

New submittal items added to the application are highlighted in yellow (01/21)



Land Use Application

Application Type: Select One

- Administrative Modification
- Conditional Use Permit
- Site Plan Entitlement
- Temporary
- Short Plat (1-9 Lots)
- Subdivision (10+ Lots)
- Shoreline Exemption
- Shoreline

Process? Select One Any land use permit subject to resubmittal fees is eligible for the PREP process.

- Formal
- PREP

Project Information

Project Name: Redmond Senior & Community Center Acres: 10.38 Zoning: SMT

Parcel Number(s): 720203-0020 Site Address: 8703 160th Ave NE Redmond, WA 98052

Project Description:
Construct a new expanded senior and community center on the site of the previous center.
 Major program elements include a senior lounge and library, multi-use community room, commercial kitchen, outdoor terrace, gym with courts and an elevated walk/jog track, shower and locker areas, and administrative offices.

Existing Uses:

- Res. Comm. Office Mfg.
- Existing Dwelling Units (#): 0
- Existing Building (Sq. ft.): 0
- Existing Lots (#): 1
- Demolition? No Yes. If yes, size in sq. ft. _____; or number of dwelling units 0

Proposed Uses:

- Res. Comm. Office Mfg.
- Proposed Dwelling Units (#): 0
- Proposed Building (sq. ft.): 52,510
- Proposed Lots (#): 1

Project Contact Information

Owner Contact Information:

Name: Eric Dawson
 Address: 15670 NE 85th St, P.O. Box 97010, Redmond, 98073
 Phone: 425-556-2867
 Email: ecdawson@redmond.gov

Authorized Signature: Eric Dawson

Digitally signed by Eric Dawson
Date: 2021.08.30 11:35:11 -0700

Applicant/Project Manager Contact Information:

Name: Kathy Justice
 Address: 100 NE Northlake Way #200, Seattle, 98105
 Phone: 206-523-6150
 Email: kjustice@johnstonarchitects.com

Date: 8/30/21

Submittal Instructions

To start your application please visit the [Plan Review Online](#) page. Once you have applied staff is notified of the request and will follow-up with you regarding the next steps within 24 to 48 hours. Supporting documentation and plans can be uploaded through the [Redmond ePermitting Service \(REPS\)](#), once your application has been accepted by staff. Most applications are subject to an initial 30-day review period. If more information is required, subsequent 14-day review periods will be opened.

Please contact the City of Redmond Planning Department at PlannerOnCall@redmond.gov for any questions or concerns. **All submittals shall follow the Submittal Standards.** Submittals that do not follow outlined submittal standards shall be rejected. Any submittal item waived at intake may be required by the Administrator at any point during the review process. The submittal checklist is not an exhaustive list of submittal requirements and may be modified in cases where additional information is required to complete the review of an application.

Additional Project Contacts

Billing Contact Information:

Name: Eric C. Dawson/ City of Redmond
 Address: 15670 NE 85th St, P.O. Box 97010, Redmond, 98073
 Phone: 425-556-2867
 Email: ecdawson@redmond.gov

Architect Contact Information:

Name: Chris Roberts/ Opsis Architecture
 Address: 920 Northwest 17th Avenue, Portland, 97209
 Phone: 503-525-9511
 Email: chrisr@opsisarch.com

Environmental Consultant Contact Information:

Name: Danielle Rapoza/ Herrera
 Address: 1329 N. State Street, Suite 200, Bellingham, 98225
 Phone: 206-441-9080
 Email: DRapoza@herrerainc.com

Civil Engineer Contact Information:

Name: Neil Schaner/ Herrera
 Address: 1329 N. State Street, Suite 200, Bellingham, 98225
 Phone: 206-441-9080
 Email: NSchaner@herrerainc.com

E-track Portal Intake Contact Information:

Name: Sarah Burk/ Johnston Architects
 Address: 100 NE Northlake Way #200, Seattle, 98104
 Phone: 206-523-6150
 Email: sburk@johnstonarchitects.com

Landscape Architect Contact Information:

Name: Chris Jones/ Groundswell
 Address: 600 First Avenue, Seattle WA 98104
 Phone: 206-388-2066
 Email: chris@groundswell.studio

Arborist Contact Information:

Name: Randall Taylor/ Herrera
 Address: 2200 Sixth Ave, Suite 1100, Seattle, 98121
 Phone: 206-441-9080
 Email: RTaylor@herrerainc.com

Other Contact Information:

Name: True North Land Surveying, Inc
 Address: 1930 Sixth Ave S, Suite 401, Seattle, 98134
 Phone: 206-332-0800
 Email: jo@truenorthlandsurveying.com

Plan Sets

All required plans shall be condensed into one submittal item unless the file size is too large to electronically submit. In this case, the Architectural Elevations may be submitted separately.

Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
Building Elevations	Building elevation information is located within Article III of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Composite Plan	Shall be prepared by a qualified professional and include composite site plan, civil engineering plan, composite utility plan and a composite landscape plan showing the entire site.	<input checked="" type="checkbox"/>	
Cover Sheet	Cover sheet standards are located within the Cover Sheet Standards Handout .	<input checked="" type="checkbox"/>	
Cross Section Plan	The cross section plan shall be consistent with Site Plan Standards .	<input checked="" type="checkbox"/>	
Drainage Plan	Drainage information is located within the Stormwater Technical Notebook , Washington Department of Ecology Stormwater Manual 2012 (Amended 2014) , and RMC Title 13 . Additional information is located within the Drainage Plan Standards Handout .	<input checked="" type="checkbox"/>	
Fire Plan	Fire code standards are located within the Redmond Fire Code .	<input checked="" type="checkbox"/>	
Floor Plan	Plan for all floors at, above, and below grade.	<input checked="" type="checkbox"/>	
Grading Plan	Grading information is located within the Stormwater Technical Notebook , RMC Chapter 15.24 , and the Grading Plan Standards Handout .	<input checked="" type="checkbox"/>	
Irrigation Plan	Irrigation information is located within Article II of the Redmond Zoning Code. General information regarding backflow prevention is located within the Cross Connection Control Handout .	<input checked="" type="checkbox"/>	
Landscape Plan	Landscaping information is located within Article I , Article II , and Article III of the Redmond Zoning Code. Additional information regarding planting types is located within the Landscaping Handout .	<input checked="" type="checkbox"/>	
Lighting Plan	Lighting information is located within Article II of the Redmond Zoning Code. Additional information is located within the City of Redmond Illumination Design Manual .	<input checked="" type="checkbox"/>	
Mitigation Plan	Critical area mitigation information is located within Appendix 1 of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Phasing Plan	Phasing information is located within Article V of the Redmond Zoning Code.	<input type="checkbox"/>	

Public Notice Site & Tree Preservation Plan	Public notice site and tree preservation plan information is located within the Public Notice Site & Tree Preservation Plan Handout . Additional information on public notice sign requirements is available in the Applications & Forms section of www.Redmond.gov .	<input checked="" type="checkbox"/>	
Roof Plan	Rooftop screening information is located within Article III of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Screening Plan	Screening information is located within Article III of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Sign Plan	Sign information is located within Article II of the Redmond Zoning Code	<input checked="" type="checkbox"/>	
Site Plan	Site Plan standards are located within the Site Plan Standards Handout . A sample site plan is available for reference.	<input checked="" type="checkbox"/>	
Transportation Plan	Transportation information is available within Article II of the Redmond Zoning Code. Additional information is located within Appendix II of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Tree Preservation Plan	Tree Preservation information is located within Article IV of the Redmond Zoning Code. Additional information regarding tree protection is located within the Tree Protection Handout .	<input checked="" type="checkbox"/>	
Utility Plan	Utility information is located within the Water & Wastewater System Extensions Design Requirements Manual , Standard Specification and Details Addendum , RZC 21.17.010 , RZC 21.74 , and RMC Title 13 . Additional information is located within the Utility Plan Standards Checklist .	<input checked="" type="checkbox"/>	

