# Project Information

**Project Name:** Microsoft Bldg 40–41 Tree Replacement  
**Application Type:** Administrative Modification  
**File Number:** LAND–2019–00332  
**Project Description:** Removal and replacement of 44 trees to allow for waterproofing maintenance to occur in plants.

**Project Location:** 15563 NE 31st St  
**Site Address, If Applicable:** 15563 NE 31ST ST  
**Size of Subject Area in Acres:** 0

**Applicant:** Andy Paroline  
**Process Type:** II (see attached flow chart)  
**A Public Hearing is not required for this application type.**

**Required Permits, not a part of this application:**  
Administrative Modification

**Required Studies:**  
Tree Health Assessment

**Existing Environmental Documents, relevant to this application:**  
SEPA Checklist

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# Important Dates

**Application & Completeness Date:** May 1, 2019  
**Notice of Application Date:** May 13, 2019  
**To allow a minimum comment period as specified in RZC, the City will not issue a decision on this project prior to June 3, 2019. If date ends on a weekend or holiday comments are due on the next business day.**

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# Regulatory Information

**Zoning:** Overlake  
**Comprehensive Plan Designation:** Overlake Mixed Use  
**Consistent with Comprehensive Plan:** Yes  
**Applicable Development Regulations:** Redmond Municipal Code & Zoning Code

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# Public Comment

Although comments are accepted up until the decision is issued, submittal of comments during the comment period required in RZC, will ensure comments are considered prior to issuing a decision and will allow staff and/or the applicant to address comments as early in the process as possible. In addition, persons who want to be informed of future actions or would like to become a party of record on this proposal must provide their name and mailing address to the project planner. Submit written comments or name and address to be added as a party of record to the City of Redmond Planning Department, Development Services Center 15670 NE 85th Street, P.O. Box 97010, Mail Stop 2SPL, Redmond, WA 98073–9710, or fax to 425–556–2400. The final decision on this proposal may be appealed according to the City appeal provision specified in RZC Chapter 21.76, Review Procedures.

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# City Contact Information

**Project Planner Name:** Benjamin Sticka  
**Phone Number:** 425–556–2470  
**Email:** bsticka@redmond.gov
Public Comment Form

Project Name: Microsoft Bldg 40–41 Tree Replacement
File Number: LAND–2019–00332

Contact Information

Name: ___________________________ Phone: ___________________________ Email: ___________________________

Address: ___________________________ State: ___________________________ Zip Code: ___________________________

Comments (Attach additional sheets if necessary)

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Vicinity Map

LAND-2019-00332, Microsoft Building 40-41 Tree Replacement
Address: 15563 NE 31st St, Redmond, WA 98052
Parcel Number(s): 00673100004
Vicinity Map

General Information
- Legal description and parcel number(s) of the subject property, Tax Parcel#: 067310-0004 Microsoft main campus BSP "Bellevue Gardens 3rd add lots 3 & 4 Redmond SP $520-$52-3R REC 6618501616
- Proposed UBC Construction type, N/A, proposed is planting only
- Site size, gross and net (square feet and acres), 405,657 square feet 9.31 acres
- Dwelling units allowed and proposed (residential), N/A, proposed is planting only
- Gross floor area allowed and proposed (non-residential), N/A, proposed is planting only
- Open space/landscaping existing, proposed, minimum code requirement, N/A, proposed includes no change to resultant open space/landscaping quantity
- Impervious surface-existing, proposed, maximum code requirement, N/A, proposed includes no change to resultant impervious surface
- Parking-existing, proposed, minimum, maximum, N/A, proposed is planting only

On and Off-Site Conditions (Existing and Proposed)
- Existing and proposed property lines and lots, Proposed includes no change to the property lines
- Existing topography, See Vicinity Map
- Existing topography within 50 feet of the project limits, See Vicinity Map
- Proposed topography including heights of proposed retaining structures and rockeries, N/A, excavation is within existing enclosed on-structure planters and will be refilled after waterproofing membrane is replaced
- Existing and/or proposed easements, N/A, proposed is planting only
- Existing and/or proposed public or common use areas, N/A, proposed is planting only
- Fences and other development features, N/A, proposed is planting only
- Distances between existing and proposed structures on and off the subject property, N/A, proposed is planting only
- Existing streams, wetlands, ponds, and other surface water features and associated buffers, and flood prone areas, N/A, none existing
- If the project is located within a floodplain, you must provide the Base Flood Elevation, N/A, not within floodplain

