



**SHORELINE  
CITY COUNCIL**

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December 10, 2021

Steve Yoon  
MCRT West Coast, LLC  
[syoon@mcrtrust.com](mailto:syoon@mcrtrust.com)

Pre-Application File PRE21-0199  
Project Location: 17802 Linden Ave N (Parcel #0726049051)  
Zone: Town Center 2 (TC-2)

Dear Steve:

Thank you for meeting with us on December 7, 2021, to discuss the proposed development. The plans depict a 6-story structure with four (4) stories of residential units (385 units total) over two (2) stories of structured parking. Please note that this information is time sensitive and subject to change. A pre-application meeting does not vest this proposal under the current code. If more than a year has passed since this meeting and an application has not been submitted, a new meeting may be required to satisfy SMC 20.30.080. The following is a summary of zoning comments discussed and additional information regarding the potential application.

Background

1. The subject property has a metes and bounds legal description, no title report was submitted with the pre-application materials. If the property is subject to any easements or other encumbrances, this may impact your ability to develop those portions of the property.

Process

2. Submittal of the following permit applications will be required for this proposal:
  - Demolition\*
  - Wastewater Cap-off (submitted with demo)
  - SEPA Checklist (submitted with Building Permit)
  - Right-of-Way (for frontage improvements)
  - Building Permit\*\*
  - Wastewater (new connection permit, Developer Extension)

\*You may choose to have a separate demolition permit or include the demolition in the scope of the building permit.

\*\*Site development work is included in the scope of the building permit.

3. Due to the number of units, this proposal is subject to SEPA. Submit a completed [environmental checklist](#) with the building permit application materials. Answer each question accurately to the best of your knowledge. You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when an answer is unknown. You may incorporate by reference studies or reports, such as geotechnical report, traffic impact analysis, drainage report, etc. when answering the questions on the checklist.
4. Application checklists and supplemental documents can be found [at this page](#).
5. Permit fees are detailed in two handouts, which are listed below:
  - a. [Construction Permit Fees](#)
  - b. [Fee Schedule](#)
6. The [Commercial/Multifamily Building Permit Submittal Checklist](#) lists all of the application materials required for submittal. Everything on this list must be provided unless otherwise indicated by City staff. The current fee for building permit application is based on construction valuation.
7. Prior to submittal of your permit applications, a neighborhood meeting must be conducted. A 500-foot mailing radius from the perimeter of the parcel is required. Contact Permit Services to obtain mailing labels for the neighborhood meeting (minimum 1-hour fee applies). The building permit application must include:
  - a. Copy of the neighborhood meeting notice with a mailing list;
  - b. List of attendees and their contact info/addresses; and
  - c. Summary of issues raised with an indication of which issues the applicant will not or cannot address and those that will be addressed by modifying the proposal.Due to the COVID-19 pandemic, applicants are asked to hold online open houses with timed conference calls in lieu of in-person neighborhood meetings. See the attached Administrative Order PLN20-0039 for information/requirements.
8. When you are ready to submit your permits, and if you plan to submit them on paper, please set up an in-take appointment with the Permit Services Division by calling the main number at 206-801-2500. Otherwise, see the City's [Remote Services webpage](#) for how to submit application materials.
9. The City now offers electronic permitting as an option to paper submittals. View the [webpage here](#) for instructions. Currently, electronic permitting is only available to people who have Professional/Contractor accounts in eTrakit. For information on how to set up an account, please see [this link](#).
10. The City has 28 days to determine if an application submittal is complete. Once an application is determined to be complete, the SMC sets forth target timelines for decisions. These timelines only include days under staff review, meaning once an applicant has received a request for revisions letter from City staff, the City's timeline stops.
11. Building Permits are Type A actions with a target timeline of 120 days. Type A actions do not require a public Notice of Application and are an administrative decision; no

public hearings are involved. The building permit fees are due at the time of permit application submittal, but other fees, such as hourly review fees, are due at the time of permit issuance.

