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**RE: LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025**

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**From** Courtney Flora <cflora@mhseattle.com>

**Date** Fri 4/18/2025 1:39 PM

**To** Samantha Loyuk <sloyuk@kenmorewa.gov>

**Cc** Karla Gonzalez <KGonzalez@clarkbarnes.com>; Debbie Bent <Dbent@kenmorewa.gov>; Scott Clark <sclark@clarkbarnes.com>; Jacob Schmitz <jschmitz@clarkbarnes.com>; Dawn Findlay Reitan <dreitan@insleebest.com>

Thank you! Understood. We will resubmit the permit application and upload the certificates as soon as we receive them.

Courtney Flora  
Partner  
Direct line: 206.812.3376  
Cell: 206.788.7729  
Email: [cflora@mhseattle.com](mailto:cflora@mhseattle.com)

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**From:** Samantha Loyuk <sloyuk@kenmorewa.gov>

**Sent:** Friday, April 18, 2025 1:24 PM

**To:** Courtney Flora <cflora@mhseattle.com>

**Cc:** KGonzalez@clarkbarnes.com; Debbie Bent <Dbent@kenmorewa.gov>; Scott Clark <sclark@clarkbarnes.com>; jschmitz@clarkbarnes.com; Dawn Findlay Reitan <dreitan@insleebest.com>

**Subject:** RE: LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025

Thank you, Courtney. I'm glad to hear you're moving forward with obtaining the water and sewer availability certificates. Although the certificates are valid for one year, they also provide valuable information about utility service and support transparency with the Northshore Utility District, assisting with their system planning and management.

For the purposes of submitting the application, we will temporarily waive this requirement pursuant to KMC 19.25.040(F). Please have the applicant resubmit the permit application online so we can accept and begin processing it. Once the certificates are complete, please upload them to the MyBuildingPermit.com portal. Thank you.

Sam Loyuk | Development Services Director | City of Kenmore  
18120 68th Ave NE | Kenmore, WA 98028  
Main: (425) 398-8900 | Desk: (425) 984-6162  
Email: [SLoyuk@kenmorewa.gov](mailto:SLoyuk@kenmorewa.gov)

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**From:** Courtney Flora <[cflora@mhseattle.com](mailto:cflora@mhseattle.com)>

**Sent:** Friday, April 18, 2025 1:00 PM

**To:** Samantha Loyuk <[sloyuk@kenmorewa.gov](mailto:sloyuk@kenmorewa.gov)>

**Cc:** [KGonzalez@clarkbarnes.com](mailto:KGonzalez@clarkbarnes.com); Debbie Bent <[Dbent@kenmorewa.gov](mailto:Dbent@kenmorewa.gov)>; Scott Clark <[sclark@clarkbarnes.com](mailto:sclark@clarkbarnes.com)>; [jschmitz@clarkbarnes.com](mailto:jschmitz@clarkbarnes.com); Dawn Findlay Reitan <[dreitan@insleebest.com](mailto:dreitan@insleebest.com)>

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Thanks, Sam. The forms were submitted to the District today (see attached email confirmation). Great to hear that the response time is typically a week.

In the meantime, please grant a waiver under KMC 19.25.040 to allow staff to initiate review of the Master Plan application. Again, there is already water and sewer service on the campus, and any availability certificate issued now would only have a year term— with final confirmation happening once development plans are submitted. These certificates are not necessary for review of this conceptual Master Plan application, per 19.25.040.F.

Courtney Flora  
Partner  
Direct line: 206.812.3376  
Cell: 206.788.7729  
Email: [cflora@mhseattle.com](mailto:cflora@mhseattle.com)

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**From:** Samantha Loyuk <[sloyuk@kenmorewa.gov](mailto:sloyuk@kenmorewa.gov)>  
**Sent:** Friday, April 18, 2025 12:47 PM  
**To:** Courtney Flora <[cflora@mhseattle.com](mailto:cflora@mhseattle.com)>  
**Cc:** [KGonzalez@clarkbarnes.com](mailto:KGonzalez@clarkbarnes.com); Debbie Bent <[Dbent@kenmorewa.gov](mailto:Dbent@kenmorewa.gov)>; Scott Clark <[sclark@clarkbarnes.com](mailto:sclark@clarkbarnes.com)>; [jschmitz@clarkbarnes.com](mailto:jschmitz@clarkbarnes.com); Dawn Findlay Reitan <[dreitan@insleebest.com](mailto:dreitan@insleebest.com)>  
**Subject:** RE: LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025

Hi Courtney,

Water and sewer availability certificates are required pursuant to KMC 19.25.040 and 18.45.020. However, a waiver may be requested under KMC 19.25.040(F). If you intend to pursue a waiver, please provide supporting information that explains the justification for the request. Based on my experience, the Northshore Utility District typically issues these certificates within a week, although timelines may vary depending on the specifics of the project.

