public hearing on the proposed amendments. The Planning Commission will then make a recommendation to the City Council, which is the final decision-making body.

Please contact the Community Development Department at (425) 398-8900 or email Todd Hall at thall@kenmorewa.gov if you have further questions.

901

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



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

2026 Docket Application

**Application Deadline
December 1, 2025 3:00 PM
(postmarked and mailed)**

Amendments (Fee \$200): Applicants whose amendment proposals are approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal

Staff Use Area Only

Comprehensive Plan Section
to be Amended

Stamp Received

Development Regulation
Section to be Amended

Site Specific Comprehensive
Plan Amendment Information

Applicant: _____
Address: _____
e-mail address: _____

Phone: _____

City, St, Zip: _____

Fax: _____

Contact Person: _____
Address: _____
e-mail address: _____

Phone: _____

City, St, Zip: _____

Fax: _____

Property Owner: *(for site specific comprehensive plan amendments only)*

Address: _____

Phone: _____

e-mail address: _____

City, St, Zip: _____

Property Address: _____

Fax: _____

Property Size: _____

Parcel Number(s): _____

Adjacent Land Uses: _____

Existing Use(s) on site: _____

Existing Comprehensive plan designation: _____

Proposed Comprehensive Plan Designation: _____

Existing Zoning Designation: _____

Proposed Zoning Designation: _____

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge. I have read the application in its entirety and understand that my submittal will be reviewed for completeness and if found to be complete will be processed in accordance with KMC Title 19.

Signature: _____

Date: _____

Signature: _____

Date: _____

902

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



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Contact Name: _____		Date Stamp
	Amendments _____		
	Requested: _____		

1	<p>A Docket Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Unless one or more of the submittal requirements outlined in KMC 19.20.070 is waived by the Department of Community Development, an application that does not contain all of the submittal requirements so enumerated by December 1, 2025, shall be considered incomplete and ineligible for consideration in the annual amendment cycle.</p> <p>Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact Todd Hall (thall@kenmorewa.gov) in the Community Development Department to have the item(s) waived. Please submit the number of copies of each item requested below.</p>		
	Appl.	Staff	SUBMITTAL REQUIREMENTS
2	<input type="checkbox"/>	<input type="checkbox"/>	Amendment Application Form 1
3	<input type="checkbox"/>	<input type="checkbox"/>	Narrative clearly stating the proposal and what the amendment is attempting to accomplish 1
4	<input type="checkbox"/>	<input type="checkbox"/>	Narrative indicating how the proposed amendment meets the criteria outlines in KMC 19.20.080 and 19.20.090 1
5	<input type="checkbox"/>	<input type="checkbox"/>	Additional Documents 1 <ul style="list-style-type: none"> ▪ Photographs, sections, petitions, letters of support which may explain your request, sketches etc. that may support your application.
6	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Screening / Threshold Review Fee \$200.00 1 time <ul style="list-style-type: none"> ▪ Applicants whose amendment proposals are approved by the City Council pursuant to KMC 19.20.060(D) shall pay a fee of \$400.00 to cover the cost of processing, review and analysis of their amendment proposal
	Appl.	Staff	ADDITIONAL SUBMITAL REQUIREMENTS (SITE SPECIFIC)
7	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description 1
8	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map 1
9	<input type="checkbox"/>	<input type="checkbox"/>	Address labels of property owners within 1000 feet of the subject property will be required if application is accepted for review in 2025. 3