12. SEPA Threshold Determinations are Type B actions with a target review timeline of 60 days. Type B actions require a public Notice of Application and are an administrative decision; no public hearings are involved. During the application review process, the Notice of Application and Notice of Decision procedures, as outlined in SMC 20.30.120 and 20.30.150 apply.
13. Review times for permits depend on several factors, including City staff workload and quality of plans submitted. For a multifamily/mixed-use proposal of this size an applicant should expect **10-14 weeks** from determination of completeness to first round of comments. Expedited permit review may or may not be an option, depending on current workloads. Projects that participate in the DGIP (including Built Green 4-STAR which is Tier 4) are automatically eligible for expedited review. The expedited review takes half the time as regular review, so it would be approximately **5-7 weeks** from determination of completeness to first round of comments. Note that only Type A applications such as building permits are eligible for expedited permitting; Type B, C and L applications are not eligible for expedited permitting.
14. City mapping does not indicate any known critical areas or buffers onsite or adjacent to the subject property. Critical areas and their buffers may occur within the City, which have not previously been mapped. A critical area worksheet is required to be submitted with each application.
15. This property is eligible for the City's Multifamily Property Tax Exemption (MFTE) Program. Please see the MFTE [website](#) for more information. The current staff contacts are Bethany Wolbrecht-Dunn ([bwolbrec@shorelinewa.gov](mailto:bwolbrec@shorelinewa.gov)), Community Services Manager, and the City's affordable housing consultant, Michael Stanger ([mstanger@socialimpactworkshop.com](mailto:mstanger@socialimpactworkshop.com)). This may change in the coming months with the addition of a Housing Coordinator position.
16. Departures to the Commercial/Multifamily Design Standards listed in SMC 20.50 Subchapter 4 may be requested through the Administrative Design Review process. This process must take place prior to building permit application. See SMC 20.30.297 for more information on the ADR process.
  - a. An ADR application is also required prior to building permit submittal if you intend to seek departures/incentives through the [Deep Green Incentive Program](#).

#### Development Code

17. The following bulk requirements are relevant to the site:
  - Minimum density = N/A
  - Maximum density = N/A
  - Minimum lot size = N/A
  - Minimum lot width = N/A
  - Minimum setbacks (all sides) = 0 feet\*
  - Maximum building height = 70 feet
  - Maximum building coverage = N/A

- Maximum hardscape = 95%
    - \*The properties across Linden Ave N to the west is zoned R-12 so the Transition Area provisions in SMC 20.50.021 do not apply.
18. Allowable projections into setbacks are outlined in SMC 20.50.040(I).
19. **Response to Question About AEG:** The height limit in TC-2 is 70 feet, measured from Average Existing Grade, as described in SMC 20.50.050, to the highest point of the roof. Note that per Footnote (3) to Table 20.50.020(3), base height may be exceeded by 15 feet for rooftop structures such as elevators, arbors, shelters, barbeque enclosures and other structures that provide open space amenities. Please show the Average Existing Grade calculations on your plans, as well as the exact height of the proposed structures on elevation drawings. ***I did not see in the submitted materials where this was diagrammed as referenced in your question list, so cannot respond as to whether or not the diagram is correct.***
20. Commercial/Multifamily Design Standards under SMC 20.50 Subchapter 4 (20.50.220-250) apply to this development.
- a. **Response to Question about Open Space:** Open space is required in accordance with SMC 20.50.240(G), which requires 800 square feet per development or 50 square feet of open space per dwelling unit, whichever is greater. ***For this development of 385 units, the calculation is  $385 \times 50 = 19,250$  sq. ft.***
  - b. Requirements for outdoor lighting are found in SMC 20.50.240(H). Provide an outdoor lighting plan with your submittal to show compliance with this section.
  - c. **Response to Question about Trash Staging:** The trash and recycling service purveyor is Recology. In addition to complying with the design standards for storage and collection in SMC 20.50.240(I), please provide a letter or email from Recology as part of your building permit submittal stating they will provide service as shown on your proposed plans. The Operations Supervisor is Steve Aiton ([SAiton@recology.com](mailto:SAiton@recology.com)). ***Recology generally does not prefer to back-out. Trash staging in the public right-of-way is not allowed by Shoreline Public Works, see DRE Public Works comment.***
  - d. Requirements for utility and mechanical equipment location and screening are found in SMC 20.50.240(J). Provide information on your plans to show compliance with this section.
  - e. Requirements for exterior materials found in SMC 20.50.250(B)(8). Please show the specific materials being used on your plans.
21. It is recommended that you include a "Commercial/Multifamily Design Compliance" sheet or table in your building permit set, listing each of the requirements in SMC Chapter 20.50 Subchapter 4 and noting how the project complies (e.g., The required open space for this project is xx sf and is found in three areas, roof top terrace of xx sf on Sheet xx, ground level courtyard of xx sf on Sheet xx, and private balconies, totaling xx sf on Sheets xx and xx.). This streamlines zoning review which is charged to the project at the current hourly rate (e.g., the 2021 hourly rate is \$206.00).