Samantha Loyuk | Development Services Director | City of Kenmore  
18120 68th Ave NE | Kenmore, WA 98028  
Main: (425) 398-8900 | Desk: (425) 984-6162  
Email: [SLoyuk@kenmorewa.gov](mailto:SLoyuk@kenmorewa.gov)

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**From:** Courtney Flora <[cflora@mhseattle.com](mailto:cflora@mhseattle.com)>  
**Sent:** Friday, April 18, 2025 9:46 AM  
**To:** Samantha Loyuk <[sloyuk@kenmorewa.gov](mailto:sloyuk@kenmorewa.gov)>  
**Cc:** [KGonzalez@clarkbarnes.com](mailto:KGonzalez@clarkbarnes.com); Debbie Bent <[Dbent@kenmorewa.gov](mailto:Dbent@kenmorewa.gov)>; Scott Clark <[sclark@clarkbarnes.com](mailto:sclark@clarkbarnes.com)>; [jschmitz@clarkbarnes.com](mailto:jschmitz@clarkbarnes.com); Dawn Findlay Reitan <[dreitan@insleebest.com](mailto:dreitan@insleebest.com)>  
**Subject:** RE: LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025

This email originated from outside your organization. Be cautious of phishing attempts. Please do not click on links or open attachments unless you are confident of the source of this email and know the contents are safe.

Thanks (adding Dawn). We know the certificates are incomplete. We included the draft forms to show we understand this is a technical requirement of the Master Plan submittal, but it doesn't make sense here. This is an existing site with water and sewer and service, and any development approved under the Master Plan would be phased over the 15-year term. Asking the District to confirm it can serve 1000

residential units (the outside development envelope identified for SEPA purposes) now— when the certificate only has a year term— seems to serve no purpose. The Master Plan approval can be conditioned with a requirement to confirm service required for each phase.

All that said, we will submit these forms to the District—but we're asking that you defer these items on the checklist so that the application can be deemed complete and move forward to Planning Commission review.

We are very mindful of the review timeline and know we're behind. We've spent the last several weeks working with our arborist to identify the specific areas that need to be reserved in forested tracts and those appropriate for development. We know that tree removal will a huge focus of this Master Plan for the City and community—and we wanted to be extremely informed and thoughtful about the approach before submitting this.

Please reach out if it would help to discuss any of this.

Courtney Flora  
Partner  
Direct line: 206.812.3376  
Cell: 206.788.7729  
Email: [cflora@mhseattle.com](mailto:cflora@mhseattle.com)

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**From:** Samantha Loyuk <[sloyuk@kenmorewa.gov](mailto:sloyuk@kenmorewa.gov)>  
**Sent:** Friday, April 18, 2025 9:00 AM  
**To:** Courtney Flora <[cflora@mhseattle.com](mailto:cflora@mhseattle.com)>  
**Cc:** [KGonzalez@clarkbarnes.com](mailto:KGonzalez@clarkbarnes.com); Debbie Bent <[Dbent@kenmorewa.gov](mailto:Dbent@kenmorewa.gov)>; Scott Clark <[sclark@clarkbarnes.com](mailto:sclark@clarkbarnes.com)>; [jschmitz@clarkbarnes.com](mailto:jschmitz@clarkbarnes.com)  
**Subject:** FW: LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025

Hi Courtney,

This application was not accepted. Please see the email below that was sent to the applicant. The water and sewer availability certificates are incomplete. You will need to resubmit the application when it's complete. Please let me know if you have any questions.

Sam Loyuk | Development Services Director | City of Kenmore  
18120 68th Ave NE | Kenmore, WA 98028  
Main: (425) 398-8900 | Desk: (425) 984-6162  
Email: [SLoyuk@kenmorewa.gov](mailto:SLoyuk@kenmorewa.gov)

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**From:** Permit Tech  
**Sent:** Friday, April 18, 2025 8:57 AM  
**To:** 'kgonzalez@clarkbarnes.com' <[kgonzalez@clarkbarnes.com](mailto:kgonzalez@clarkbarnes.com)>  
**Subject:** LAND USE Application Not Accepted ID#1641419 Bastyr University Preliminary Master Plan 2025

Application ID: 1641419  
Date Submitted: 4/17/2025  
Applicant Name: Karla Gonzalez  
Project Name: Bastyr University Preliminary Master Plan 2025

**Reasons:**

The water and sewer availability certificates are currently incomplete. These certificates must be signed (issued) by the Northshore Utility District before we can accept them.

To edit and resubmit this application, log into your account at

<https://epermit.mybuildingpermit.com/Login.aspx>, go to the Plan Review Dashboard and enter the Application ID in the Quick Search Field. Click on Edit and Resubmit to continue working on your application and resubmit. You may also delete the application if you choose to.