Planning			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
ALTA Survey	Shall be prepared by a qualified professional surveyor licensed in the State of Washington, in accordance with the standards specified by the American Land Title Association (ALTA).	<input checked="" type="checkbox"/>	
Critical Areas Aquifer Recharge Report	Shall be prepared by a qualified professional hydrogeologist, geologist, or engineer, licensed in the State of Washington. Additional information is located within Appendix 1 of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Critical Areas Report	Shall be prepared by a qualified professional. Additional information is located within Appendix 1 of the Redmond Zoning Code.	<input checked="" type="checkbox"/>	
Cultural Resources Report	Shall be prepared by a qualified professional archaeologist in compliance with the definition located within the Revised Code of Washington Section 27.53.030 .	<input type="checkbox"/>	
Decision Criteria Analysis & Response Applicant Memo	Shall be submitted for all land use applications. It shall outline applicable decision criteria for the application type and provide a response how the criteria is met. Criteria applicable to all applications (RZC 21.76.070.B) and criteria applicable to the specific application type (RZC 21.76.070 or 21.74.030).	<input checked="" type="checkbox"/>	
Comprehensive Plan Policies	As part of the criteria responses, applicant shall provide at least six comprehensive plan policies which support the project and include responses how the project aligns with the policies.	<input checked="" type="checkbox"/>	
Extraordinary Notice	Only required for major land use actions . Additional information is located within Appendix 6 of the Redmond Zoning Code.	<input type="checkbox"/>	
FEMA Biological Opinion Floodplain Habitat Assessment Worksheet	Only required for proposals within the 100-year floodplain. The worksheet is available in the Applications & Forms section of www.Redmond.gov .		
GHG Emissions Worksheet	Shall be submitted for all applications. The worksheet is available in the Applications & Forms section of www.Redmond.gov .	<input type="checkbox"/>	
Joint Aquatic Resources Permit Application	Only required for shoreline and shoreline exemption applications. The form is available on the Applications & Forms section of www.Redmond.gov	<input type="checkbox"/>	

Memorandum of Understanding	Only required for applications that have selected the PREP Process. The memorandum is available in the Applications & Forms section.	<input type="checkbox"/>
Noise Analysis	Shall be prepared by a qualified professional noise consultant compliant with the definition located in Redmond Municipal Code 6.36 .	<input type="checkbox"/>
Photographs	Shall be submitted for all applications. The photographs shall be of current site conditions and surrounding properties.	<input checked="" type="checkbox"/>
Previously Approved Plan Set	Only required for applications that have received a previous approval.	<input type="checkbox"/>
Previously Approved Staff Report or Notice of Decision	Only required for applications that have received a previous approval.	<input type="checkbox"/>
Project Narrative	Shall be submitted for all applications.	<input checked="" type="checkbox"/>
SEPA Application Form	Shall be submitted for all applications. The form is available in the Applications & Forms section of www.Redmond.gov .	<input checked="" type="checkbox"/>
SEPA Checklist	Shall be submitted for all applications. The checklist is available in the Applications & Forms section of www.Redmond.gov .	<input checked="" type="checkbox"/>
Title Report or Plat Certificate	Shall be dated within 90 days of the submittal date.	<input type="checkbox"/>
Tree Health Assessment Report	Shall be prepared by a certified arborist in compliance with the definition located within Article VII of the Redmond Zoning Code.	<input checked="" type="checkbox"/>
Waiver Request Letter	Shall be submitted for any application that does not include all submittal requirements. Waiver request letters shall include a justification for the omission of all submittal items not included in a submittal.	<input checked="" type="checkbox"/>
Utility Availability Certificate	UAC shall be submitted for project as currently proposed (unit count, coverage, FAR parcel(s), etc.). Project cannot be scheduled for intake or accepted without UAC. UAC that does not match project will not be accepted and intake will be denied. Applicant to include side-by-side of parcel, density, coverage, connection points etc. between what was submitted for UAC and the project application. Utility Availability Certificate Form	<input checked="" type="checkbox"/>

Design Review Board

Design Review Board (DRB) meetings are held at 7:00 P.M. on the 1st and 3rd Thursday of each month. The purpose of the meetings is to review the designs of any land use projects subject to DRB approval & recommendation under [RZC 21.76.020.E](#). The following DRB materials must be submitted prior to scheduling a meeting in **one PDF document titled "Design Review Board Materials."** Materials submitted are subject to a minimum two-week review by the planner assigned to your project. Additionally, the applicant is required to provide a 7-minute (maximum) video or narrated slide show hosted on the applicant's platform of choice (i.e. YouTube, Vimeo, Applicant's website). The applicant should anticipate three or more total Design Review Board meetings prior to any approval/recommendation by the board.

Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
Completed Design Standards Checklist	Shall be submitted for all applications subject to Design Review Board approval. The checklist is available in the Applications & Forms section of www.Redmond.gov .	<input checked="" type="checkbox"/>	
Video/Slideshow Presentation	Shall be submitted for all applications subject to Design Review Board approval. Video/Slideshow shall be limited to 7-minutes (maximum) and hosted on the applicant's platform of choice (i.e. YouTube, Vimeo, Applicant's Website), and a hyperlink provided.	<input checked="" type="checkbox"/>	
Design Concept Narrative	Shall be submitted for all applications subject to Design Review Board approval. The narrative shall be based on a well-defined concept which responds to the community goals and policies identified within RZC 21.58 through 21.62 .	<input checked="" type="checkbox"/>	
Photographs	Shall be submitted for all applications subject to Design Review Board approval. The photographs shall be of current site conditions and surrounding properties.	<input checked="" type="checkbox"/>	
Plan Set	Shall be submitted for all applications subject to Design Review Board approval. Shall include: (1) Building Elevations (Full Color, Existing and Proposed), (2) Cover Sheet, (3) Site Plan, (4) Floor Plan, (5) Landscape Plan (Within 100 feet of the proposed structure), (6) Lightning Plan (Including cut sheets and photometrics) (7) Parking Plan, and (8) Roof Plan.	<input checked="" type="checkbox"/>	
Renderings	Shall be submitted for all applications subject to Design Review Board approval. Shall include: Color renderings of the proposed building in perspective from public rights-of-way, public trails, other public spaces, and neighboring structures. Shall identify proposed materials and colors on the color renderings.	<input checked="" type="checkbox"/>	
Special Design Requirements Memo	Only required for applications subject to special design requirements. Shall outline applicable special design requirements for	<input type="checkbox"/>	

	specific districts, neighborhoods or uses and detail how the proposal meets these additional requirements.	
Material and Color Board	Shall be prepared for all applications subject to Design Review Board approval. May be brought to the Design Review Board meeting by the applicant rather than submitted with the Land Use Application. Shall be at least 24"x36" in size and include: (1) Exterior Finish Color Chips (minimum of 4"x4"), (2) Doors/Frames, (3) Roofing, (4) Rooftop Mechanical Equipment Screening Materials, (4) Trim, Flashing, etc., (5) Windows/Frames.	<input checked="" type="checkbox"/>

Transportation

Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
Transportation Certificate of Concurrency	Transportation Certificate of Concurrency form shall be filled out.	<input checked="" type="checkbox"/>	
Transportation Management Program	Only required for applications that are proposing a transportation management program per RZC 21.52.020 .	<input type="checkbox"/>	
Traffic Study Phase I	Shall be prepared by a qualified professional. Additional information is located within the Traffic Study Standards Checklist .	<input checked="" type="checkbox"/>	
Traffic Study Phase II	If required, the Phase Two Traffic Study scoping will be primary based on the outline presented in Part 4 - Requirement for Traffic Study. Depending on the size and character of the proposed project, a formal scoping meeting with traffic consultants may be necessary to determine if certain elements of the outline may be added to, or reduced from, the scope.	<input type="checkbox"/>	

Stormwater			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
Easement Documents	The documentation for any easements that will be applicable to the project.	<input type="checkbox"/>	
Geotechnical Report	This report may be required depending upon the scope of the project and characteristics of the site. The measured infiltration rate, or the recommendation from a Geotechnical Engineer regarding full/limited infiltration of the site shall be included in the Geotechnical report. Please contact the Development Engineering Division at 425.556.2876 to verify if the report is required.	<input checked="" type="checkbox"/>	
LID Feasibility Analysis and Site Plan	Analysis for LID based on Appendix N of the Redmond Stormwater Technical Notebook should be completed as part of the initial project design. The LID Feasibility study is required at the kickoff intake.	<input checked="" type="checkbox"/>	
Stormwater Report	The Preliminary Stormwater Report must follow the format provided in the 2012 Department of Ecology Stormwater Manual for Western Washington as amended in 2014 (2014 SWMMWW), Volume I, 3.1.7). Project shall provide On-site Stormwater Management BMP's to meet Minimum Requirement #5 and demonstrate compliance with the LID Performance Standard. Additional information is located within the Stormwater Report Standards Checklist .	<input checked="" type="checkbox"/>	

Utilities			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
Other	Please contact your utilities reviewer for additional application specific submittal requirements.	<input type="checkbox"/>	

Fire			
Submittal Item	Item Description	Applicant	Staff Use Only
		Included	Waived/Received/Miss
City Approved Water Supply and Hydrant	Water supply and hydrant standards are located within the Water Supply and Hydrant Standards Handout .	<input checked="" type="checkbox"/>	