22. Departures to the Commercial Design Standards listed in SMC 20.50 Subchapter 4 may be requested through the Administrative Design Review process. This process must take place prior to building permit application. See SMC 20.30.297 for more information on the ADR process.
23. **Response to Question about Tree Removal:** Tree regulations for private property per SMC 20.50.290 through .370 do not apply in the TC-2 zone unless within a critical area/buffer.
24. Per SMC 20.50.390 through .410, the minimum off-street parking requirement for multifamily developments is 0.75 spaces per each studio and one-bedroom unit, and 1.5 spaces per each 2+bedroom unit.
25. **Response to Question about EV Spaces:** See Table 20.50.390E – Electric Vehicle (EV) Charging Infrastructure Parking Standards for EV requirements that apply to this proposal. ***EV parking spaces count as part of total vehicle parking spaces.***
26. The minimum parking space dimensions for a standard parking space is 8.5 feet by 20 feet; the minimum parking space dimensions for a compact parking space is 8 feet by 16 feet. No more than 50 percent of the required minimum number of parking stalls may be compact spaces (SMC 20.50.410(F)).
27. Parking reductions are available in accordance with SMC 20.50.400.
28. **Response to Question about Loading Zones:** Loading zones are not required for residential buildings, only nonresidential (SMC 20.50.410(L) and (M)). If you are voluntarily providing a loading zone, it is recommended you design it in accordance with the requirements in SMC 20.50.410(N) and (O) which are pasted below:
- a. N. Each loading space required by this section shall be a minimum of 10 feet wide, 30 feet long, and have an unobstructed vertical clearance of 14 feet six inches, and shall be surfaced, improved and maintained as required by the Engineering Development Guide. Loading spaces shall be located so that trucks shall not obstruct pedestrian or vehicle traffic movement or project into any public right-of-way. All loading space areas shall be separated from required parking areas and shall be designated as truck loading spaces.
  - b. O. Any loading space located within 100 feet of areas zoned for residential use shall be screened and operated as necessary to reduce noise and visual impacts. Noise mitigation measures may include architectural or structural barriers, berms, walls, or restrictions on the hours of operation.
29. **Response to Question about Bicycle Parking:** Facilities for bicycle storage are required in multifamily, commercial, and mixed-use developments. See SMC 20.50.440 for requirements. Note that there are different standards for short- and long-term bicycle storage. ***Long-term bicycle parking can be provided in the unit and count as required parking to the extent it can comply with all the provisions of SMC 20.50.440(B), one issue may be compliance with (B)(5) which limits racks on walls to only 25 percent of the required parking.*** If you want to exceed this you will need to apply for a [Code Interpretation](#) for a bike management plan.
30. Landscaping standards per SMC 20.50.450 through .520 apply, but since the setbacks are zero (0) feet along all interior property lines, there is no surface parking, and this is

not a transition area, no landscaping is required onsite. Street trees are required in accordance with SMC 20.50.480.

31. **Response to Question about Undergrounding Utilities:** All utilities serving the site must be located underground, pursuant to SMC 20.70.410-430.
32. Note that many development incentives that provide flexibility to development standards are available through the [DGIP](#) (see SMC 20.50.630). If you wish to take advantage of these incentives, you must first apply for an Administrative Design Review prior to submittal of your building permit.

Miscellaneous

33. Water service to the site is provided by Seattle Public Utilities (SPU). A Certificate of Water Availability from SPU must be included with your application. Staff recommends reaching out to SPU early in the process to secure the Water Availability Certificate, as it can take many weeks.
34. Electrical power to the site is provided by Seattle City Light. City staff recommends contacting SCL well in advance of project design to address any issues relating to electrical service, such as power pole relocation or three-phase power requirements. If you have questions contact Sandra Fernandes at 206-684-8064 or [Sandra.Fernandes@seattle.gov](mailto:Sandra.Fernandes@seattle.gov).
35. Prior to issuance of Building Permit(s), the Park Impact Fee (PIF) is due. The current PIF for multifamily development is \$2,838 per dwelling unit. For 385 multifamily units, with credit for the 50 multifamily units to be demolished, the fee is \$950,730.00.

Other departmental comments are attached to this letter. Should you have any questions, please do not hesitate to contact me at 206.801.2557 or [clee@shorelinewa.gov](mailto:clee@shorelinewa.gov).