Sheet Index

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8 | Landscape Plan - Existing Plan - L-1
9 | Landscape Plan - Existing Plan - L-2
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Cover Sheet

Scale: 1” = 100’-0”

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North
Process Flow Chart for:
Administrative Modification Applications

Administrative Modifications follow the Type II process. The Type II process includes review by the Technical Committee, with the Technical Committee as the decision maker. Design Review Board approval is typically required for new construction or additions to commercial or multifamily development proposals. There is no public hearing requirement.
If Technical Committee is ready to issue a decision

Cycle repeats until Technical Committee is ready to issue a decision

**Notice is only required if additional square footage is proposed**
1. **Notice of Application for (completed within 14 days of application):**

   **Sent to:** Applicant, property owners and residents within 500 feet
   **Posted:** On site, City Hall, Library, Internet.

   **Who May Participate?** Any interested party may submit comments prior to decision to establish themselves as Party of Record. You must become a Party of Record to reserve right to appeal the Technical Committee’s Decision. Although comments are accepted up until the decision is issued, submittal of comments during the 21 day comment period is encouraged to allow staff and/or the applicant to incorporate changes as early in the design process as possible.

2. **Design Review Board Review (if required):**

   **Notice:** Notices of DRB meetings are not provided on a project specific basis. However DRB meetings are held regularly on the 1st and 3rd Thursday evenings of each month (with some exceptions).

   **Who May Participate?** Any interested party may attend the Design Review Board meetings and may submit comments at the meetings.

   **Can I appeal the Design Review Board's Decision?** The DRB decision and associated conditions are incorporated into the Technical Committee decision for the project. Therefore, if one wishes to appeal a DRB condition, one must wait until the Technical Committee issues the final decision on the project and follow the appeal procedures noted therein.

3. **Notice of Decision (sent the day of decision issuance):**

   **Sent to:** Applicant and Parties of Record
   **Posted:** No posting on site

   **Can the decision be appealed?** Yes, the Technical Committee decision may be appealed to the Hearing Examiner. However only the applicant and Parties of Record can appeal.

   **When must an appeal be submitted?** Appeals must be submitted by 5:00 p.m. on the 14th day following the issuance of the decision.

4. **Notice of Hearing Examiner Appeal Hearing:**

   **Sent to:** Applicant and Parties of Record
   **Posted:** No posting on site

5. **Hearing Examiner Appeal Hearing Held:**

   **Who can participate?** The appellant, the applicant and the City shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information; provided, that the Examiner may allow non-parties to present relevant testimony if allowed under the Examiner’s rules of procedure.

6. **Hearing Examiner issues decision on appeal:**

   **When:** The decision is issued within 10 days after hearing

   **Who receives the decision?** Applicant, appellant and anyone who participated in the hearing

   **Who can request reconsideration?** Any person who participated in the hearing may file a request for reconsideration with the Hearing Examiner within 10 business days of the date of the Hearing Examiner’s decision.

   **What if a Party of Record requests reconsideration?** The Hearing Examiner shall act within 10 days after the filing of the request by either denying the request, issuing a revised decision, or calling for an additional public hearing.

   **Can the Hearing Examiner Decision on the appeal be appealed to King County Superior Court?** Yes, the decision on the appeal may be appealed within 21 days following the expiration of the reconsideration period. Only the City, project applicant or any person who participated in the appeal hearing may appeal.
### Tree Schedule

<table>
<thead>
<tr>
<th>Tree Type</th>
<th>Removed</th>
<th>Impacted</th>
<th>Retained</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Landmark</strong> (30” DBH)</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Trees of all trees</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total</strong> (15563 &amp; 15571)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Number of removed trees</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Number of impacted trees</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Number of retained trees</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Tree Preservation Summary

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<thead>
<tr>
<th>Landmark</th>
<th>Total</th>
<th>Significant</th>
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</thead>
<tbody>
<tr>
<td>Number of removed</td>
<td>Number of impacted</td>
<td>Number of retained</td>
</tr>
<tr>
<td><strong>Landmark</strong> (30” DBH)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Trees of all trees</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total</strong> (15563 &amp; 15571)</td>
<td>0</td>
<td>0</td>
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<td>N/A</td>
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</tr>
<tr>
<td><strong>Number of impacted trees</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Number of retained trees</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Replacement Trees

<table>
<thead>
<tr>
<th>Tree Type</th>
<th>Number of replacement trees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trees</strong></td>
<td>44</td>
</tr>
</tbody>
</table>

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**Call Before You Dig. 8-1-1 or 1-800-424-5555**

**Underground Service (USA)**