Sincerely,



Cate Lee, AICP  
Senior Planner

c.c.: File #PRE21-0199

Attachments: Administrative Order PLN20-00039 Neighborhood Meetings



## Memorandum

**DATE:** 12.10.2021

**TO:** Cate Lee

**FROM:** Ann Hunt

**RE:** PRE21-0199 Pre-Application Meeting  
17802 Linden Ave N  
Building Memo

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Cate, here are my comments to the applicant:

**Apartment Building:**

1. Mechanical and plumbing permits can be included in the building permit(s) or can be applied for separately for an apartment building.
2. Provide grade plane and building height calculations as defined by the IBC.
3. The interior egress stairways must typically exit directly to the exterior, however up to 50% can exit into a lobby with a direct view of the exterior exit door. See IBC Section 1028.
4. At least eight accessible parking spaces are required for 384 total parking spaces. Two of these shall be van-accessible.
5. Mechanical ventilation will be required for enclosed parking garages.
6. Two egress doors must be provided from the garage level.
7. Each Level 3 Outdoor Amenity space will likely require two exits based on occupant load.
8. See IBC Section 1107.6.2 for required number of Type A and B units.

9. Elevator door openings must be protected with secondary self-closing smoke doors, elevator lobbies, or elevator shaft pressurization (with generator backup). See IBC Section 3006.
10. Generator backup is required for at least one elevator car.
11. The Fire Department will designate which elevator must be provided with backup power and stretcher capability.
12. A fire pump, if required, must have emergency backup power.
13. Maximum unprotected openings in exterior walls per story must comply with IBC Table 705.8.
14. Applicant question: *We understand that the proposed project will be permitted under 2018 IBC and the 2018 Washington State Energy Code. Please confirm if there are any code interpretations for the 2018 energy code in the City of Shoreline.*
  - a) As of 12/7/2021, the City does not have any additional code interpretations for the 2018 WSEC.
  - b) Shoreline City Council adopted the Seattle Energy Code on 12/6/2021 with an effective date of July 1, 2022.
15. Applicant question: *Is the grade calculations as noted in the pre-app materials acceptable?*
  - a) Zoning measures building heights from the average existing grade. The IBC definition of Grade Plane calculates from the finished ground level adjoining the buildings.
  - b) The Base Height Determination as noted in the pre-application materials (see Page 1 of Zoning Questions, page 4 of Zoning Summary,) measures the height from the existing grade.

If you have any questions, please feel free to contact Ann Hunt at [ahunt@shorelinewa.gov](mailto:ahunt@shorelinewa.gov).



**Shoreline Fire Department**  
**Fire Marshal's Office**  
17525 Aurora Avenue North  
Shoreline, WA 98133-4812  
206-533-6565  
Fax 206-546-5719

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**Shoreline Fire Dept.**  
**Commercial Pre Application work sheet**

Date: 12-7-2021  
Pre App #-: PRE21-0199  
Reviewer: Derek LaFontaine  
Address: 17802 Linden Ave N  
Description: 385 unit apartment complex  
Available fire flow: Water Cert Required

**Fire Impact Fees: \$2002 per new unit, credit for existing units.**

**Review comments**

1. **Fire Flow Requirements:** 4000 gpm fire flow capacity is required. Fire main capacity analysis from SPU is required. Improvements to fire main may be required.
2. **Number of Hydrants required:** 4 total hydrants required, existing may be used but new installs may be required. Locations TBD. One must be 75 from FDC.
3. **Riser / Fire Control Room must be exterior accessed and all fire protection equipment must be in riser room.** Plan for Smoke control and DAS equipment needing 2 hr room rating.
4. **Sprinkler Requirements:** NFPA 13 system required. All decks must be sprinkled
5. **Standpipe Requirement:** Due to limited access, wet standpipes required in all stairwells and at roof level.
6. **Fire Alarm Requirements:** NFPA 72 fire alarm required. Must be point to point addressable. Annunciator panels in each building.
7. **Stairwell pressurization requirements:** Conceptual analysis required at building permit submittal. Detailed design required with smoke control permit submittal.
8. **Emergency Responder Radio Coverage:** DAS System: Emergency Responder Radio signal strength must be 95dbs in 95% of each floor of the building and 99% in elevators. See IFC 510 for further compliance
9. **Generator Requirements:** Type1 class 10 level 8 required to be installed under separate permit.
10. **Fire Access requirements:** Current design only has access off of Linden which has power lines blocking ladder access. Please call and discuss design for fire access on the South end of building.
11. **Fire Dept. Key box requirements:** Required at front doors and riser room. Any automatic gate requires knox gate switch.
12. **Fire Pump:** Low Pressure Area. If pump is required must be on life safety generator.

For Question feel free to call

Derek LaFontaine  
Fire Marshal  
206-533-6571



## Memorandum

**DATE:** 12.07.2021

**TO:** Heather Maiefski

**FROM:** Nick Zombor

**RE:** PRE21-0199 Pre-Application Meeting  
Apartment Development w/ 382 Apartment Homes – 17803 Linden Ave  
N

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Heather, here are my comments to the applicant:

Drainage requirements:

1. The 2021 City of Shoreline *Engineering Development* Manual (EDM) is in effect as of March 1, 2021. The 2019 SWMMWW will be required for all projects vested to the 2021 EDM.
2. Minimum requirements 1-9 of the Stormwater Management Manual for Western Washington (SWMMWW) will be required.
3. All improved surfaces (including frontage improvements) will be included in the thresholds for determining minimum requirements.
4. The City has adopted a fourth threshold for Minimum Requirement #7: All projects that propose to exceed 50 percent effective impervious surface within the project site trigger the requirement for flow control facilities. Please see Chapter 19(G) of the 2021 EDM.
5. A soils analysis is required to determine infiltration rates. A grain-size analysis with borings at least 10' in depth is acceptable for sites with outwash soils. A small-scale PIT conducted between Dec. 1 and April 1 is required for sites with till soils. If a small-scale PIT is conducted outside of the above window, three tests must be performed on the same hole within 3 days. Please see Chapter 19 (R) of the 2021 EDM.
6. The City will be looking for Low Impact Development such as bioretention, permeable pavement, and/or infiltration where applicable.
7. Refer to Appendix C of the EDM for surface water report formatting guidelines. Please note that there are some minor changes to this appendix in the 2021 EDM, and ensure your team is using the correct version.

8. A stormwater pollution prevention plan (SWPPP) document will be required. The SWPPP shall be submitted separately from the surface water report. The DOE template is required for this project.
9. All on-site stormwater facilities shall be recorded with King County prior to final acceptance of the project. A draft declaration of covenant will be submitted and reviewed as part of the on-site improvements. The Final document will not be recorded until after the facilities are constructed.
10. Construction of any Underground Injection Control (UIC) Wells requires registration with the Department of Ecology per WAC 173-218-070. Examples of UICs can include, but are not limited to infiltration trenches with perforated pipes, proprietary subsurface detention vaults design to capture and infiltrate stormwater runoff, and drywells receiving runoff from more than one single family roof. For more information please visit <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Underground-injection-control-program>.
11. Construction Stormwater General Permit coverage is required for this project.
12. New catch basins and storm pipe will be required along Linden Ave N to convey stormwater to the public storm drain system.
13. The 12" storm pipe that crosses Linden from CB-1979 (see screenshot below) is not shown as connecting to a structure. It is unknown whether the connection is a buried structure, a tee, or if CB-1979 discharges elsewhere. If the project proposes to tie into this system, please check the downstream conditions and include findings in the Stormwater Report.

Frontage Improvements:

1. Frontage improvements are required per SMC 20.70.320. Frontage is defined as facilities between the curb and private development along streets – typically curbs, amenities, and sidewalks (SMC 20.20.020). Refer to section 7.7 of the EDM for additional information.
2. Frontage improvements will be required on Linden Ave N. Frontage improvements consist of the following:
  - a. From the centerline, provide a 11' travel lane, 8' parking, 6" curb, 5' amenity zone, and 8' sidewalk. Provide a ROW dedication to min. 1' behind the new sidewalk. It appears that a 4' dedication may be required.
3. Bioretention in the amenity zone is encouraged. Please see Standard Details 777 and 778.
4. Pedestrian scale lighting is required along Linden Ave N per Section 7.9 of the 2021 EDM. Please see standard detail 440. This corridor uses:
  - a. 5723.23 <http://www.seattle.gov/light/engstd/docs2/5723.23.pdf> 014383 Gray Arieta side-mount LED luminaire
  - b. 5754.07 <http://www.seattle.gov/light/engstd/docs2/5754.07.pdf> 013419 14' Light gray Fixed
5. If the project proposes to remove or relocate ROW streetlights or underground overhead power: new street lighting consistent with the City's Streetlight Master

Plan will be required on Linden Ave N. Refer to section 7.9 of the EDM for street lighting plan requirements.

6. Refer to Sections 13.8 and 13.9 of the EDM for sight distance triangles at the new driveway. Show the sight distance triangles on the ROW landscaping plans.
7. Any trees removed in the ROW are subject to the replacement requirements of SMC 12.30.040. Refer to Appendix G of the EDM for acceptable replacement trees. Trees within ROW dedication areas are not considered ROW trees, but are looked at as on-site trees.
8. Per SMC 20.50.480, when frontage improvements are required, street trees are required for all multifamily developments.
9. Projections are not permitted in the ROW except as noted in section 2.2 of the EDM. Locate balconies, roof overhangs and other projections on-site. Temporary shoring in the ROW requires a ROW Site Permit and may only encroach up to 24".
10. Trash/Recycle collection will not be allowed in the amenity zone on Linden Ave N. Please locate trash/recycle collection on site.

#### Intersection

11. ADA compliant curb ramps for legal crossings across Linden Ave N at the N 178<sup>th</sup> intersection are required.

#### Driveways

12. Provide an ADA-accessible driveway per standard detail 301.
13. Allowable width of a multifamily residential driveway approach is 20' min to 30' max.
14. Driveways must be spaced 75' away from all intersections, measured from the right-of-way line to the edge of the driveway. If the 75' spacing requirement cannot be met, an engineering deviation will be required.
15. Driveway separation is 40' measured from nearest point to nearest point.

#### ROW Permit Requirements

16. A separate right of way permit is required and will be issued concurrently with the site development/building permit.
17. For the ROW permit, provide a set of ROW frontage improvement plans. Do not submit the on-site civil plans. Refer to the ROW Use Permit submittal checklist for required elements of the ROW frontage improvement plans. Include plan/profile, cross-sections of all frontages, landscaping in the ROW, and all applicable standard details on the plans.
18. The ROW permit can include excavation and restoration for the water line work. Water plans shall be reviewed and approved by the water purveyor prior to ROW permit approval. Submit two copies under the ROW permit.
19. The ROW permit can include excavation and restoration for the sewer work. The sewer connection will be permitted separately through a WWU permit.

20. A performance bond for frontage improvements will be required to be in place prior to approval notice.
21. A ROW dedication of approximately 4' is required along Linden Ave N. ROW dedications shall be recorded prior to permit issuance. This process can take several weeks so please plan accordingly.
22. Please visit <http://www.seattle.gov/light/electricservice/application.asp> early in the permitting process to coordinate with Seattle City Light on your power service needs.

#### Traffic Impact Fees:

1. A transportation impact analysis (TIA) is required. Refer to Appendix E of the EDM for TIA guidelines. The TIA may have additional mitigation measures.
2. **Approximate** traffic impact fees for the proposed 382-unit apartments is \$1,529,939.00 with credit given for the existing 50 apartment/townhome units. An independent fee analysis can be calculated per SMC 3.80.060.

#### References:

1. References for erosion prevention and sediment control:
  - Department of Ecology 2019 *Stormwater Management Manual for Western Washington*: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>
  - DOE SWPPP Template (5000+ SF of new/replaced hard surface): <https://ecology.wa.gov/DOE/files/67/673d2039-de8d-47be-830f-61b92e0445a4.docx>
  - Short Form SWPPP (under 5000 SF of new/replaced hard surface): <http://www.shorelinewa.gov/home/showdocument?id=42686>
2. References for City of Shoreline Engineering requirements:
  - City of Shoreline 2021 *Engineering Development Manual*: <https://www.shorelinewa.gov/home/showpublisheddocument/51574>
  - Link to City of Shoreline Standard Details webpage: <http://www.shorelinewa.gov/government/departments/public-works/engineering-standards>
  - Handout regarding thresholds for surface water requirements: <http://www.shorelinewa.gov/home/showdocument?id=42704>

If you have any questions, please feel free to contact Alisa Nguyen at [anguyen@shorelinewa.gov](mailto:anguyen@shorelinewa.gov) or Cory Johnson at [cjohnson@shorelinewa.gov](mailto:cjohnson@shorelinewa.gov).



## Memorandum

**DATE: 12/7/21**

**TO: Cate Lee**

**FROM: Clayton Putnam**

**RE: PRE21-0199 17802 Linden Ave N demo 49 unit apartment, construct 382 unit apartment building**

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### **Wastewater Comments:**

1. Sanitary sewer service is available contingent upon all City of Shoreline requirements being met under guidance of the Engineering Development Manual (EDM) Section 4.
2. This project requires a Developers Extension Agreement.
3. Sanitary sewer service will be provided by an eight (8") mainline from the site.
4. Contractors working on the public sewer system or in the right-of-way will be required to be licensed and bonded with the City of Shoreline prior to permit issuance
5. Connections are subject to City of Shoreline General Facility Charge and/or Local Facilities Charge as determined by Shoreline City Council subject to annual review.
6. This document is a Certificate of Sewer Availability. Further review of permits may reveal additional requirements.

General Facility Charges/Treatment Facility Charge & permit fees

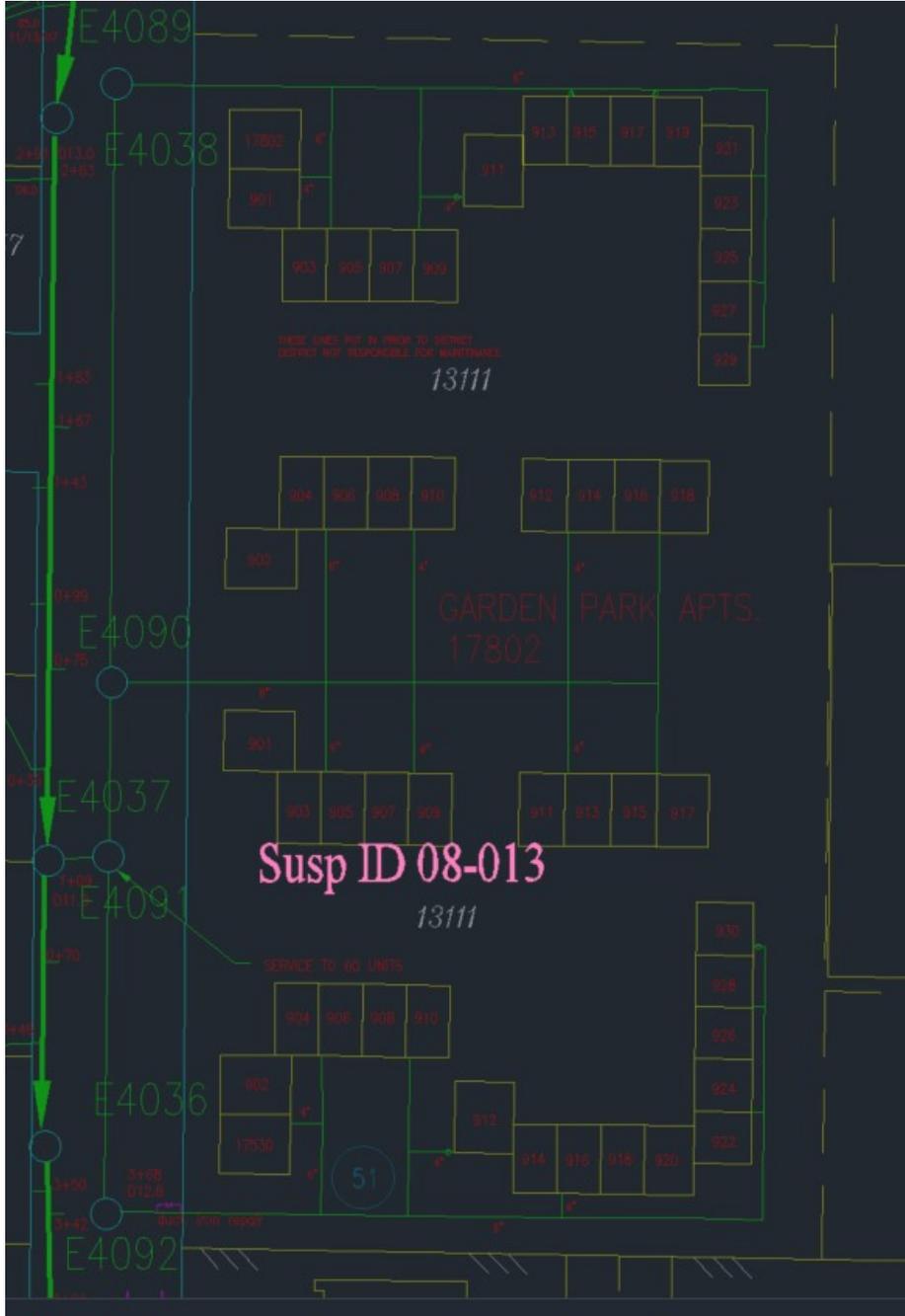
- **General Facility Charges: \$631,887.48**
- **New connection permits: \$300.00 for 1<sup>st</sup>, \$100.00 per additional.**
- **Cap off permits: \$450.00 (3 stubs capped at ROW).**

References:

1. Reference for Rules & Regulations for City of Shoreline Public Works Department  
*<https://www.shorelinewa.gov/home/showpublisheddocument/51548>*

- 2) **David Evans and Associates, Inc.**  
14432 SE Eastgate Way Ste 400  
Bellevue, WA. 98007  
d: 425-586-9760

If you have any questions, please feel free to contact Clayton Putnam at 206.818.3851 or Brent Proffitt at 206.801.2578





*Planning & Community Development.*

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17500 Midvale Avenue North  
Shoreline, WA 98133-4905  
(206) 801-2500 ♦ Fax (206) 801-2788

## **ADMINISTRATIVE ORDER PLN20-00039**

### **CODE SECTION: 20.30.090 Neighborhood Meeting**

I. **ISSUE:** SMC 20.30.090 requires that the applicant for a Type B or C action hold a neighborhood meeting prior to submittal. However, the City has declared a public health emergency due to the COVID-19 pandemic and authorized City departments to take such measures as may be necessary to protect public health, safety and welfare. Under these circumstances outreach methods for neighborhood meetings that do not require in person meetings but still meet the objectives of informing interested parties about the project and allowing for comments are allowed.

II. **FINDINGS:**

**Shoreline Municipal Code (SMC) 20.30.090 Neighborhood meeting.**

Prior to application submittal for a Type B or C action, the applicant shall conduct a neighborhood meeting to discuss the proposal.

B. The neighborhood meeting shall meet the following requirements:

1. Notice of the neighborhood meeting shall be provided by the applicant and shall include the date, time and location of the neighborhood meeting and a description of the project, zoning of the property, site and vicinity maps and the land use applications that would be required.
2. The notice shall be provided at a minimum to property owners located within 500 feet (1,000 feet for master development plan permits and special use permits for essential public facilities) of the proposal, the neighborhood chair as identified by the Shoreline Office of Neighborhoods (note: if a proposed development is within 500 feet of adjacent neighborhoods, those chairs shall also be notified), and to the Department.
3. The notice shall be postmarked 10 to 14 days prior to the neighborhood meeting.
4. The neighborhood meeting shall be held within the City limits of Shoreline.

5. The neighborhood meeting shall be held anytime between the hours of 5:30 p.m. and 9:30 p.m. on weekdays or anytime between the hours of 9:00 a.m. and 9:00 p.m. on weekends.

The requirement for a neighborhood meeting prior to submittal is to ensure that nearby residents and property owners have an adequate opportunity to learn about a proposal that may affect them, express concerns about real and perceived impacts at an early stage of the application process, and give the project proponent the opportunity to try to mitigate any impacts their proposal may have on the neighborhood.

### III. CONCLUSIONS

In order to meet the intent of the neighborhood meeting while limiting in person contact, applicants will instead hold an online open house where people can read a description of the project, see plans and elevations of the project, and leave comments to be addressed, see WSDOT examples at <https://engage.wsdot.wa.gov/>. The applicant will offer online site visitors the option to provide contact information in order to receive the Neighborhood Meeting Summary.

The online open house materials need to be displayed for a minimum of three (3) days. During the online open house, the applicant will host a conference call to describe the project and take questions and comments from the conference call participants. The applicant is encouraged to provide responses during the conference call and is required to provide responses to questions and comments in the Neighborhood Meeting Summary.

The applicant also must offer a back-up plan for those unable to participate electronically such as a one on one call prior to the conference call so that that person's concerns could be shared and addressed. The interested party may also request to be emailed or mailed drawings and the Neighborhood Meeting Summary.

These options would need to be clearly explained in the notice mailing, see attached for a revised template, and to allow time for individual calls and mailing drawings it should go out at least 14 days in advance of the conference call.

### IV. DECISION:

The above process to allow for virtual meetings and alternative means to share information and feedback shall be followed for the duration of the declaration of health emergency.

  
\_\_\_\_\_  
Director's Signature

3-17-20  
Date

Template for Notice of Neighborhood Meeting – Sent by Applicant

NEIGHBORHOOD OUTREACH

You are invited to participate in an online open house from *Month 7th to 9th* to learn more about a proposed development in your neighborhood. Please go to the online open house at [www.xxx.com](http://www.xxx.com) to read a description of the project, see plans and elevations, and leave your comments. If you leave an email address, we will send you a Neighborhood Outreach Summary with the concerns expressed, our responses, and any modification to the design made as a result of the feedback. We will also host a conference call on *Month 9th* at X:XX PM to answer questions and respond to neighborhood comments and suggestions. Please call in to (insert phone number and applicable instructions) to join this call.

If you are unable to participate in the online open house (applicant may also choose to provide a phone number or mailing address) email [joe@xxx.com](mailto:joe@xxx.com) anytime before *Month 7th* to discuss the project, request mailed/emailed drawings, and request a copy of the Neighborhood Outreach Summary.

**Project Description:** XXX Builders is proposing to demolish a XXX in order to construct XXX at 1234 Street Address. The site is zoned X. The development will be X square feet, X height and contain X apartments. Access will be from X street

**Required Applications:**

- Site Development
- Demolition
- Building
- Preliminary Plat
- Administrative Design Review
- SEPA Environmental Review
- Etc.



